



UNION *of* CALGARY CO-OP EMPLOYEES

ANNUAL GENERAL MEETING

Carriage House Inn

September 12, 2023

7-8:30pm

RULES OF ORDER

1. AGM meeting rules and procedures shall be in compliance with the U.C.C.E. Constitution and Policies, and any applicable law of the Province of Alberta. The meeting is closed to all but members and invited guests, and may be sound recorded.
2. Quorum must be reached for the AGM to proceed to any matter of business that is to be determined by vote.
3. Only members are entitled to make motions, speak in debate, and vote at the AGM. When invited, a guest may speak at the AGM to provide information or explanation that would assist members in their deliberations.
4. Reports offered, presented or received at a meeting, without recommendations, are before the meeting when received or read, and need not be adopted, received, or accepted by a carried motion.
5. A report containing recommendations must be adopted or accepted by a carried motion for recommendations in the report to be considered approved.
6. A member wishing to speak at an AGM must attend at a microphone and wait to be recognized. On receiving recognition, a member must first identify by full name and employee number before speaking.
7. A member is entitled to speak twice on a motion but for no longer than three minutes on each occasion. The motion maker may speak first if the motion maker prefers.
8. Debate on a pending motion must be relevant to the question to be decided. Voting will be by a show of hands or digital voting, or as otherwise may be required, or permitted, by the Constitution.
9. All votes called at a meeting shall be determined by a simple majority of votes cast, except when a greater vote is required by the Constitution.
10. Members must observe decorum at all times during an AGM and avoid personal attacks and disorderly or discourteous conduct.
11. An AGM will begin at the Call of the Meeting to Order, and end as determined by the meeting Notice and Agenda.
12. The Chair may declare the meeting adjourned on conclusion of all business identified in the agenda for the meeting.
13. Robert's Rules of Order, Newly Revised (most recent edition) shall be a source of reference and guide in matters of procedure at the AGM.