



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

**Regulating the
professions.
Protecting the
public.**

Rules for the 2026 Annual Meeting

- **Parliamentary Authority**
 - Except as specified in these rules and Appendix F of *The Administrative Bylaws*, the *Procedure for Meetings and Organizations*, third edition (M. Kaye Kerr and Hubert W. King, Toronto Canada: Carswell, 1996) shall govern proceedings.
- **Attendees**
 - To attend the Annual Meeting virtually and vote all members must register by 12:00 PM (CST) on Friday, April 24, 2026.
 - To attend the Annual Meeting in-person and vote, all members are encouraged to pre-register by 12:00 PM (CST) on Friday, April 24, 2026.
- **Recognition by the Chair**
 - Only guests and presenters invited by the chair may speak.
- **Questions (General)**
 - The APEGS Annual Meeting is a forum for members to hear from Council and the Executive Director & Registrar on APEGS progress, key initiatives, and financial position. The nature of questions shall uphold this purpose.
- **Virtual participation**
 - Virtual participants will use the Q&A function to submit questions.
 - The moderator will be monitoring the Q&A throughout the meeting. No voice is enabled in the chat.
 - Those participating virtually must wait to submit questions through the Q&A until the chair has indicated that the floor is open for questions. Questions submitted prior to this time will not be accepted.
 - Time permitting, questions submitted in the Q&A will be read aloud by the moderator.
 - Conversing through the Q&A function is similar to talking to the person beside you throughout the meeting if attending in-person and is considered unacceptable conduct.
 - Those who do not follow the proper conduct will not have any questions read aloud by the moderator.
- **In-person participation**
 - Members joining in-person can go to the microphone to ask questions when the floor is open for questions.
 - Upon recognition by the chair, members shall state their name, professional designation and APEGS member number prior to speaking.

- The moderator will help the chair manage the flow between virtual and in-person questions in the sequence submitted as best as they can.

- **Questions from the Floor**
 - There will be a 30-minute Question-and-Answer session immediately prior to the New Business Motions.
 - Questions may be raised through the Q&A function for virtual participants. Members joining in person can go to the microphone when the floor is open for questions.
 - Members will be allowed a maximum of 2 minutes to raise their question;
 - No other member will be allowed to speak to the question. The question will be responded to by the:
 - President on behalf of Council;
 - Executive Director for an operational question; or
 - Another member of council as designated by the President
 - If requested by the President, the member may speak again to clarify their original question.
 - If a member has already spoken once to raise a question, that member will not be able to raise a question subsequently unless time permits and
 - A member who has not previously spoken to raise a question has priority; and
 - The member cannot raise a substantially identical question to questions already raised by the member or other members but may raise a question to clarify a question or answer already raised by the member or other members.
 - The time for the Question/Answer session cannot be extended and will be concluded precisely upon expiry of 30 minutes.

- **New Business Motions**
 - To be considered at the Annual Meeting, the completed Proposed Motion Form was to be received by 5:00 PM (CST) on April 23, 2026.
 - The mover will be provided with an opportunity to present a brief (two minutes or less) introduction to the motion.
 - Those attending in-person will be able to present the motion in the meeting when called by the chair.
 - Those attending virtually may submit their introduction as an audio or video recording no later than **5:00 PM (CST) on April 23, 2026**. The audio or video recording will be presented at the Annual Meeting.
 - If no audio or video recording is received by the deadline, there will be no introduction to the motion during the meeting.

- **Debate**
 - Upon recognition by the chair, members shall state their name, professional designation and APEGS member number prior to speaking.
 - Once the motion is presented, the registrants in attendance may discuss and debate the motion in-person or online for a maximum of 30 minutes, after which, a vote will be taken.
 - No registrant may speak in debate more than once or for longer than two minutes, on each motion.

- **Voting**

- All voting for in-person and virtual members will take place through Slido.
- Those joining in-person without a device will use a tablet provided by APEGS or a voting card and are seated in the two rows closest to the AV table for ease of counting.
- The in-person votes will be added to the final voting result and called out by the chair.

APPENDIX
Sample Procedural Motions

Motion to Limit the Debate

BE IT RESOLVED THAT (*choose 1*)

- The debate be limited to *a stated period of time*
- The debate be closed *at a stated time*
- The debate be limited to *a stated number of* speakers for and against the motion
- Further debate be limited to members who have already indicated their desire to speak

[Kerr & King Para 152:

- requires 2/3 majority of votes cast
- debate restricted to amendments & amendments restricted to stated time & numbers of speakers]

Motion to Close the Debate

BE IT RESOLVED THAT the debate be closed and a vote be taken on the motion.

[Kerr & King Para 151:

- requires 2/3 majority of votes cast
- not debatable, not amendable
- must be moved by someone who has not spoken in the debate]

Motion to Change the Order of the Approved Agenda

BE IT RESOLVED THAT Item *insert item number and description*, be made order of the day at *insert time such as 11:45 am*.

OR

BE IT RESOLVED THAT Item *insert item number and description* now be considered.

[Kerr & King Para 169:

- requires 2/3 majority of votes cast
- debate restricted to amendments & amendments restricted to stated time & numbers of speakers]

Motion to Change the Time for Adjournment

BE IT RESOLVED THAT the time for adjournment be changed from 12 o'clock noon to *another stated time*.

[Kerr & King Para 177:

- requires 2/3 majority of votes cast to change a previously a previously approved time to adjourn
- debate restricted to amendments & amendments restricted to stated time & numbers of speakers]

Motion to Adjourn

BE IT RESOLVED THAT the meeting be adjourned.

[Kerr & King Para 179:

- requires majority of votes cast
- any unfinished business dies with the meeting and can only be considered at another meeting if specifically placed on the new agenda.
- not debatable, not amendable]

Point of Order

I wish to appeal on a point of order.

When invited by the chair, the member must describe the proceedings which are considered a breach of the rules & request the action to be taken to rectify the situation. If the chair

- Concurs, action is taken immediately.
- The chair may declare a short recess to confer with the Parliamentarian, if required. The meeting will reconvene and the Chair will make a ruling.
- If the point of order is rejected by the Chair, the meeting then returns to normal

[Kerr & King Para 181:

- applies where proceedings of the meeting are at variance with the bylaws, approved procedures for meetings or a previous decision on the specific procedure]

Appeal from a Ruling of the Chair

I wish to appeal from the ruling of the chair.

The chair gives a brief explanation of the ruling which is not open to debate and asks the assembly to resolve the issue by asking the assembly:

Is the ruling of the chair upheld?

The ruling of the chair is either upheld or overturned by a majority of votes cast. In the event of a tie vote, the chair would be expected to vote in favour of the ruling. When a ruling of the chair is overturned by a vote of the meeting, the chair must take necessary remedial action to correct the situation and then meeting then returns to its normal agenda.

[Kerr & King Para 188:

- if the member considers the chair's ruling out of order, the member may appeal by using this form of words:]