

## **APEGA 2025 Annual General Meeting Special Rules**

1. **Parliamentary Authority:** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern this Association of Professional Engineers and Geoscientists of Alberta ("APEGA") 2025 Annual General Meeting ("the meeting") in all cases to which they are applicable and in which they are not inconsistent with the APEGA bylaws, these special rules and any special rules of order APEGA may adopt.
2. **Attendees:** Members of APEGA must preregister to be entitled to attend the meeting, debate and vote. Preregistration will close at noon, Thursday, April 24, 2025.
3. **Minutes Approval Committee:** The President will appoint a committee of three to approve the minutes.
4. **Appointments:** The President will appoint all individuals and committees necessary for the conduct of the meeting.
5. **Login Information:** At least one day before the meeting, APEGA will e-mail instructions to every preregistered member which will include login information and codes necessary to connect to the webcasting service.
6. **Login:** The webcasting service will be available at least one hour before the start of the meeting and preregistered members must login at least 10 minutes before the scheduled start of the meeting.
7. **Technical requirements and Malfunctions:** Each member is responsible for their telephone and internet connections. No action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connections prevented participation in the meeting.
8. **Forced Disconnections:** The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, will be announced during the meeting and recorded in the minutes.
9. **Assignment of the Floor:** To seek recognition by the Chair, a member must phone in to the designated telephone number. The member must advise the operator of the member's intention to speak "For" or "Against" the motion or resolution open for debate or if they seek recognition for a different purpose. Once recognized by the Chair, the member must address the Chair and the member's comments will be webcast to all attendees.

10. Resolutions:

- a. All resolutions must be submitted in writing. They must indicate the name of and be signed by the maker of the motion and be delivered to the designated resolutions coordinator no later than 10:00 am, Friday, April 25, 2025.
- b. Only resolving clauses of a resolution will be presented to and considered at the meeting.

11. Seconding of Motions: Motions and resolutions requiring a second are deemed seconded.

12. Display of Motions: The current motion or resolution being considered will be displayed to the members in attendance until disposed of.

13. Debate:

- a. Upon recognition by the Chair, members must state their name, professional designation, and location prior to addressing the meeting.
- b. The Chair will recognize speakers in alternating order, "For" and "Against" the motion or resolution.
- c. Debate will be limited to five (5) speakers "For" and five (5) speakers "Against" for each motion or resolution presented at the meeting.
- d. No member may speak in debate more than once or for longer than two minutes, on each motion or resolution, without the permission of the meeting attendees, granted by a two-thirds vote without debate.

14. Subject Matter Experts: As necessary and appropriate, the Chair may call upon any Subject Matter Expert to provide information during the meeting.

15. Voting: Voting will be conducted via the anonymous voting feature of the webcasting service.

16. Election Reporting: In a motion unanimously passed at the March 20, 2014, meeting of the APEGA Council, it was agreed that for the announcement of the results of the election of members to Council, the actual number of votes cast for each candidate will not be reported at an AGM, and the minutes of the AGM will not include the actual number of votes cast for each candidate.

17. Electronic Devices: Mobile phones and other electronic devices must be silenced during the meeting. No member may use screen captures, video cameras, other recording equipment or live social media feeds to record or transcribe any part of the meeting, other than as approved by the President.