



2024 ANNUAL GENERAL MEETING RULES OF ORDER

WEDNESDAY, OCTOBER 16, 2024, 2:00 PM

In accordance with Bylaw 3.1(3), the EGBC Board may establish policies, procedures, or rules of order for General Meetings. The AGM rules of order below were approved by the EGBC Board. They are intended to facilitate progress, include Registrants in debate and voting, and ensure fairness, equality and common sense.

1. The meeting will be run in accordance with the relevant provisions of the *Professional Governance Act* (PGA), the EGBC Bylaws, and directions given by the EGBC Board. Where the above documents are silent, the latest edition of Robert's Rules of Order Newly Revised (RONR) will apply.
2. This AGM will be conducted using a hybrid format. Registrants are required to register for the AGM by a deadline of 12:00 PM on October 8, 2024 and indicate whether they wish to attend the AGM **in person** or **virtually**. Limited late registrations will be accepted, as space permits.
3. The agenda for the AGM will be as approved by the Board and published in advance of the meeting.
4. **Registrant motions** will only be considered at the AGM if they were submitted **by the deadline set by the Board**, were subsequently reviewed by EGBC's Chief Executive Officer for compliance with the EGBC Bylaws and RONR, and were subsequently provided with the agenda before the meeting. Registrant motions are advisory and non-binding.
5. A Registrant who attends the AGM **in person** and wishes to ask a question or to introduce a pre-submitted motion (that complied with rule 4), or to debate a motion, must approach a microphone and wait for the Chair's recognition before speaking. A Registrant who participates **virtually** will follow the process for virtual participation as explained at the start of the AGM.
6. On each issue or motion, a Registrant will be entitled to speak up to two times, for no longer than two (2) minutes each time.
7. A Registrant who wishes to speak a second time on an issue or motion must wait until those who wish to speak on it for the first time have done so. A Registrant who asked a question may ask up to one follow-up question within the same 2 minute time slot.
8. Debate must be related to the pending motion or agenda item. The Chair may alternate between proponents and opponents to a pending motion, if needed. The Chair will have discretion to manage the meeting time and allocate time as appropriate for questions and debate.
9. Whether speaking or whether communicating virtually, Registrants must observe decorum, must avoid personal attacks and disorderly or discourteous behaviors, and are expected to help maintain **a safe, respectful and inclusive meeting environment**.
10. The Chair may interrupt a Registrant who does not adhere to a meeting rule when, in the Chair's assessment, such conduct can erode the safety of the meeting environment or undermine the principles of fairness, equality and common sense.
11. Barring any extraordinary circumstances, all Registrants who are attending the meeting either virtually or in person will only be able to cast their votes electronically. The electronic voting platform

will be accessible via laptop, tablet, or mobile phone. Registrants are responsible for providing the electronic devices to enable them to vote in this manner.

12. Any Registrant who will be attending the AGM in person and requires an accommodation or assistance regarding the use of electronic devices to cast their votes electronically is requested to advise the AGM organizers of their needs as soon as possible and by no later than the registration deadline. The organizers will endeavour to meet reasonable accommodation requests, however, this may not be possible for requests made after the registration deadline.
13. In the event that voting at the AGM cannot be conducted electronically, the Chair, in their sole discretion, will direct an alternative method of determining the outcome of the vote.
14. Minutes of the AGM will be made available following the AGM and will be open for review and comment for 30 days from the date of publication. At the close of that period, the Board will make any requisite changes to the minutes and approve them for the final record.