

## “APPENDIX B

### **Procedures at Meetings** (*Subsection 27(1)*)

#### **Parliamentary Authority**

*Roberts Rules of Order Newly Revised*, 11<sup>th</sup> edition shall govern the organization in all procedural matters not otherwise covered by *The Licensed Practical Nurses Act*, SALPN Bylaws, or these Rules and Procedures.

#### **Voting Eligibility**

Each member of SALPN is entitled to one vote at the annual meeting. Only those voting members present at the annual meeting and in possession of the designated “voting” identification card are eligible to vote during the sessions of the annual meeting.

#### **Scrutineers**

Scrutineers shall be appointed at the commencement of the annual meeting. If there are individuals present who do not have the right to vote, they should be encouraged to volunteer as scrutineers.

#### **Presiding Officer**

The Chair does not participate in the debate on any issue.

#### **Rules of Debate**

##### *Limitation of Debate*

The Chair shall exercise the responsibility of the Chair to limit the debate.

- Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.
- Each speaker may speak for a maximum of two minutes.
- The chairperson shall warn the assembly that the question will be called within the next five minutes.
- Debate may be extended by a 2/3 vote of the assembly.

##### *Speakers*

Speakers shall use the microphones, state their name, place of residence, and address the chair. The chairperson shall call speakers in the order in which they stand behind the microphones.

##### *Motions*

Motions must be made by a member and seconded by a member. To ensure accuracy, the chairperson will request that a motion be submitted in writing and be signed by the mover and seconder.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing this motion.

At the request and on the invitation of the chairperson, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

New speakers to a motion take precedence over those who have already spoken.

#### *Amendments*

Amendments must be introduced by motion, in accordance with the rules for motions set out above, and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment. No more than two amendments may be on the floor at the same time.

#### *Resolutions and Motions*

Resolutions and motions shall be decided by the majority (50% + 1) of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. Therefore, the practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member’s request.

#### **Voting Procedure**

The meeting room will be divided into at least three voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections.

The assembly shall vote by show of hands, using the voter identification card.

In a situation where the chairperson cannot clearly determine a majority, the chairperson shall call for the scrutineers to count and request the assembly to vote again”.

*Appendix B was amended at the SALPN  
2017 annual meeting*