



**GOVERNMENT
LICENSED
PROFESSIONALS**

A Chapter of the PEA

AGM Rules of Order

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The following shall be the Rules of Order for the Annual General Meeting. The customary rules of procedure have been adapted for a virtual meeting and will be adopted at the beginning of the AGM. Except as set below the AGM will be governed by Robert's Rules of Order Newly Revised, 12th Edition.

Credentialing

1. The Labour Relations Officer will assist with the credentialing of registered delegates.
2. Delegates must sign in at least 10 minutes before the start of the meeting so that the credentialing can be completed in a timely fashion.
3. Delegates are requested to enter their **first and last name** to be identified during the meeting.

Reports

All AGM Reports are made available at www.pea.org/glpagm. Please review the reports in advance. Motions are not required to receive the standard AGM reports but highlights will be shared and questions will be taken. If we don't have information to respond appropriately to questions, they will be noted and followed up on following the AGM.

How to Vote

Delegates are required to be logged into Zoom from your device. Delegates will not be able to participate on online Zoom votes by calling in via telephone.

The method for voting is at the discretion of the Chair and it will be made clear before each vote is taken.

Voting will take place in the one or more of the following methods:

1. Answering a Poll Question

This will be used to vote on the following items (a) credentialing report; (b) adoption of the rules of order; (c) adoption of the agenda; (d) adoption of the minutes of the AGM; (e) resolutions submitted prior to the AGM; and not excluding (f) resolutions from the floor and (h) the consent agenda.

- It will be announced that a poll is about to be shown on the screen. You will see the poll pop up with the question and a series of choices.

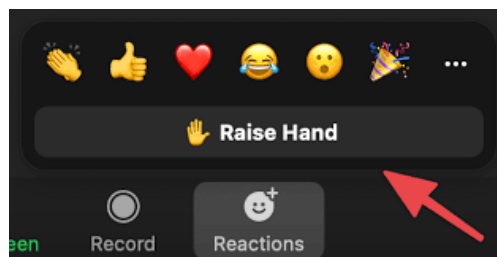
The screenshot shows a poll window titled "Ice Cream". The poll question is "1. Delegates will be served ice cream after the meeting. (Multiple choice)". There are two radio button options: "In Favour" and "Opposed". A "Submit" button is located at the bottom of the poll window.

- Select your choice in the time allotted of 45 seconds.
- A last call for the vote will be called at 15 seconds remaining.
- If the poll is not working for you, please you send your vote to the Chair's designate, the Parliamentarian, via the Chat Box. Send the vote (In Favour or Against) in the time allotted.
- Once the poll closes, additional responses cannot be added.
- Once the poll is closed, the Chair will announce the result as soon as it is known.

2. Raising Your Hand

This will be used for other motions.

- Click Raise Hand in the webinar controls.



3. Unanimous Consent

In the case of routine business or there seems to be no opposition, unanimous consent will be voted on, using the Raise Hand function to object.

Making and Debating Motions

The Chair will guide the assembly through the main motion and amendments process.

Please note: Speeches are limited to three minutes.

Main Motions

1. Business is brought forward before the assembly through a ***main motion***.
2. The motion will be shown on the screen for the business items known in advance. The Chair will read out the motion for the assembly.

Resolutions Submitted in Advance of the AGM

1. For resolutions which have been submitted in advance of the AGM, the Chair will recognize the person who submitted the resolution as the mover of the motion and will recognize the Resolution Committee as the seconder.
2. The Chair will call upon the mover of the resolution in question to speak to the question. The mover will give their name, pronouns, location, and ministry.
3. Anyone else wishing to speak on the resolution in question will click the “Raise Hand” feature. The Chair will recognize the speakers in the order in which they are listed in the feature.

All Other Motions

1. For all other types of motions, the Chair will call for a mover and seconder.
2. The delegate moving the motion may click Raise Hand in the Zoom control. The Chair will identify the mover, and their mic will be unmuted. The unmuted delegate will say, for example, “My name is Taylor Doe, my pronouns are they/them, I am a [state profession] from [state city] ...and I so move.”
3. The Chair names the seconder, and their mic will be unmuted. The unmuted delegates will say, “My name is Taylor Doe2. My pronouns are they/them, I am a [state profession] from [state city] ...and I second.”
4. The motion is on the floor for debate and vote.
5. Anyone else wishing to speak on the resolution in question will click the Raise Hand feature. The Chair will recognize the speakers in the order in which they are listed in the feature.

Amendments

1. Only two amendments at any one time are permitted: **primary amendment** which amends the main motion and **secondary amendment** which amends the primary amendment (must be related).
2. Votes are in order of amendments: **secondary, primary** (as amended or not), **main motion** (as amended or not).

Consent Agenda

In order to expedite business and permit more time for debate for other resolutions, the Chair may introduce a consent agenda at any point during the meeting. A consent agenda is a grouping of two or more resolutions (motions) into one motion which is voted upon all at the same time.

The process for handling a consent agenda will be as follows:

1. The Chair will list the numbers for the resolutions which are to form the consent agenda.
2. If any member wishes to exclude a particular resolution from the consent agenda, the member will list the number of the resolution to be excluded in the chat feature.
3. A seconder is not required to remove a resolution from the **consent agenda**.
4. There is no debate on a consent agenda. If you wish to discuss a particular resolution on the consent agenda, then you have to have that resolution removed from the consent agenda.
5. Once the Chair has confirmed that there are no other resolutions to be removed from the consent agenda, the Chair will read out the number of the resolutions remaining and call for a vote on the consent agenda.
6. After the consent agenda has been adopted, the Chair will continue on with the resolutions as they are listed in the program.
7. Those resolutions removed from the consent agenda will be addressed at the point at which they are listed in the program.

Motions from the Floor (Moved from the Front)

Motions from the floor are submitted verbally.

To seek recognition from the Chair to speak, click Raise Hand in the Zoom control.

The Chair will request the speaker/delegate to state the motion. The Chair will guide the assembly through the main motion and amendments process.

Resolutions from the Floor (Moved from the Front)

All resolutions which have been submitted in advance of the AGM must be addressed before the Chair will accept any resolutions from the floor.

Resolutions from the floor **must be submitted in writing via the Chat Box** to the Chair and meeting assistant during the meeting before the indicated break time. If time permits, the Resolution from the Floor will be shared on the main screen.

The delegate who submitted the Resolution from the Floor will be unmuted to present the resolution. The maker of the motion is entitled to speak first to explain the rationale (i.e., the reason(s) why the resolution should be adopted).

The Chair will seek a seconder to allow for consideration of the resolution by the assembly.

There will be no debate on the question of considering the resolution from the floor. The Chair will call for the vote by asking members to raise their hands. If the Chair has any concerns about this vote, the Chair will then retake the vote as a poll questions.

If the majority of the delegates present and voting vote in favour of consideration of the resolution from the floor, the Chair will not call for a mover or seconder on the resolution. The mover and the seconder from the question of consideration the resolution from the floor will be listed as the mover and the seconder for the actual resolution from the floor.

If the question of considering the resolution from the floor is defeated, then the Chair will announce the result and move to the next resolution from the floor.

Debate

1. A delegate wishing to speak to a motion of the floor must select Raise Hand in the Zoom control. The Chair will call your name and unmute your line.
2. For the unmuted speaker/delegates, please state your full name, pronouns, work city, ministry and whether you are PRO (in favour) or CON (opposed) to the motion on the floor.
3. During debate, it is recommended that you keep your remarks to one minute. Timing will be especially important in this virtual setting.
4. If you are raising a Point of Information or a Point of Order, please type “Point of Information” or “Point of Order”, as the case may be, in the Chat box. The Chair will then recognize the person who raised the point and invite them to state their point.
5. The Chair will call for the vote after the debate.

Other Motions

For other motions such as subsidiary or privileged motions, please raise your hand to be recognized by the Chair. See the Robert’s Rules quick reference sheet attached.

Zoom Issues

Some technical interruptions are expected. There may be lag or audio issues. Please use the Chat Box to let the Chair and meeting assistant know immediately so we can take action. Contact tarakawa@pea.org

Additional Guidance

The Rules of Order are posted at www.pea.org/glpagm

[Contact us](#) with any questions or concerns.

References:

1. Government Licensed Professionals.(2017).GLP Policy Manual
2. Barbara Rossi. (2020). Parliamentary Guidance for League of Women Voters (<https://www.lww.org/sites/default/files/2020-06/parliamentaryguidance.pdf>)
3. Robert, H.M. III., et al. (2020). Robert’s Rules of Order Newly Revised, 12th Edition.
4. Zwarn, L. (2020). Ranking and Characteristics of Motion.
5. Zwarn, L. (2020). Parliamentary Procedure for Committee and Volunteers.