

Hillhurst Sunnyside Community Association
Annual General Meeting
April 24, 2024
Meeting Special Rules

Purpose: Special Rules are a common and useful parliamentary method for Membership to clarify key rules and understandings in order to make the meeting efficient and fair for all Members.

Approval: These proposed Special Rules are subject to the approval of the Membership. A vote of 2/3 or more in favor is required to adopt these rules for the meeting. If approved, the rules can be further modified by the Membership at any time during the meeting with a 2/3 vote in favour to amend.

1. **Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern this meeting in all cases to which they are applicable and in which they are not inconsistent with the HSCA bylaws, these Special Rules and any other Special Rules of order HSCA may adopt.
2. **Presiding Officer:** The Membership authorize Todd Brand, CP-T, PRP, a professional registered parliamentarian to serve as Chair of the meeting. Todd does not have a vote on any motions. Todd will be referred to as the Meeting Chair in these rules. The elected Board Chair will be referred to as the Board Chair in these rules.
3. **Minutes Approval Committee:** The Board Chair shall appoint a committee of three to approve the AGM meeting minutes within 60 days of the conclusion of this meeting.
4. **Technical Requirements and Malfunctions:** Each member shall be responsible for their internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
5. **Electronic Devices & Recording:** Mobile phones and other electronic devices should be silenced during the meeting. No member is authorized to record any part of the meeting, other than any recording approved by the Board Chair.
6. **Recognition:**
 - a. To seek recognition by the Meeting Chair:
 - i. use the Zoom "raise hand" icon
 - b. To make a Point of Order (or to make any other proper interruption):
 - i. use the Zoom "applause" icon
7. **Chat:** The "chat" feature is only to be used for requesting technical assistance.

8. Debate:

- a. Upon recognition by the Meeting Chair, a Member will state their name prior to addressing the meeting.
- b. No Member shall speak in debate more than twice on the same question, and no Member shall speak a second time if another Member who has not yet spoken wishes to speak.

9. Voting:

- a. The Meeting Chair will conduct votes by:
 - i. the process of unanimous consent,
 - ii. raising of virtual hand,
 - iii. and may determine other methods of voting as required.
- b. Ballot votes shall be conducted using Microsoft Forms.

10. Nominations & Elections

- a. Tellers
 - i. Kate Stenson and David Fanstone will serve as the Tellers for the elections. The Tellers will not be able to see how any Member has voted only the total number of votes that each candidate has received.
- b. Nominations
 - i. The Nominating Committee will present its nominees for the Board of Directors
 - ii. Nominations for the Board of Directors from the floor will be called for (must be moved and seconded by someone other than the person seeking election).
- c. Elections
 - i. The election of Directors will be conducted with a ballot vote using Microsoft Forms.
 - ii. There will not be an option to write in unnominated names.