

A Guide For AIA AGM Meeting Conduct based on Robert's Rules of Order

1. AIA Annual General Meetings (called "meetings" below) shall be guided by these rules
2. The "Chair" of the Council is responsible for ensuring that all by-law obligations respecting meetings are satisfied.
3. Meetings shall be called to order by the Chair at the time specified in the notice of meeting (or as pre-arranged) upon satisfaction of quorum
4. The Chair is responsible for and all shall ensure that meeting order and decorum is maintained and that all members are treated with dignity, courtesy and fairness (in all respects) during a meeting.
5. Members are obliged to act with courtesy and respect in discussion and debate with fellow members and to keep their comment relevant to the issue under consideration.
6. Meetings will be conducted at a level of formality considered appropriate by the Chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.
7. At the commencement of a meeting, and as a first matter of business, the members shall adopt by motion (as is, or adjusted) the agenda. The approved agenda shall subsequently be followed in the order adopted.
8. Proposals that the members take action, or decide a particular matter, shall (unless otherwise agreed by unanimous consent) be made by main motion of a member, discussed, and then voted on. Motions require a second to proceed to discussion and subsequent vote.
9. A majority vote will decide all motions before the members excepting those matters in the by-laws that oblige a higher level of approval.
10. A vote on a motion shall be taken when discussion ends but any member may during the course of debate, move a motion for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken. The chair may also close the debate by asking, "Are you ready for the question" and if there is no desire for further question, the chair may put the motion to a vote.
11. A motion to amend a main motion may be amended, but subsequent amendments will not be allowed. (Except for minor wording changes and such changes to be allowed at the discretion of the chair) If further extensive amendments are required, the outstanding amendments will first be decided by vote, and depending upon the outcome of the vote on the amendment(s), motions may be offered to amend the amended motion or original motion as the case may be.
12. Once a motion has been carried that specific motion/topic will not be entertained again during the same meeting.

13. A motion to refer to a committee, postpone, or table may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside.

14. A motion to “table” is in order when something else of immediate urgency has arisen. In such cases, a tabled motion must be brought off the floor during the **same meetings or meeting sequence** (if the same meeting is held over a few days) OR the item will be considered as a “new” item that must be re-introduced at a subsequent meeting.

15. Where a member proposes that a motion be delayed due to non-urgent matters, the motion to “postpone” to a specific date and/or time would be in order.

16. The member making the motion should speak first to the motion. Members may not speak more than twice to the motion. The Chair shall recognize members, generally in the order of members identifying a need to speak to a motion. For the AIA meetings, time for members speaking to a motion shall be limited to approximately two minutes unless otherwise specified by the Chair.

17. Prior to the Chair stating a motion that has been moved, the mover may modify or withdraw the motion. If the motion has been seconded, the person who seconded has the right to withdraw their second.

18. Once the question has been stated by the Chair, it belongs to the assembly as a whole, and may only be modified or withdrawn through permission of the assembly via 1) appropriate motions (e.g. to amend) or 2) unanimous consent in which the motion maker asks the assembly’s permission to withdraw or modify the motion and if there are no objections from the floor, the motion is withdrawn (no second is required for unanimous consent).

19. A motion to adjourn a meeting may be offered by any member or, on the conclusion of all business, adjournment of the meeting may be declared by the Chair.

20. The members shall, in the event of procedural controversy, consider Robert’s Rules of Order as a resource guide.