

**Saskatchewan Association of Licensed Practical Nurses (SALPN)  
Proposed Administrative Bylaw Amendments: April 2017**

<b>Existing Provision</b>	<b>Proposed Provision</b>	<b>Explanation</b>
27(1) Unless otherwise provided, the procedure at all meetings of SALPN and of the Council shall be governed by the procedures contained in Appendix B and, in cases not provided for, by the rules set out in the most recent edition of <i>Procedures for Meetings and Organizations</i> , M. Kaye Kerr and Hubert W. King.	27(1) Unless otherwise provided, the procedure at all meetings of SALPN and of the Council shall be governed by the procedures contained in Appendix B and, in cases not provided for, by the rules set out in the most recent edition of <i>Roberts Rules of Order Newly Revised</i> , 11 <sup>th</sup> edition	Changes the rules to govern SALPN meetings to Roberts Rules, as these are more familiar to members.
<p><b>CHAPTERS</b></p> <p><b>Formation</b></p> <p>32 Four practising members from a geographical area approved by the council may apply to the Council for approval to form a local chapter of SALPN.</p>	Deleted.	As per the December 6/7, 2016 SALPN Council Meeting, Council requested the removal of Chapters from associated bylaws and policies. This amendment will reflect current practice and the non-use of Chapters.
<p><b>APPENDIX B</b></p> <p><b>Procedure at Meetings</b></p> <p><i>See below</i></p>	See proposed amendments.	The basic rules for procedures at SALPN meetings are set out in Appendix B to the administrative bylaws. These have been revised to correspond to Roberts Rules. It is only when there is no applicable rule contained in Appendix B that Roberts Rules are referred to.

## **Current version of Procedures at Meetings based on Kerr & King Rules of Procedure**

### **APPENDIX B**

#### **Procedures at Meetings**

*(Subsection 27(1))*

##### **Parliamentary Authority**

The most recent edition of *Procedures for Meetings and Organization*, by M. Kaye Kerr & Hubert

W. King, shall govern the organization in all procedural matters not otherwise covered by *The Licensed Practical Nurses Act*, 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.

##### **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.
- The chairperson shall warn the assembly that the question will be called within the next five minutes.
- Debate may be extended with permission 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:

- 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.