



# Alberta School Councils' Association

## 2019 Annual General Meeting

### Rules of Order

1. Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases **not covered** by the Bylaws of the Alberta School Councils' Association (ASCA) or these Rules of Order; in particular, in the handling of resolutions and motions.
2. Each person attending the Annual General Meeting (AGM) shall register at the Registration Table and is required to wear the Name Badge provided while in attendance at the AGM.
3. Voting members are only those Parent Delegates from ASCA member School Councils who have submitted their signed Credential Voting Form prior to or upon registering at the AGM.
4. Voting Parent Delegates from member School Councils are required to obtain their Voting Card, Ballots, and any Proxy Voting Cards and Ballots they may be authorized to carry from the Registration Table.
5. Voting by Parent Delegates shall be by Voting Card only.
6. Only the Authorized Voting Parent Delegate may present or second a Resolution or main motion. After presenting a Resolution, the Authorized Voting Parent Delegate may speak, or invite another delegate from his/her school council to speak on his/her behalf, for a maximum of three (3) minutes.
7. The Voting Parent Delegate or his/her designate shall have a further two (2) minutes for closing comments.
8. Any delegate may speak only once to any motion for a maximum of three (3) minutes.
9. Those wishing to speak shall use the microphone(s), take a place in line and, upon being recognized by the Chair, state the name of their school council and its location, and then their full name.
10. Upon recognition by the Chair, non-voting delegates may ask questions during discussions or speak to any motion, but they may not introduce motions or vote.
11. When time is of the essence, Voting Delegates shall be given priority to speak over non-voting delegates.
12. Any amendments or new motions (not already in writing in the AGM package) must be submitted in writing to the Recording Secretary, signed by the mover and seconder if required.
13. Procedural Motions, such as the adoption of the Rules of Order, Agenda, and Minutes, the Delegation of Authority to Appoint the Auditor, the closing of Nominations and the Destroying of Ballots, require only a mover.
14. Substantive Motions, such as those required for the Resolutions, require a mover and a seconder, and will be so noted on the Agenda where appropriate.
15. A Motion to Remove, Sever or Divide a specific Resolution from an Omnibus Motion/Resolution, requires a seconder and must have 75% approval of the Voting Delegates at the AGM in order to stand alone. The mover of the motion to sever may have one (1) minute *to explain the reason to sever*. If the reason for the Motion to Remove, Sever or Divide a Resolution is stated as being an *unclear intention of the Resolution*, the Resolution Sponsor may have one (1) minute *to provide clarification of the Resolution intention* to the assembly, prior to the vote being taken.
16. The final wording of Resolution titles and background material, as well as grammatical edits, shall be the responsibility of ASCA staff after the Resolution passes and prior to action being taken.
17. In order to be placed on the Order Paper, Emergent Resolutions related to provincial educational situations that have developed or arisen after the deadline for Resolution submissions must be approved to be added to the order paper by 75% of the Voting Delegates at the AGM and must be accompanied by printed copies provided to the Assembly by the sponsor.
18. Extraordinary Resolutions arising as a result of the business conducted at the AGM, must be approved to be added to the order paper by 75% of the Voting Delegates at the AGM, with specific wording provided in writing by the sponsor to the Resolutions Chair and Recording Secretary.
19. 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.