

QUEST OUTREACH SOCIETY 2024 Annual General Meeting Rules of Order

The following shall be the Meeting Rules of Order for the 2024 Annual General Meeting (“AGM”) of the Quest Outreach Society (the “Society”). The customary rules of procedure have been adapted for a virtual meeting and will be adopted at the beginning of the AGM. Except as set below, the AGM will be governed by Robert’s Rules of Order.

Credentialing

1. Details to access the AGM via Zoom will be sent to the members of the Society using the e-mail addresses of each member listed with the Society per the Notice of Meeting.
2. Members are requested to enter their first and last name on Zoom for identification during the meeting. Any person who is attending but is not a Member must put the word “Guest” before their name. To change their name display, a person must click on the three dots in the right-hand corner of the Zoom window and scroll down to the “Name” feature.
3. To participate in the meeting by making motions, seconding motions, asking questions, or providing comments, Members must sign into Zoom and join the meeting before the start of the AGM so that credentialing can be completed in a timely fashion. The meeting lobby will open 15 minutes prior to the start of the meeting. Members are to check their systems for audio & video capabilities at the time they enter the AGM.
4. Only Members in good standing are eligible to vote at the AGM.
5. The participants will be kept in the Zoom waiting room until admitted into the meeting by the moderator. All participants will be muted upon entering the Zoom meeting.
6. At the start of the meeting, the Chair will confirm that credentialing has been completed and that quorum has been reached.
7. The quorum for the meeting is at least three (3) members in good standing at all times.

Quest Outreach Society

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Vancouver, BC, V5L 1J4
questoutreach.org
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Rules of Order, Agenda, Statements, Reports

All AGM materials will be made available to Members in advance of the AGM and will be accessible on the following website: www.questoutreach.org/agm.

Business is limited only to those items of business listed in the agenda and the Society's Bylaws. No special resolutions or members' proposals have been proposed for consideration at this AGM.

Note that motions are **not required** to receive the Report of the Directors, the Financial Statements or the Auditor's Report. As such, there will be no votes on those items. Members are able to ask questions about the content of those materials at the designated times.

Making and Debating Motions

The Chair will guide the assembly through the main motion and amendments process.

Main Motions

1. Business is brought forward before the assembly through a main motion.
2. While going through the agenda, the Chair will read out the motion applicable to the item in question for the assembly.
3. The Chair will call for a mover and seconder. Those Members wishing to move or second a motion must click the "Raise Hand" function in Zoom. The names of the mover and seconder will appear in the participant list and will be recorded in the minutes. The Chair will not unmute the mover and the seconder to verbally ask them whether they are moving or seconding the motion; the "raising of the hand" will be deemed as sufficient evidence to move or second the motion.
4. Once the Chair has acknowledged the names of the mover and the seconder [for the record], the motion is on the floor for debate and vote. Reminder – the mover is only able to speak in favour of the motion.
5. Anyone wishing to speak on the resolution will click the "Raise Hand" function in Zoom. The Chair will recognize the speakers in the order in which they are listed in the Participants Box.

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Debate & Voting

1. A Member wishing to speak to a motion of the floor must click “Raise Hand” in the Zoom control. The Chair will call the Member’s name and the Member’s line will be unmuted.
2. For the unmuted Member, please state your full name and whether you are in favour or opposed to the motion on the floor.
3. During debate, a Member will have 90 seconds to make remarks. Timing will be especially important in this virtual setting. A Member will be muted after 90 seconds whether or not the Member has finished their remarks.
4. If the Member is raising a Point of Information or a Point of Order, please type “Info” or “Point, as the case may be, in the Q&A box. The Chair will then recognize the person who raised the point and invite them to state their point.
5. A Member may only speak one additional time, for 60 seconds maximum, after all other Members have had an opportunity to speak the first time. Members will not be permitted to speak a third time.
6. The Chair will call for the vote after the debate is closed. Voting will be conducted by show of hands using the “Raise Hand” function in Zoom noted above. The Chair will call for votes “In Favour”, and using the “Raise Hand” function, Members voting “In Favour” will have 60 seconds to vote. The Chair will then call for any votes that are “Opposed” and, using the “Raise Hand” function, Members will have 60 seconds to vote. Finally, the Chair will ask if there are any abstentions. After voting has closed, the Chair will announce the outcome of the vote.
7. Members in good standing must be present at the meeting to vote. In accordance with section 5.5 of the Bylaws, voting by proxy is not permitted.

Nominations

1. In accordance with the Bylaws of the Society, nominations will not be permitted from the floor at the AGM.

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2. Elections will be held for the following members who are standing for election as Directors for a three (3) year term:
 - Marion Galinski
 - Rosemary John
 - Caroline Smart (Incumbent)
3. Elections for each position, including available director-at-large positions will be held separately and sequentially. To avoid delays, candidates will not be permitted to give a speech or introduction during the election at the AGM.
4. The Chair will then call for the vote. Voting will follow the same procedure highlighted above. In accordance with section 7.4 of the Bylaws, if the number of eligible nominees does not exceed the number of seats available on the Board of Directors, all nominees are deemed to be elected by acclamation, and no vote is required.

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