

Rules of Order for the 2026 BCIA Virtual Annual General Meeting

The following rules of order are intended to facilitate progress throughout the meeting, to include Registrants of BCIA in orderly discussion and to ensure fairness and equity:

1. The BCIA Annual General Meeting (“Meeting”) respecting the 2025 fiscal year shall be guided by (in descending order of precedence) the *Professional Governance Act* and the BCIA Bylaws (“Bylaws”) and these Rules of Order passed by the BCIA Board in accordance with section
2. The Chair of the BCIA Board shall serve as the Chair of the Meeting until the conclusion of the Meeting. If the Chair is unable or unwilling to serve as Chair, the process as outlined in Bylaw 26 & 27 will be followed.
3. The Meeting shall be called to order by the Chair at the time specified in the notice of the meeting.
4. The appointed Parliamentarian for the Meeting shall calculate and determine whether a proper quorum is present for the meeting to proceed. Quorum is established under Bylaw 24.
5. In addition, any questions as to the conduct of the Meeting, including but not limited to the application of these Rules, shall be determined and enforced by the Parliamentarian.
6. The business conducted at the Meeting shall include:
 - a) adoption of the agenda of the Meeting;
 - b) adoption of the minutes of the previous annual general meeting;
 - c) adoption of the audited annual financial statements;
 - d) appointment of auditors;
 - e) debate and consideration of any properly submitted Resolutions and;
 - f) any other business specified in the Meeting notice, or the agenda as approved by the Registrants.
7. The Meeting will be conducted at a level of formality considered appropriate by the Chair for a meeting of professional persons. Registrants are obliged to act with tact, decorum, courtesy and respect in debate with fellow Registrants and keep their comments relevant to the issue(s) under consideration.
8. Only Registrants in good standing may speak to any matter on the floor of the meeting and may ask questions arising from reports tabled at the meeting at the designated time using the function of the virtual meeting platform. All comments and questions must be directly related to the immediately pending business and must be kept brief and concise.
9. Once a motion has been stated by the Chair, it belongs to the assembly as a whole and may only be modified or withdrawn through permission of the assembly via
 - a) appropriate motions (e.g., to amend) or;
 - b) the initial motion maker requesting and obtaining the consent of at least 2/3rds vote of the Registrants voting to withdraw the respective motion.

10. A motion to amend requires the permission of both the mover and seconder of the original motion. If permission is not obtained, the original wording must be the motion that is voted upon.
11. A majority vote of 50% plus one vote of Registrants voting on a motion will decide all motions except those matters in the Bylaws or as outlined in these Rules that require a higher level of approval. Further, due to the possible presence of guests and students in the online platform, the calculation of the 50% plus one vote determination will subtract the number of virtual non-Registrants in attendance from the calculation of total votes cast in any vote.
12. All voting shall be by a digitally recorded vote. The Chair is only entitled to vote on a motion to break a tie vote. The Zoom polling function will be used for votes related to the adoption of the agenda, the adoption of the 2025 AGM minutes, the receipt of the audited financial statements, the appointment of the auditor for 2026 and adjournment of the AGM.
13. The Meeting shall be adjourned pursuant to a motion for adjournment, which does not require a seconder, voted upon by the Registrants in attendance in accordance with these Rules.

Rules Specific to the Resolution submitted by a Registrant in advance of the AGM

The above rules apply to this section as well as the specific rules as outlined below:

14. The Parliamentarian will oversee the process related to the debate and vote of the resolution that was submitted by a registrant in advance of the AGM.
15. As per BCIA Bylaw 32 only resolutions provided to the Registrar of BCIA at least 45 days before the date of the Meeting as included in the written notice of the Meeting shall be introduced, debated and voted upon at the Meeting. One resolution was received by the Registrar of BCIA.
16. With respect to the Resolution submitted in advance of the AGM, the Registrant Member making the motion will be allotted up to 5 minutes to speak first to the resolution. The Board Chair, will then be allotted up to 5 minutes to speak to the motion. Registrants who wish to speak to this motion were required to register for the speakers list in advance of the meeting. The Parliamentarian shall call on the pre-registered speakers in order by which they registered. Each recognized Registrant will be entitled to speak up to one (1) time, for no longer than two (2) minutes. Registrants must direct their comments to the Parliamentarian and not to the mover or seconder of the respective motion. A rebuttal or speaking longer than 2 minutes will require permission from the Parliamentarian. The Parliamentarian will, if necessary, call an end to the debate after forty-five (45) minutes. Speakers from the floor will only be allowed if all pre-registered speakers have spoken and there is still time remaining within the allocated forty-five (45) minutes.
17. Upon conclusion of debate, voting will be opened for a period of ten (10) minutes. For the resolution submitted by a registrant in advance of the AGM, a separate voting platform will be used. Instructions and access to this platform was provided to registered registrants in advance of the meeting. This platform is only accessible by registrants in attendance. Guests and other ineligible participants will not be able to access the platform.