



## College of Pharmacists of Manitoba Annual General Meeting – Rules of Procedure

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1. A Notice of Meeting will be forwarded to all registrants no less than twenty-one (21) days prior to the scheduled meeting.
2. Quorum shall be the number of registrants eligible to vote and in attendance at the meeting.
3. A Parliamentarian will assist with parliamentary procedure as the need arises.
4. Robert's Rules of Order will govern.
5. Motions shall be submitted in writing using electronic means within the virtual platform. The Chair will address motions from the floor, as appropriate, during the meeting.
6. The Chair of the general meeting may permit discussion of motions that are for information and do not require action by the CPhM. Motions, accepted at an annual general meeting, requiring action on behalf of the CPhM shall be forwarded to Council for consideration and decision.
7. All registrants who are eligible to vote must sign the record of attendance. Electronic confirmation of participant login generated by virtual platform shall serve as record of attendance.
8. Eligible registrants shall cast votes by electronic means.
9. All registrants and Council members may speak only once to any given resolution and debate may be limited, unless permission to the contrary is given by the assembly.
10. All persons wishing to address the meeting must be acknowledged by the Chair prior to speaking.
11. The Mover and Seconder may speak first, followed by other speakers. The Mover has the option of being the last speaker to the motion.
12. The registrants of the CPhM consist of the individuals whose names are on the official register and hold a class of registration with CPhM as prescribed in the bylaws, (CPhM Bylaws, Article 12.0).
13. All registrants present are encouraged to engage in discussion, but only registrants who are eligible to vote and Council members may make motions and vote.
14. Every Council member is eligible to vote at a general meeting of the CPhM.
15. Individuals who are not registrants of the CPhM are welcome to attend as observers and are ineligible to engage in discussion or vote.