



APEGA 2021 Annual General Meeting Special Rules

1. **Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order Newly Revised 12th Edition shall govern this the Association of Professional Engineers and Geoscientists of Alberta ("APEGA") 2021 annual general meeting ("the meeting") in all cases to which they are applicable and in which they are not inconsistent with the APEGA bylaws, these special rules and any special rules of order APEGA may adopt.
2. **Attendees:** Members of APEGA shall preregister in advance prior to the meeting to be entitled to attend the meeting, debate, and vote. Preregistration will close at noon, Thursday, April 22, 2021.
3. **Minutes Approval Committee:** The President shall appoint a committee of three to approve the minutes.
4. **Committees:** The President shall appoint all individuals and committees for the conduct of the meeting.
5. **Login information:** APEGA shall send by email to every preregistered member of APEGA, at least one day before the meeting, instructions which will include login information and codes necessary to connect to the webcasting service.
6. **Login:** The webcasting service will be available at least one hour before the start of the meeting, and preregistered members shall login at least 30 minutes before the scheduled start of the meeting.
7. **Technical requirements and malfunctions:** Each member shall be responsible for their telephone and internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connections prevented participation in the meeting.
8. **Assignment of the floor:** To seek recognition by the Chair during resolution debate, a member shall phone in to the designated telephone number and shall advise the operator of the member's intention to speak "For" or "Against" the resolution open for debate. The Chair will recognize speakers in alternating order, "For" and "Against", and will limit debate to five (5) speakers "For" and five (5) speakers "Against". Once recognized by the Chair, the member shall address the Chair and the member's comments shall be webcast to all attendees.
9. **Resolutions:**
 - a. All main motions and resolutions shall be in writing and shall indicate the name of and be signed by the maker of the motion and delivered to the presiding officer, no later than 10:00 am, Friday, April 23, 2021.

- b. Only resolving clauses of a resolution shall be presented to and considered by the meeting.

10. Debate:

- a. Upon recognition by the Chair, members shall state their name, practice permit number/member ID, and city or town of residence prior to addressing the meeting.
- b. No one shall speak in debate more than once, on the same question on the same day, for longer than two minutes, without permission of the assembly granted by a two-thirds vote without debate.
- c. The Chair may call upon any Subject Matter Expert to provide information to the meeting.

11. **Voting on resolutions:** Votes shall be conducted via the anonymous voting feature of the webcasting service.

12. In a motion unanimously passed at the March 20, 2014 meeting of APEGA Council, it was agreed that for the announcement of the results of the election of members to Council, the actual number of votes cast for each candidate will not be reported at an AGM, and the minutes of the AGM will not include the actual number of votes cast for each candidate.

13. **Electronic Devices:** Mobile phones and other electronic devices shall be silenced during the meeting. No member shall use video cameras, recording equipment, or screen capture software to record any part of the meeting, other than that approved by the President.