

**GENERAL MEETING
UCCE OFFICE
420 35 Avenue NE
June 10, 2025
6:00-7:00pm**

RULES OF ORDER

1. General Meeting rules and procedures shall be in compliance with the UCCE Constitution, and any applicable law of the Province of Alberta. The meeting is closed to all except, members and invited guests, and may be sound recorded.
2. Quorum must be reached in order for the General Meeting to take place.
3. Only members are entitled to make motions, speak in debate, and vote at a General Meeting.
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 and accepted by a carried motion for recommendation in the report to be considered approved.
6. A member wishing to speak at a General Meeting 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 the 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 General Meeting shall be determined by a simple majority of votes cast.
10. Members must observe decorum at all times during a General Meeting and avoid personal attacks and disorderly or discourteous conduct.
11. A General Meeting will begin at the Call of the Meeting to Order, and ends 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 matter of procedure at General Meetings.