

**Sport North Federation**  
**ANNUAL GENERAL MEETING**  
**May 29, 2021 | 10:00 a.m.**  
**by Zoom Video Meeting**

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## **RULES OF PROCEDURE**

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**Please review the following in advance of the meeting**

Voting Delegates are required to follow these rules of procedure.

### **Recognition:**

Any Voting Member wishing to speak shall address the Chair (use: 'Chair', or 'Mr/Madam Chair') and identify himself/herself by **full name and Member Organization**.

For an online meeting, this may be achieved by one of the following methods:

1. **Raise Hand:** Click the 'Raise Hand' button. This button is found within the **Participants** window (hover a computer mouse usually at the bottom/centre of the screen) and below the list of attendees. Once you have pressed the button, the 'Raise Hand' icon will show next to your name. *Please wait to be recognized by the Chair, then unmute yourself* – you can also 'lower' your hand by pressing on the button again if you no longer wish to speak, or you have concluded;
2. **Phone Raise Hand:** For any members who are participating through the teleconference option only (dialing in), you can 'raise' and 'lower' your hand by pressing Star-9 on your phone.
3. **Verbally:** By verbally requesting recognition by the Chair (once all raised hands are addressed); this is achieved by 'unmuting' their microphone and requesting recognition, ***only when the floor is available and there are no other participants speaking.***
4. **Re-Muting:** When you are finished speaking, please remember to 're-mute' yourself.
5. **Phone Mute & Unmute:** For any members who are participating through the teleconference option only (dialing in), you can mute and unmute yourself by pressing Star-6 on your phone and you can 'raise' and 'lower' your hand by pressing Star-9 on your phone.

### **Motions:**

1. **Who Can Make a Motion:** Motions shall be made and seconded **verbally** only by Voting Members. For the purposes of an online meeting, those moving and seconding motions must be clearly recognized by **full name** by the Chair to ensure the proper recording of business.
2. **Motions in Writing:** To ensure accuracy, the Chair may request that a procedural motion or an amendment be presented **in writing** (i.e. via the CHAT function). For the purposes of an online meeting, signatures are waived via verbal confirmation of the Voting Members who moved and seconded the motion.

3. **Who can Discuss a Motion:** Any member may speak to a motion, ask questions about it, or take part in discussion. *They must first be clearly recognized by the Chair and must avoid speaking over others.* All remarks and questions shall be addressed through the Chair.
4. **Stay on Topic:** Speakers shall confine remarks to the motion under discussion.
5. **No New Formal Motions:** Any motion 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.

### **Debate:**

Debate shall be **limited to one minute** 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 without debate.

A **maximum of ten minutes will be allowed for discussion** on each resolution unless extended via member request and approval by the Chair, or at the Chair's discretion.

Be respectful when speaking and **avoid inflammatory comments or disruptive behaviour**. *The Chair reserves the right to mute participants or potentially dismiss them from the meeting* if their behaviour is unruly.

### **Voting:**

For the purposes of an online meeting, voting will be conducted as outlined in the *Attendance & Voting Instructions* document that has been sent to Voting Delegates.

1. **Voting Options:** The motion and the voting options will be shared via an email to all voting members, and the voting platform will indicate:
  - Motion XXXX**
  - a. **In favour**
  - b. **Opposed**
  - c. **Abstain from voting**
2. **Electronic Vote Process:** Members will be afforded several minutes to vote on the motion and the voting scrutineer will monitor the incoming votes to ensure that all votes are collected. At the conclusion of a reasonable time period or confirmation of all votes by the voting scrutineer, the voting poll will close. Voting members who are only able to participate through the teleconference option (if applicable) will be provided with the opportunity to provide their vote. **Note that once the voting poll is closed by the administrator, it cannot be reopened.**
3. **Voting Results:** The results of the online voting poll will be shared with the membership at the following link: **smsg.simplyvoting.com**. Voting members can regularly refresh this webpage to see vote results and participate in new voting events.
4. **Technical Difficulties:** In the event that technical difficulties arise, voting may be conducted via roll call and the Chair will outline the voting process for a roll call if required.

*The rules expressed herein are of a summary nature only and their application and interpretation shall be decided by the Chair of the Annual General Meeting in his/her sole discretion.*