

**RULES OF ORDER FOR
IPAC CANADA ANNUAL MEETING**

**Rules amended due to the cancellation of the 2021 Conference and installation of a virtual AGM.
May 20, 2021**

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 be allotted 1 vote plus 1 vote each for each proxy held.
5. Voting shall be by an indication of opposition or abstention. show of hands. Every person who is present and entitled to vote, excluding the chair, shall have one vote (See #4 and #7).
6. Should there be more than one candidate per open position, the 2021 elections will be held online within 30 days prior to the AGM. Election results will be announced at the AGM.
7. Proxy Votes (By-law Article 27; Form #15 2021) must have been submitted by email or fax to IPAC Canada no later than Monday, May 17, 2021.
9. 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).
10. 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.
11. 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.
12. 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
13. 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.
14. 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.
15. Persons wishing to speak are asked to identify themselves and be recognized before commencing to speak.

Submit agenda items in writing, no later than 1200 noon Eastern, Monday, May 17, 2021 to

**Jennifer Happe, Secretary
IPAC Canada**

By email to executivedirector@ipac-canada.org