

## 2024 AGM Agenda

***NOTICE of the 2024 HDEAA Annual General Meeting***

# AGM

**May 30<sup>th</sup>, 2024**  
**4:30 pm – 7:00 pm**

**Location: Google Meet**

This is your opportunity to review the past year, discuss, debate, and vote on motions that affect the direction of the organization. Members in good standing have the right to attend the Annual General Meeting and to participate in any general membership vote. Please be aware that, because Google Meet has a capacity of 500 participants, we are asking you to **pre-register your attendance by May 28th at 4:00pm**. The Book of Reports will be posted on [hdeaa.com](http://hdeaa.com).

4:30pm      Registration (Members in good standing)

4:40pm      Welcome, Introduction and Meeting Process

## **AGENDA**

4:45pm Call to Order

### **1) ADOPTION OF AGENDA**

- **MOTION:** *To approve the agenda as presented*

### **2) APPROVAL OF THE MINUTES** (November 23rd, 2023, Fall Financial Meeting)

\*\* Minutes are posted on [www.hdeaa.com](http://www.hdeaa.com) (under Member Info General Meetings heading)

- **MOTION:** *To approve the minutes of the November 23<sup>rd</sup> 2023, Fall Financial Meeting*

### **3) Recognition of Years of Service:**

- 5 Years of Service
- 10 Years of Service

**4) ELECTIONS:**

- **Elections Committee Report** – Sandie Gibson
  - Introduction of the newly elected 2024/25 HDEAA Executive
- **MOTION:** *To ratify the 2024/25 HDEAA Executive Slate*
  - Installation of Executive & Oath of Office

**4) Recognition of Years of Service:**

- 15 Years of Service
- 20 Years of Service

**5) FINANCE:**

- Finance Committee Report- K. Motluk
- Presentation of the Financial Year to date – K Motluk

**5) BOOK OF REPORTS:**

\*\* Book of reports is posted on [www.hdeaa.com](http://www.hdeaa.com) (under Member Info General Meetings heading)

- Constitution Committee - J. Reid
- Finance Committee- K. Motluk
- Elections Committee- S.Gibson

**6) Recognition of Years of Service:**

- 25 Years of Service
- 30 Years of Service

**7) PRESENTATION OF PROPOSED CONSTITUTIONAL AMENDMENTS – K. Motluk**

\*\* Refer to attachment for proposed language changes\*\*

- **MOTION:** *To approve the revised Article VII as presented.*
- **MOTION:** *To approve the revised Bylaw 1 as presented.*
- **MOTION:** *To approve the revised Bylaw 2 as presented.*
- **MOTION:** *To approve the revised Bylaw 4 as presented.*

**8) Recognition of Years of Service:**

- 35 Years of Service
- 40 Years of Service

**9) PRESIDENT'S REPORT:** The Year in Review

**10) ADJOURNMENT**

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## **BUSINESS PROCEDURES FOR THE HDEAA ANNUAL & FALL FINANCIAL MEETINGS**

1. All HDEAA meetings are conducted in accordance with Robert's Rules of Order, Newly Revised. (Article VI Section 4) Where there is a difference between Robert's Rules and the HDEAA Constitution & Bylaws, the Constitution shall prevail.
2. The President has the discretion to appoint a parliamentarian to act in an advisory capacity. The final responsibility for rulings rests with the presiding officer.
3. Members will check in at the registration desk. Identification shall be required. Only members in good standing and guests, authorized by the President, may be in attendance. **\*\*All virtual meetings will require pre-registration by those planning to attend. Emails shall be verified prior to the meeting link being sent. Please make sure your onscreen name identifies you as a HDEAA member in order to be admitted to the Google Meet\*\***
4. In accordance with the HDEAA Code of Conduct, members shall respect the confidentiality of all information pertaining to the Union business conducted and to those in attendance. There shall be no video, audio, or photographic recording of the meeting without prior authorization of the President. Such authorized recording shall be announced to the members in attendance at the start of the meeting.
5. The quorum for the Annual Meeting shall be the attending membership who is eligible to vote. (Article VIII Section 2)
6. Notice of motion to amend the Constitution or Bylaws of the Union requires a majority vote of the attending, eligible membership. (Article X Section 1)
7. Notice to amend the Constitution shall have been posted to the membership at least fifteen (15) days prior to the Meeting. (Article IX Section 1)
8. Notice to amend HDEAA Bylaws shall have been sent to the membership at least fifteen (15) days prior to the meeting at which the bylaws will be proposed and discussed unless a motion to "waive the rules" is approved by the membership.  
(Article X Section 1)
9. The mover of a motion, including a motion to amend the Constitution or Bylaws, may speak for up to five (5) minutes per HDEAA Bylaw 10 – Rules of Order. This stipulation will be STRICTLY ENFORCED.
10. Any member in good standing may speak three (3) minutes on any question under discussion, but not more than twice upon the same question in accordance with HDEAA Bylaw 10 – Rules of Order. Furthermore, any member wishing to speak a second time to the same question may do so only after all other members indicating intent have had a chance to speak. This stipulation will be STRICTLY ENFORCED.

11. Motions from the floor must be presented in writing in accordance with HDEAA Bylaw 10 – Rules of Order. Motion forms in duplicate will be made available. \*\*  
**For a virtual meeting. A motion from the floor will be sent electronically to [office@hdeaa.com](mailto:office@hdeaa.com) and will be posted by the Secretary in the chat box for members to see\*\*.**
12. For a virtual meeting, votes will be done via an online vote.
13. Recounts of votes in person shall be permitted only immediately after the vote is taken.
14. Minutes of the previous meeting will be posted on hdeaa.com prior to the meeting. No paper copies will be distributed.
15. The HDEAA office will have minutes of the previous Annual and Fall Financial Meeting, available for members to view on HDEAA.com

### **Robert's Rules of Order Cheat Sheet**

#### **Simplified Rules of Order - Principles of Parliamentary Procedure**

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.
3. All members have equal rights, privileges, and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members majority and minority should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented at a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.