

CSHP Board and Branch Reference Manual

CATEGORY: 1.6 Annual General and Special General Meetings	PAGES: 5
NUMBER: 1.6.3	EFFECTIVE: March 8, 2009
TITLE: Rules of Procedure for Annual General and Special General Meetings	REVISED:

POLICY

The rules followed in conducting CSHP Annual General and Special General Meetings will be those provided in the latest edition of *Robert's Rules of Order Newly Revised*. A basic set of rules of procedure, interpreted for use at CSHP Annual General and Special General Meetings, is provided in the procedures of this policy and will be available to attendees at these meetings as a guide to the process being followed. In the case of a dispute over any of the interpretations presented in the procedures of this policy, the latest edition of *Robert's Rules of Order Newly Revised* will govern. CSHP Bylaws always supersede the procedures provided herein or in *Robert's Rules of Order Newly Revised*.

This policy applies to CSHP National and all its branches.

Background/Rationale

Rules of order are intended to facilitate the orderly, efficient and fair discussion of issues and are based upon a regard for the rights of all members, individually and collectively, present or absent. The most commonly used rules of order are Robert's Rules of Order, Newly Revised. These rules were initially intended for use by legislative bodies, and as such, are generally too detailed to use in their entirety at CSHP Annual and Special General Meetings.

DEFINITIONS

Motion: A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or it may express a certain view or direct that a particular investigation be conducted and the findings be reported to the assembly for possible further action, or the like.¹

Resolution: A resolution is a formal, written motion, usually used to address important or complex questions, or when greater formality is required. A resolution usually includes the reasons for the motion (background) as well as the action that is being proposed.

PROCEDURES

1. All members must sign the attendance register.
2. A quorum must be present to hold a meeting. The specific requirements for a quorum that are stipulated in the CSHP Bylaws will apply.
3. Voting cards will be issued to all voting members.
4. The latest edition of *Roberts Rules of Order Newly Revised* will govern.

CSHP Board and Branch Reference Manual

5. A parliamentarian will assist with parliamentary procedure as the need arises. The role of the parliamentarian is to advise the Chair on rules of order and process. It is the Chair's duty to rule on a procedural question.
6. Motions and resolutions, approved by the membership at an annual general meeting or a special general meeting, will be considered in subsequent deliberations by the Board but will not be binding on the Society.
7. The mover can speak first, followed by other speakers. The mover has the option of being the last speaker to the motion.
8. All members may speak only once to any given motion or resolution and debate may be limited unless permission to the contrary is given by the assembly.
9. All members are requested to speak at the microphone and are further requested to identify themselves by name before speaking.
10. Speakers must address the chair.
11. All members present are encouraged to engage in discussion, but only voting members (Active and Active Honorary members) may make motions and vote.
12. Non-members and observers are welcome but are unable to engage in discussion or vote.
13. Motion forms will be provided. Motions should be written on a motion form and given to the chair at the time of making the motion.
14. Resolutions will not be accepted from the floor during an Annual General or Special General Meeting. The Chair will determine if a motion from the floor is a motion or a resolution.
15. During voting on motions or resolutions, members are to remain in the meeting room.
16. All motions or resolutions shall be decided by a majority of the votes unless otherwise required by the bylaws of the Society or by law.
 - a. Every question shall be decided in the first instance by a show of voting cards unless a secret ballot is demanded.
 - b. Upon a show of voting cards, every voting member present in person shall have one vote, and all voting members represented by proxy shall have no vote.
 - c. When a vote is conducted by secret ballot, every voting member present and every voting member represented by proxy will have one vote.
 - d. In the event of a tie vote the motion shall be defeated.

FORMS

Appendix I: Motion Submission Form

Appendix II: Voting Card

CSHP Board and Branch Reference Manual

BIBLIOGRAPHY

1. Corbin Robert S, Robert III HM, Evans WJ, Honemann DH, Balch TJ, editors. *Robert's rules of order newly revised*. 10th ed. Cambridge (MA): Perseus Books Group; 2000.
2. Perry H, Perry S. Call to order. Meeting rules, procedures, and advice for non-profit organizations. 2nd ed. Owen Sound (ON): Big Bay Publishing Inc; 2004.
3. Mina, E. *The guide to better meetings for directors of non-profit organizations*. Toronto (ON): Canadian Society of Association Executives; 2000.
4. CSHP Board and Branch Reference Manual
5. CSHP Policy 1.6.2, Resolutions
6. CSHP Bylaws

¹ Corbin Robert S, Robert III HM, Evans WJ, Honemann DH, Balch TJ, editors. *Robert's rules of order newly revised*. 10th Ed. Cambridge (MA): Perseus Books Group; 2000: 26.

APPENDIX I

Canadian Society of
Hospital Pharmacists



Société canadienne des
pharmaciens d'hôpitaux

Motion Submission Form – Annual General Meeting

Motion:

Background/Rationale:

Strategic Objective(s): *(Briefly outline how the motion moves the Society toward achieving its strategic objectives.)*

- | | |
|--|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Members and Membership Services |
| <input type="checkbox"/> Organizational Sustainability and Effectiveness | <input type="checkbox"/> Advancing Practice Excellence through CSHP 2015 |

Benefit/Cost to the Society *(if motion is/is not passed):*

Action Required:

Timeline:

Submitted by: _____
Name and Membership Number

Signature

Please submit this completed form to the presiding Chair of the meeting at the time of presenting this motion to the assembly.

APPENDIX II



Annual General Meeting, *date*

VOTING CARD

FOR

AGAINST