



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

1. A Notice of Meeting will be forwarded to all registrants no less than twenty-one (21) days prior to the scheduled meeting.
 2. 30 voting members in attendance constitutes quorum. Quorum is required to convene a meeting and to transact any business.
 3. A Parliamentarian will assist with parliamentary procedure as the need arises.
 4. Robert's Rules of Order will govern.
 5. The Chair of the general meeting may permit discussion of motions that are for information and do not require action by the College. Motions, either simple or by resolution, accepted at an annual general meeting, or a special general meeting, requiring action on behalf of the College shall be forwarded to Council for consideration and decision.
 6. All voting members must sign the record of attendance. Electronic confirmation of participant login generated by virtual platform shall serve as record of attendance.
 7. Voting members shall cast votes by electronic means.
 8. All members 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.
 9. All persons wishing to address the meeting must be acknowledged by the Chair prior to speaking.
 10. The Mover and Secunder may speak first, followed by other speakers. The Mover has the option of being the last speaker to the motion.
 11. All members present are encouraged to engage in discussion, but only voting members and Council members may make motions and vote.
 12. The members of the College consist of the persons whose names are on the register and who have paid the fees prescribed in the bylaws.
 13. Every member who is a licensed pharmacist and members of Council are entitled to vote at a meeting of the College.
 14. Non-members and observers are welcome to attend but are unable to engage in discussion or vote.
 15. 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.
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Clarification:

- Only practicing licensed pharmacists and Council members have the right to vote; however, all members who are on the College register and have paid a fee for the current year can speak, but not vote.
- Regarding the right to speak at meetings of the College, Robert's Rules apply and the voting members (practicing licensed pharmacists) and Council members attending the meeting would decide in each incident whether or not an attendee at the meeting would have the right to speak.