

## **STANDING RULES FOR THE ANNUAL GENERAL MEETINGS**

1. Except as specified in these rules and the by-laws, the 12th edition of Robert's Rules of Order Newly Revised shall govern proceedings.
2. Recognition by the Chair:
  - a. Members may only speak when recognized by the chair. Guests and presenters may only speak when invited by the chair. Anyone in attendance from the public is asked to observe only.
  - b. In person attendees are to use the microphone(s) to ask a question or make a comment. Please clearly state your name and your standing with the Association, as the meeting is being recorded for administrative purposes.
  - c. Online attendees are asked to use the raise hand function to signal to the moderator that you have a question or comment and then proceed to write it in the Zoom chat window. These will be read aloud during the meeting by the moderator.
3. Motions:
  - a. Provided the motion relates to the business identified in the agenda, motions may be introduced by any voting member.
  - b. Motions submitted in person shall be in writing and given to the chair.
  - c. Motions by those attending online can be submitted using the Zoom chat window and will be read aloud by the moderator.
4. Debate:
  - a. The voting member who introduces the motion is entitled to comment first in the debate and to provide the last comments in debate.
  - b. Each topic shall be limited to 15 minutes maximum, unless two thirds of the voting members vote to extend the limits of debate.
  - c. In debate on a motion or resolution, no individual speaker, except the mover, may speak more than one time, (unless there are no other speakers wishing to speak).
  - d. In debate on a motion or resolution, no individual speaker may speak for more than 2 minutes during each time they are recognized to speak by the Chair.
5. Voting:
  - a. The voting body shall consist of professional members of Engineers Geoscientists Manitoba, attending in person or online, who are in good standing and whose name appears in the register at the time of the meeting.
  - b. In the case of a tie vote, the chair of the meeting shall cast the deciding vote.
6. All personal electronic devices shall be placed on silent mode.