



BC Artistic Swimming - Annual General Meeting (AGM)

The AGM of members is an important time to conduct the required business of BC Artistic Swimming (BCAS), inform members of BCAS achievements and future vision, and to engage with members through questions and discussion. To achieve this, the following AGM Rules of Order have been established to inform members of the proper procedures and to ensure a fair and orderly process.

AGM Rules of Order

1. The AGM will be offered by electronic means only.
2. The AGM will begin on time as described in the announcement of meeting, unless quorum is not achieved, in which case the start time may be delayed so as to confirm quorum is achieved.
3. Quorum is 11 voting members in good standing who are present in the online meeting platform.
4. The only persons entitled to attend the AGM shall be BCAS members as defined in the BCAS Bylaws, the Directors and the public auditor of the Corporation. Any other person may be admitted only on the invitation of the Board/Chair or with the majority consent of the members in attendance.
5. A member attending the AGM and wishing to speak must raise their virtual hand and wait to be recognized by the meeting chair. On recognition the member will introduce themselves by name.
6. Motions shall be made and seconded only by Voting Members. Those moving and seconding motions must be clearly recognized by full name by the Chair to ensure the proper recording of business.
7. Any motion or debate that is not relevant to the business of the agenda is out of order and will not be entertained as those would be outside the scope of the notice.
8. Debate shall be limited to two minutes for each speaker. No member may speak more than twice to the same question, except by consent of the Chair, or granted by the members via a 2/3 vote. The mover of any proposal may speak first if preferred. Debate must be relevant to the pending motion.
9. The Chair will monitor the length and relevance of the debate. At their discretion, the Chair may close debate and call for a vote should they determine that the debate on any proposal is either exhausted, repetitive, or has surpassed twenty (20) minutes in length. Debate may also be extended by the Chair or granted by the members via a 2/3 vote without debate.
10. Following discussion on a motion, a vote may occur. Voting may be through one of several methods, as determined by the Chair:
 - Through an online voting platform which will include the options to vote 'in favour', 'opposed', or to indicate they are 'abstaining' from the vote;
 - Via virtual 'show of hands' whereby the Chair will call for voting members to vote either 'in favour' of the motion or 'opposed' to the motion, using the virtual *Raise Hand* feature; or
 - By unanimous consent if appropriate, whereby the chair will call for any objections to approval and if no objections are raised, the question is considered approved by unanimous consent
11. The Chair will declare the result of the vote which shall indicate whether the motion was carried or defeated and ensure that the decision is recorded in the minutes. In the case of an equality of votes, the question shall be defeated.
12. The Chair reserves the right to mute participants or potentially dismiss them from the meeting if their behaviour is unruly.
13. Robert's Rules of Order (RONR – 12th ed.) will be the source of reference and guide for any additional procedural matters at the AGM not listed within these Rules of Order.