

StellerVista Credit Union
Rules of Order for the 74th Annual General Meeting
May 1, 2024

RULES OF ORDER

The following Rules of Order are designed to facilitate progress at the Annual General Meeting of StellerVista Credit Union, and to ensure orderly debate, courtesy, fairness and equity for all:

General:

1. The Annual General Meeting will be conducted in accordance with these Rules of Order, the *Credit Union Incorporation Act*, the Rules of StellerVista Credit Union and, to the extent not inconsistent therewith, the current edition of *Robert's Rules of Order*, Newly Revised.
2. The meeting shall be partially in-person and partially by the video conferencing platform made available by StellerVista Credit Union.
3. No person 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.
4. Invited guests and non-voting members may attend the meeting, but may not submit questions or comments, unless asked to do so by the Chair. Invited guests and non-voting members may not make motions or vote.

Debate:

5. Speakers must address the Chair and must be recognized before speaking. Upon recognition by the Chair, the speaker must state the member's name.
6. Only members of StellerVista Credit Union in good standing will be entitled to the floor.
7. No member may speak longer than two minutes at a time or more than twice on the same matter without permission from the Chair.
8. Members who are attending online may ask a question or make a comment by:
 - (a) using the "raise your hand" function in the video conferencing platform. Upon recognition by the Chair, the moderator will unmute the member. The member must then state the member's name prior to speaking; or
 - (b) submitting a written question or comment via the chat function in the video conferencing 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.
9. No member attending online may submit more than two written questions or comments on the same matter without the permission of the Chair.
10. Verbal or written comments or questions must be related to the pending motion or report.

Business of the Meeting:

11. The Annual General Meeting is for the purpose of transacting the business of the general membership of StellerVista Credit Union. Issues of a personal nature will not be discussed, but may be referred to the appropriate officers or staff.
12. Except for motions invited by the Chair, motions from members must be submitted to StellerVista Credit Union in advance of the meeting in accordance with the Rules and the *Credit Union Incorporation Act*.
13. In order for StellerVista Credit Union to avoid contravention of its Rules or any legislation, motions from members should be made by way of recommendation to the Board for further investigation and consideration.

Time management:

14. The Chair may propose time limits on agenda items and may propose that these time limits be extended.
15. The meeting is scheduled to adjourn no later than 8:30 p.m. MT. An extension of the meeting beyond this time will require approval by the assembly by a two-thirds vote.

Voting:

16. In-person voting will be conducted by show of hands or such other means as may be determined by the Chair. Online voting will be conducted by electronic polling or such other means as may be determined by the Chair.
17. After a vote at a meeting is taken, a declaration by the Chair that a motion or resolution has been carried shall be conclusive.

Reports:

18. Reports presented at the meeting for information only do not require a motion.
19. Where a report contains a recommendation for the members to consider, a motion to act on the recommendation will be presented, seconded, debated and voted on.