



## **Rules of Order for Virtual Meetings**

### **General**

1. The Annual General Meeting will be conducted in accordance with the *Electronic Attendance at Credit Union Meetings (COVID-19) Order* of the Minister of Public Safety and Solicitor General (Ministerial Order No. M138) and, to the extent not inconsistent therewith, the *Credit Union Incorporation Act*, the Rules of First Credit Union, and Robert's Rules of Order, Newly Revised.
2. The parliamentarian will rule on behalf of the assembly if necessary.
3. The meeting shall be held solely by such electronic means as are made available by the Credit Union.
4. It is important that we stay on topic and on schedule; please confine your comments or questions to the issues at hand and maintain decorum, courtesy, and respect.

### **Asking Questions and Making Statements**

5. Members in good standing (as defined in the Rules of First Credit Union) are entitled to speak to matters brought before the meeting for consideration.
6. If you wish to ask a question, please type it in the questions section of the meeting platform. Such questions and comments shall be reviewed by the moderator and, unless out of order, shall be communicated to the other participants in the manner and at the time determined by the Chair.
7. Questions or comments from members which relate to a pending motion must be submitted prior to the vote on the motion. The Chair shall determine when to call for the vote.
8. Members are entitled to ask one question on each matter brought before the meeting for consideration.
9. The AGM is held to transact general membership business, not personal issues. If you wish to ask a question about personal issues, please email [membersupport@firstcu.ca](mailto:membersupport@firstcu.ca); a member of the First Credit Union team will then direct your email to the appropriate individual.

### **Motions and Voting**

10. In order for the Credit Union to avoid contravention of its Rules or any legislation, motions from members should be made, by way of recommendation, to the Board of Directors for further investigation and consideration.
11. The Chairperson may postpone the vote on a motion to a time later in the meeting in order to allow voting to occur on multiple motions in sequence.
12. Only members in good standing (as defined in the Rules of First Credit Union) are entitled to vote at the AGM.
13. Voting will be conducted by online polling or such other electronic means as may be determined by the Chairperson.
14. Proxy voting is not permitted. You may not transfer your vote to another individual.

### **Other**

15. Reports shall be presented at the time indicated on the Agenda without a motion that they "be received" either before or after the presentation to the meeting.
16. No person (other than the meeting host) may photograph, record or film the proceedings of the meeting by use of any camera or other electronic device, without the permission of the Chair or the consent of the meeting.

Thank you for attending our annual general meeting and adhering to these rules of conduct.