

RULES OF ORDER

1. Meeting rules and procedures shall be in compliance with all legislative, by-laws, and policy requirements.
2. The only persons entitled to be present at a meeting are those entitled to vote, the auditor of the credit union, invited persons and others who, although not entitled to vote, are entitled or required under any provision of *The Credit Union Act* to be present.
3. No business shall be transacted at a meeting absent quorum. In the absence of quorum, the Chair shall adjourn the meeting to a date not more than forty (40) days thereafter.
4. Subject to any restrictions in the by-laws only a member or designated representative may make motions, speak in debate, or vote at a meeting.
5. A resolution is out of order if written Notice of the Resolution, required by the *Act* and or *bylaws*, is not provided as required.
6. A member, or designated representative, must identify by name (and credit union branch) to engage in motion making debate.
7. A member, or designated representative, wishing to speak on any matter, at a meeting, must wait to be recognized by the Chair.
8. Apart from procedural motions related to conduct of the business of the meeting, the only motions or resolutions that shall be in order are those that are included in the approved agenda for the meeting.
9. A motion to amend a resolution, which is included on the agenda, shall be in order provided that the amendment reasonably pertains to the subject matter of the original resolution.
10. On each motion a member, or designated representative, may speak twice, but for no longer than three minutes per occasion. The motion maker may speak first if preferred, prior to any other speaker.
11. Debate must be relevant and related to the pending motion. Voting will be by show of hands (virtual poll/raised hand) unless the chair or a member calls for a ballot vote.

12. Except for matters requiring a special resolution all matters at a meeting shall be determined by majority vote.
13. All persons present at a meeting must be respectful to others and avoid personal attacks, or disorderly or discourteous behaviour. Any person causing a disturbance will be requested to leave and may have a security escort.
14. Reports are deemed to be received when presented or read before a meeting. Reports do not need to be approved, or accepted, by a carried motion.
15. A report with recommendations must be adopted or accepted by carried motion, for recommendations in a report to be considered approved.
16. The Chair may declare the meeting adjourned on conclusion of all business listed in the order of business or identified on the adopted agenda.
17. *Robert's Rules of Order, 12TH Edition* (most current edition) shall be a source of reference and guide concerning procedural matters at a meeting.

Electronic Meetings:

18. Technical requirements and malfunctions: Each member is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
19. Forced disconnections: The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
20. Assignment of the floor: To seek recognition by the chair, a member shall ... [specifying the exact method appropriate to the Internet meeting service being used]. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
21. Video display: [For groups using video, but in which the number of participants is too large for all to be displayed simultaneously:] The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.