

GENERAL MEETING RULES OF PROCEDURE

1. Quorum

If quorum is not reached within thirty (30) minutes of the time fixed for the meeting to begin, the Presiding Officer of the meeting may declare the meeting postponed.

2. Recognition

- a. FSAC members, members of the Board of Directors, and special guests wishing to speak shall address the presiding officer and identify themselves by name and, for board members, their position on the board.
- b. The proposer of a motion shall have the privilege of speaking to the motion first if they wish to do so.
- c. Members of the board may be given priority over members wishing to speak at the discretion of the presiding officer. Members of FSAC shall be given priority over non-members. Invited guests should not be permitted to speak unless invited to do so by the Presiding Officer.

3. Motions

- a. Motions may be made and seconded only by voting members of the association.
- b. The Presiding Officer may request that any motion shall be presented in writing and signed by the mover.
- c. Motions put forward by a Committee, need not be seconded.
- d. Only FSAC members eligible to vote may vote on questions put to the meeting.
- e. The Presiding Officer shall have the sole discretion to rule a motion to be dealt with no later than the next annual Meeting of Members.

4. Debate

- a. Any member may speak to a motion, or seek information. All remarks and questions shall be addressed to the Presiding Officer.
- b. Speakers shall confine their remarks to the motion under discussion.
- c. Members wishing to speak to motions should do so only when they have new information to add to the discussion.
- d. The Presiding Officer, having regard for the business to come before the meeting, shall have the right to limit discussion on any question.
- e. Special guests may be invited to speak at the discretion of the Presiding Officer.

5. Voting

- a. Voting shall be by electronic ballot. *Before the formal business of the meeting gets underway, the Presiding Officer shall start off with a fictional motion to be voted on, to ensure that all members are comfortable with the voting process. The electronic voting results will be announced before the next resolution.*
- b. If needed due to difficulty with the electronic ballot, voting shall be by a show of hands (or cards), unless a ballot is demanded. Anyone entitled to vote may propose that a vote be by ballot provided the request is made before the vote is taken. No seconder is required. A majority vote of the members is required to move to a ballot vote.
- c. Ballots will be issued to each member eligible to vote, where a ballot vote is required.

- d. The announcement by the Presiding Officer of the result of the vote will stand as correct unless a count is demanded.
- e. In order to vote at a members' meeting, an Active Voting Member must be in good standing with the Association.

6. Minutes

The minutes shall be approved by a Minutes Approving Committee appointed by the members at a meeting of members.

7. Adoption, amendment, suspension of rules

These rules shall be adopted by special resolution of the members voting at a members' meeting. They may be amended or suspended by a special resolution of the members voting at subsequent meetings of members.

8. Parliamentary Authority

In accordance with Article IV of the bylaws, "Robert's Rules of Order Newly Revised – Latest Edition" shall apply on all questions of procedure and parliamentary law not otherwise specified.