



# DRAFT 2022 ASCA AGM STANDING RULES

## Standing Rules

1. **Login.** Each person attending the Virtual Annual General Meeting (AGM) shall sign in using their proper first and last name and use the **Chat Window** to identify the school council, community, location, school division or education organization they are representing. (i.e.: *École Dickinsfield School Council, EPSB or Trustee, High Prairie SD*)
2. **Technical requirements and malfunctions.** Each Voting Delegate (and AGM attendee) is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Voting Delegate's (or AGM attendee's) individual connection prevented participation in the meeting.
3. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
4. **Quorum.** The presence of quorum shall be established by the Credentials Report and announced by the Chair. Thereafter the continued presence of a quorum shall be presumed unless the tech team notifies the Chair of the lack of a quorum.
5. **Voting Delegates.** Voting Delegates are Parents authorized by ASCA Member School Councils (as per Bylaw 3.44) who have submitted their signed Credential or Proxy Voting Form prior to the deadline required by ASCA.
6. **Election Buddy.** Voting Delegates shall cast a vote using the Election Buddy digital voting platform unless otherwise directed by the Chair. Voting Delegates from ASCA Member School Councils are required to keep secure and confidential the unique Voting Access Key issued to them by Election Buddy.
7. **Unanimous Consent.** Unanimous consent (informal vote) may be used as deemed appropriate by the Chair. A Voting Delegate may object to Unanimous Consent by typing the school council, community, location or school division and the word "**Object**" in the **Chat Window**. If there is an objection, a formal vote will be taken.
8. **Assignment of the floor.** Only a Voting Delegate may move or second any motion or resolution by indicating – in the **Chat Window** – the name of the School Council they are representing and its location or school division (i.e.: *Delwood School Council, Edmonton Public, moves; Fultonvale School Council, EIPS, seconds*). After a motion or resolution is moved, seconded, and stated by the Chair, the Voting Delegate who made the motion may, upon recognition by the Chair, speak to the motion or resolution or invite another parent representative from his/her school council to speak on his/her behalf, for a **maximum of three (3) minutes**.
9. **Motions submitted in writing.** Any amendments or motions not already in writing in the AGM package must **first** be submitted **in writing** through the **Chat Window** using the format indicated in #8 above and be seconded in the same manner. Upon recognition by the Chair, the Voting Delegate may speak to the amendment or new motion.
10. **Substantive motions** or resolutions are main motions which introduce a new subject for discussion and action. Resolutions require a mover and a seconder. **Discussion for Substantive Motions will be limited to 30 minutes.**
11. **Procedural motions**, such as secondary motions, offer different approaches to consider during the discussion of a pending main motion (or substantive motion or resolution). If a procedural motion is debatable, such as an amendment, **discussion will be limited to 10 minutes.**
12. **Interrupting motions.** Interrupting motions, if deemed urgent and related to the immediately pending motion, may be made. To use an interrupting motion, a Voting Delegate shall type into the **Chat Window**, the appropriate interrupting motion followed by the question or the rule that is breached:
  - "**Parliamentary Inquiry**" (to ask a question on parliamentary procedure); or
  - "**Request for Information**" (to request urgent, germane information); or
  - "**Point of Order**" (to state a breach in the rules);



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and thereafter wait a reasonable time for the Chair's instructions.

No other motions will be allowed to interrupt. The Moderator or a tech team member will assist the Chair to ensure interrupting motions are promptly addressed. After recognition from the Chair, the Voting Delegate or parent representative shall state the name of their School Council and its location, and their full name, before speaking to their interrupting motion.

13. **Division of a Question.** If a motion contains two or more parts capable of standing as separate questions, the assembly may vote to treat each part separately by a motion for **Division of a Question** which shall require a second, is not debatable, is amendable, and requires a majority vote (or unanimous consent).
14. **Emergent Resolutions** introduced at the AGM must be first approved to be **added to the Agenda** by at least two-thirds (66 ⅔%) of the Voting Delegates. To introduce the resolution, the **specific wording must first be provided in writing** in the **Chat Window** by a Voting Delegate only. When recognized by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the resolution. If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the Emergent Resolution prior to the vote to add the resolution to the agenda for consideration.
15. **Extraordinary Resolutions** arising as a result of the business conducted at the AGM must be first approved to be **added to the Agenda** by at least seventy-five (75%) of the Voting Delegates. To introduce the resolution, the **specific wording must first be provided in writing** in the **Chat Window** by a Voting Delegate only. Upon recognition by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the resolution. If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the Emergent Resolution prior to the vote to add the resolution to the agenda for consideration.
16. **Chat Window.** The **Chat Window** shall be used only to conduct business associated with the Annual General Meeting, unless otherwise directed. Improper use of the **Chat Window** may result in an attendee being removed from the AGM.
17. **Display of motions.** Main motions or resolutions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.
18. **Alternating the floor.** A Voting Delegate or parent representative who wishes to speak may indicate such by typing their School Council name, and location or division in the **Chat Window** and either **“speaking FOR”** or **“speaking AGAINST”** and wait to be recognized by the Chair. Voting Delegates and parent representatives may **speak one time only** to any Resolution or motion for a **maximum of three (3) minutes**.
19. **Parent representatives.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule 18 above, parent representatives may ask questions during discussions or speak to any motion, but may not introduce motions or vote.
20. **Non-member or Observer.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule 18 above, a non-member or observer may ask for permission to address the Assembly. Permission will be granted at the discretion of the Chair, who may seek Approval by Unanimous Consent of the Assembly. When time is of the essence, Voting Delegates shall be given priority to speak before parent representatives, non-members, or observers.
21. **No promotional materials.** No materials of any kind shall be distributed, sold, or displayed at or during the AGM, and no appeals for support or collections of any kind shall be made, without prior approval of the Alberta School Councils' Association President.
22. **Rules.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Alberta School Councils' Association (ASCA) or these Standing Rules.