

## STANDING RULES OF THE MEETING

By-law 5.5 allows for these standing rules to be used in the meeting today.

### **5.5 Procedure**

The proceedings at meetings of the association and the council shall be governed by the rules set down in "Robert's Rules of Order", except as otherwise provided by the by-laws of the association, or in the case of the annual general meeting or a special meeting, as specifically established by a motion supported by a two-thirds majority of professional members voting on said motion at said meeting.

1. Except as specified in these standing rules and the by-laws, the current edition Robert's Rules of Order Newly Revised shall govern proceedings. A Professional Registered Parliamentarian will assist the chair and members with parliamentary procedure as the need arises.
2. Voting – Voting members shall be members in good standing of Engineers Geoscientists Manitoba, as defined in the by-laws.
3. Recognition by the chair – Only one speaker may speak at a time. To be recognized to speak, a member must move to the microphone and be recognized by the chair. Members must identify themselves before speaking. Only those guests and observers invited by the chair may speak. Anyone in attendance from the general public are asked to observe only.
4. Debate – All remarks must be addressed to and through the chair. The mover of a motion has the right to speak first in debate.
5. Limited speaking time – On any given topic, each member may speak twice, for up to 2 minutes each. Each topic shall be limited to 15 minutes maximum. A member who has not yet spoken has priority over another member who desires to speak a second time. A motion to extend limits of debate may be moved and requires a 2/3 vote to adopt.
6. Motions shall be in writing and given to the chair.
7. No one shall enter or leave the meeting room while voting is in progress.
8. All personal electronic devices shall be switched off or placed on silent mode.