



**Annual Meeting of
Members June 17, 2021**

Standing Rules
(based on CNA By-laws and Policies)

1. Unless otherwise required by the *Canada Not-for-Profit Corporations Act* (the Act) or the CNA By-laws (the By-laws), all motions, resolutions, subsidiary motions and any other form or type of motion require approval by an Ordinary Resolution (the majority of the votes cast thereon), including motions to amend the By-laws. Where a motion requires a Special Resolution pursuant to the Act or the By-laws, such motion requires a majority of not less than two-thirds of the votes cast thereon.
2. *Robert's Rules of Order Newly Revised* shall be the parliamentary authority to determine procedural issues not addressed by the Act, the By-laws, or these Standing Rules and shall also be the parliamentary authority for the interpretation of terminology not addressed by the Act, the By-laws or these Standing Rules.
3. Any of the following ("Authorized Speakers") may ask questions, raise a point of order or a point of personal privilege and/or participate in discussion at the annual meeting of Members:
 - a. An individual who is a voting delegate representing a CNA Member in good standing or who has individually paid CNA fees as part of the Independent Nurses group or the Nurse Emeritus group
 - b. A member of the CNA board

Any other Canadian nurse or nursing student may only be allowed to ask questions and/or participate in discussion at the annual meeting of Members after all Authorized Speakers have concluded their remarks, entirely at the discretion of the Chair. An individual who is not an Authorized Speaker may not raise a point of order or personal privilege.
4. The Chair shall call on those Authorized Speakers requesting recognition who are voting delegates of Members or are part of the Independent Nurses group or the Nurse Emeritus group in the order in which they signal that they seek recognition. After all such speakers have concluded their remarks, the Chair shall call on any other Authorized Speakers requesting recognition in the order in which they signal that they seek recognition. Speakers shall address the Chair and state their name, province or territory and, at the request of the Chair, their qualification as an Authorized Speaker.
5. An Authorized Speaker may speak only once to any motion, for a maximum of three minutes, unless special permission is specifically granted by the Chair or the assembly.

6. Generally, each motion must be moved by a voting delegate of a Member and seconded by a voting delegate of another Member in order to be put before the annual meeting of Members. Only voting delegates of a Member may move or second a motion. However, in the event a motion requires a vote by only one class of Member of CNA, such motion may be moved and seconded only by voting delegates from that class of Member entitled to vote on the motion. Further, in the event a motion requires a vote by only one class of Member and that class of Member entitled to vote on the motion has only one member, such motion may be moved by the sole member of such class of Member and will not require a seconder.
7. The Chair has the authority to terminate debate on a question, provided five minutes of advance warning of the termination of debate is given.
8. The board of directors shall have the authority to approve the minutes of the annual meeting of Members.
9. A voting delegate may request the Chair recess the meeting at any time and from time to time, but it shall be solely in the discretion of the Chair whether or not to agree to such request.
10. Inappropriate action by attendees at the annual meeting of Members can have a disruptive and time-wasting effect on the ability of the Members to conduct their business. The Chair has the sole discretion to manage any conflict or conduct during the meeting in accordance with *Robert's Rules of Order Newly Revised*. If, in the opinion of the Chair, an attendee exhibits inappropriate action in speaking, gestures or other actions, the Chair may:
 - a. warn the attendee he or she is acting inappropriately but allow him or her to continue to participate in the meeting;
 - b. warn the attendee he or she is acting inappropriately, require the attendee to acknowledge and apologize for such inappropriate actions and, provided the acknowledgement and apology is given, allow the attendee to continue to participate in the meeting and, failing the giving of the acknowledgement and apology, exclude the attendee from participating in the meeting for the remainder of the meeting;
 - c. exclude the attendee, whom the Chair deems has acted inappropriately, from participating in the meeting for the remainder of the meeting during that calendar day in the event the Chair deems the inappropriate action egregious or that the attendee has continued such inappropriate action despite a warning or warnings by the Chair; and/or
 - d. deal further with the inappropriate action through informal resolution outside the meeting.