COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

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CMLTM ANNUAL GENERAL MEETING

The purpose of an Annual General Meeting is for the Council to report to the membership on the College's activities during the past year and to receive feedback from the members.

STANDING RULES OF PROCEDURE

The rules are designed to facilitate the exchange of Information and ensure that everyone who attends has the opportunity to be heard.

1. Except as specified in these Standing Rules, or the Act, Regulations and Bylaws of CMLTM, the rules of procedure at the meeting shall be governed by the current edition of *Robert's Rules of Order*.
2. Voting members shall consist of the College members of CMLTM registered and participating online. The number of online voting members will be noted at the beginning of the meeting and added to the credentials report. *Accidental or inadvertent failure of the virtual platform for any individual member shall not invalidate the proceedings or cause delays*.
3. Members will vote using the polling function. Members will have 15 seconds to cast their vote.
4. Any member may ask questions and participate in discussion. To ask a question, a member must indicate their intention through the chat function and may speak when recognized by the Chair.
5. The Presiding Officer will recognize members in the order in which they are received through the online chat function.
6. Motions must be submitted in writing by the mover, who must be voting members. Any member may second the motion. Motions submitted online will be written down by webinar monitors, submitted to the Chair and read aloud.
7. A member may speak only twice to an agenda item. An exception may be made for the mover, who may be asked by the Presiding Officer to respond to points of clarification.
8. An agenda item or motion may normally be debated for no more than 15 minutes, with individual limits of 2 minutes except by permission of the chair. Additional time may be allocated for debate on a motion by 2/3 vote of the assembly.
9. Under the item of New Business, any motion brought under this item will be taken as a recommendation to the Council.
10. The Council shall have the authority to approve the minutes of the AGM, which shall then be circulated for the information of all members