



# College of Veterinarians of British Columbia

## *AGM: Procedures and Guidelines*<sup>1</sup>

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### **1. One speaker at a time**

Only one person may speak at a time. To be recognized to speak, a registrant must move to the podium and introduce himself/herself.

### **2. Limited speaking time per member**

On any given topic, each registrant may speak only twice, for up to the CVBC designated time of three minutes for the first speech and one minute for the second. This time cannot be combined, split, shared, or yielded to another registrant. A registrant who has not yet spoken has priority over another registrant who wishes to speak for a second time.

### **3. Staying on topic**

All registrant speeches must remain strictly on topic. The current topic will be clarified by the President if necessary. Debate must be respectful and avoid personal topics. The AGM is not an opportunity for campaigning as it occurs before the slate of candidates is established.

### **4. Recess**

The Chair has the discretion to call a recess to reestablish order, if required.

### **5. Off limits topics**

Topics which are not appropriate for discussion include, but are not limited to these, as listed in Bylaw s. 1.33:

- financial, personal or other confidential matters;
- information concerning a person involved in a criminal, other judicial or quasi-judicial proceeding;
- personnel matters, including hiring or terminating employment, or approving, amending or terminating a service contract;
- the acquisition or disposal of property;
- communications with the Office of the Ombudsperson or the Office of the Privacy Commissioner;
- information that is required to remain confidential under section 76 of the Act;
- instructions to or opinions from legal counsel to the College, the Council, a committee or a panel;
- any other matter that is subject to solicitor-client, investigative or deliberative privilege; and
- information that the College is otherwise required or authorized by law to keep confidential.

*This document was approved by Council on September 28, 2018.*

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<sup>1</sup> All procedural matters at meetings are governed by *Roberts Rules of Order* according to Bylaws s. 1.3