



A Summary of Meeting Procedures for APEGS Boards and Committees

The Engineering and Geoscience Professions Administrative Bylaw Section 23 specifies that meetings are run according to the rules set out in *Procedures for Meetings and Organizations*, third edition, M. Kaye Kerr and Hubert W. King, (Toronto, Canada: Carswell, 1996). This detailed, 290-page book (available in the APEGS library) is obviously best consulted at one's leisure rather than used as a quick reference at a meeting. However, a quick reference is often needed. This document will attempt to outline basic meeting procedure, for the use of Board and Committee Chairs and members, according to the rules laid down by Kerr and King.

In Session: A meeting is in session between the times it is called to order and the time a motion is passed to adjourn, excluding short agreed upon breaks (§§76 – 78).

Call to Order: A call to order by the Chair can occur only if a quorum is present (§78).

Quorum: A quorum is a simple majority of the members of a Board or Committee (§§78, 81, 107, 146).

Loss of Quorum: If a quorum is lost during a meeting no further business can be transacted (§§35a, 62f, 81, 90, 102, 146, 183).

General Order of Meeting Agenda: (§§62, 69-71, 74)

- Call to order
- Approve agenda
- Approve minutes of previous meeting
- Matters arising from the previous meeting
- Matters held over from previous meeting
- Reports
- New business
- Adjournment

Approval of the Agenda: Prior to voting on a motion to approve the agenda items may be added or removed, the order of items changed, and new items added. Substantive new items, for which the members have not had time to prepare, should take the form of a notice of motion for the next meeting (§§82, 168).

Approval of the Previous Minutes: The approved minutes are the official documents of the Board or Committee and as such should be an accurate reflection of what went on at the meeting. Errors and omissions may be pointed out and corrections made.

Adjournment: A motion to adjourn may occur at any time and, if it is successful, results in the abrupt termination of the meeting. A motion to adjournment requires a mover and seconder and a vote on the motion (§§90, 179).

Chair of a Board or Committee: The prime function of the Chair is to ensure that the mandate according to the terms of reference of the Board or Committee is achieved. It includes preparing the agenda, chairing the meetings, scheduling the meetings and reporting to the body that appointed the Board or Committee.

The Chair is not expected to be impartial and is an active member of the Board or Committee. The Chair can move motions, enter into the debate, vote openly with the other members, but cannot vote a second time to break a tie (§§4, 46, 85, 106 - 108).

Motions: All motions must have a mover and a seconder.

If a motion fails to get a seconder it dies.

To withdraw a duly moved and seconded motion requires unanimous consent to a procedural motion to withdraw the motion under discussion (§§86, 95c, 159).

Voting / Not Voting: Voting can be done by a show of hands or a voice vote. The Chair announces whether the motion is approved or rejected. **Abstentions** are not recorded. In special circumstances the name of a member who abstained from voting can be recorded, at their request, along with their reason (§124).

A person has the right not to vote, at their discretion (§125(d)).

Minutes of the Meeting: Minutes of a meeting normally contain (§§114, 115):

- The date, time and place of the meeting
- The name of the Chair and any changes in the Chair
- The names of the members present
- All motions moved, including those that were withdrawn, with names of mover, seconder and the results of the vote on the motion
- A summary of the significant points raised during discussion on a motion, but not a verbatim record
- The motion for adjournment
- The time of adjournment
- The signature of the recorder of the minutes.

Staff Support / Staff Liaison: A.PEGS staff members have a "voice but no vote" at Board and Committee meetings. They are not considered members of the Board or Committee for the purpose of determining a quorum.

For items, questions and rules not covered above, or for more details on items mentioned above, please call APEGS staff for a "ruling" from the Kerr and King book.