

RULES OF ORDER FOR IPAC CANADA ANNUAL MEETING

1. Active Members wishing to present items under new business must submit these items to the Secretary no later than twenty-four (24) hours before the meeting time.
2. A quorum for the transaction of business shall be five (5) percent of the Active Members. (Bylaw Article 23)
3. Only Active Members who are in good standing with respect to membership fees may vote.
4. Proxy holders will identify themselves to the registrar and receive one voting card per proxy.
5. Voting shall be by show of hands. Every person who is present and entitled to vote, excluding the chair, shall have one vote. Voting cards will be issued at the door to Active Members in good standing.
6. The registration table will remain open for 10 minutes after the doors close at the commencement of the AGM. Late comers may enter but may not vote.
7. Proxy Votes (By-law Article 27; Form #15 2018) must have been submitted by email or fax to IPAC Canada no later than Friday, May 25, 2018, or presented to the Secretary or representative immediately prior to the Annual General Meeting at the registration desk established for that purpose at the meeting room.
8. Every question shall be determined by the majority of votes cast. Repeal or amendments of bylaws requires a 2/3 vote of those Active Members in attendance (Bylaw Article 1). Repeal or amendment of any article resulting in a change of membership status must be approved by 2/3 of all members, whether voting or non-voting status. The latter vote will be taken online prior to the AGM and the results announced at the AGM. The Chairperson will only be entitled to vote in case of a tie (Bylaw Article 24).
9. A resolution may be introduced by an Active Member and shall be seconded by another Active Member before being ruled on by the Chairperson or discussed. This includes both main and subsidiary resolutions. All resolutions must be stated in the affirmative and must be submitted in writing to the Secretary prior to the meeting.
10. The Chairperson reserves the right to limit the length of discussion on any resolution, having regard of other business to be discussed in the time available.
11. Any member of the Association may participate in discussion. Non-members may participate in discussion at the discretion of the Chairperson. Such discussion shall be based on:
 - a) the amount of time available for debate;
 - b) the fact that Active Members have prior claim on speaking time
12. The mover of a resolution shall have three minutes to speak. Other speakers shall have two minutes. No person shall speak a second time on any issue until all others who wish to speak have done so.
13. Amendments to resolutions must be introduced by a resolution. Only two amendments will be accepted to each resolution. The last amendment shall be voted on first and the main resolution last.
14. Persons wishing to speak are asked to come to the floor microphone and identify themselves before commencing to speak.

Submit agenda items in writing, no later than 1200 noon, Tuesday, May 29, 2018 to

Jennifer Happe, Secretary

IPAC Canada Conference Office (Kinnear Centre, Room 202)

Or by email to executivedirector@ipac-canada.org prior to May 29, 2018