

ANNUAL GENERAL MEETING STANDING ORDERS

1. Members shall keep their microphones muted for the duration of the meeting, except when permitted by the Chairman for making contributions to the meeting
2. Videos shall remain off unless permitted by the Chairman.
3. Cell phones must be on silent mode, as the vibrate setting can cause disruptions. Urgent calls may be taken only with microphones muted.
4. A member shall address the meeting ONLY when called upon by the Chairman.
5. Members must use the "Raise Hand" function, wait to be recognized, then unmute and identify themselves.
6. Questions must be typed into the chat box; the AGM Moderator will transmit them to the Chairman.
7. No member shall address the meeting except through the Chairman. Contributions must be clear and relevant to the specific subject before the meeting.
8. Contributions on any agenda item shall not exceed two (2) minutes unless permitted by the Chairman.
9. A member may not speak twice on the same subject except:
 - The mover of a motion (right of reply).
 - To object or explain (with permission of the Chair).
10. The mover of a procedural motion (Adjournment, Lay on the Table, Motion to Postpone) has no right of reply.
11. No question shall be made after the "Question" has been put and carried
12. A member rising on a "Point of Order" shall state it clearly and concisely, with relevance to the Standing Orders.
13. A member shall not call another member "to order" but may draw the Chairman's attention to a breach.
14. No member may call the Chairman "to order."
15. A question shall not be put to the vote if a member wishes to speak or move an amendment, except for procedural motions such as "The Previous Question," "Proceed to Next Business," or the Closure: That the Question be "Now Put" may be moved at anytime.
16. Only one amendment shall be before the meeting at any one time.
17. When a motion is withdrawn, any amendment to it fails.
18. The Chairman shall have the right to a "casting vote".
19. If voting on an amendment is equal and the Chairman does not exercise the casting vote, the amendment is lost.
20. The Chairman shall ensure protection from vilification or personal abuse.
21. No member shall impute improper motives against another.
22. Recording of proceedings is prohibited without the Chairman's permission.
23. Members must conduct themselves professionally at all times.
24. Explicit, violent, or inappropriate content is strictly prohibited.