



NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

39th ANNUAL GENERAL MEETING

RULES AND PROCEDURES

The procedures for conducting the business activities of the Association during the Annual General Meeting (AGM) have evolved over the years and are generally accepted by the membership. In addition, there are four committees of the AGM which further guide activities and which are described separately.

The process or procedure for the activities of the Assembly are:

1. The Annual General Meeting (AGM) shall convene at 9:00 am and adjourn at 5:00 pm every day, unless otherwise specified.
2. All persons attending the AGM shall be registered.
3. Friendship Centres and Provincial/Territorial Associations (PTAs) membership fees in the Association must be paid in full to be entitled to vote.
4. Each member of the Association shall be entitled to name not more than two (2) voting delegates and one (1) youth delegate, aged 18-24 years of age, to each AGM of the Association.
5. Any change to the agenda must be approved by the delegates in the AGM before it may take effect.
6. Delegates attendance (roll call) shall be taken every morning by the Chair to determine the number of delegates present. PTAs will be expected to coordinate their delegates attendance each day and must report to the Chair on their respective delegate numbers. Delegates should inform their PTA representatives that they are present in the Assembly hall to ensure correct roll call reports.
7. Quorum of the AGM shall be fifty plus one percent of all delegates registered. If necessary, roll call shall be taken in order to determine if quorum exists at any point during the meeting.
8. All matters of business placed before the meeting shall be dealt with by motion.
9. Motions may be dealt with in two ways:
 - a) **VOTING:** Each registered delegate shall have one vote. All votes shall be by show of vote cards or by secret ballot, if warranted. A majority of votes shall decide any questions with the exception of constitutional changes, motions to rescind and challenges of a ruling of the Chair, which require a two-thirds (2/3) majority. In event of a tie, the Chair shall cast the deciding vote. Motions which are approved unopposed may be said to have passed unanimously.
 - b) **CONSENSUS:** Following a motion directing a question to be decided by consensus, the Chair shall hear all concerns raised by delegates. When the Chair has decided that all concerns have been raised, and that there is a general will to proceed in a particular way on the question, consensus will be deemed to have been achieved.

10. For recording purposes, all speakers must identify themselves and state their region, association or other organizations before addressing the Chair or the AGM.
11. During discussions on a motion or resolutions, priority to speak will be given to voting delegates.
12. The governing principles of kindness, honesty, sharing and strength are expected to be upheld by all those who are present at the AGM.
13. Observers are encouraged to participate in the AGM and the workshops but only voting delegates may introduce and vote on motions and resolutions. Voting delegates are given priority on any speakers list.
14. A delegate who is not able to attend a meeting or a delegate who must leave a meeting early, may assign his or her vote to any other delegate but such assignment must be made in writing and must be deposited with the Secretary of the Association, or Credentials Committee, if any, at the time the delegate who wishes to exercise the proxy registers and the assignment must set out when the proxy takes effect.
15. Delegates exercising proxy votes shall be entitled to hold no more than four (4) proxy votes at one time.
16. Robert's Rules of Order shall govern the proceedings at any meeting of the Association.
17. Youth delegates must be eighteen years of age or older to vote and must be present in the assembly room to vote.
18. Delegates or a designated spokesperson must speak only to the issue at hand within the allotted time and should confine themselves as far as possible to the association or national issues.
19. When speaking to an issue, the initial speaker shall be allowed ten (10) minutes for presentation of the issue and each additional delegate speaking to the issue shall be allowed five (5) minutes. Following the discussion, the initial speaker shall be allowed five (5) minutes to further address the issue.
20. All resolutions must be submitted to the Resolutions Committee which will assist the mover and seconder to present the resolution in proper form (see *Resolutions Committee procedures*).
21. Security shall be maintained, if necessary, to avoid disruption during the meeting.
22. No alcohol or drugs shall be allowed in the AGM assembly room. No one under the influence will be allowed in the assembly room.