



Respectful Meeting Guidelines

1. Respect each other
2. All members should be treated as equals
3. Confidentiality must be maintained
4. Discuss issues, not people
5. Listen respectfully
6. Focus on the issues
7. Refrain from personal attacks
8. Refrain from dominating the discussions
9. Electronic devices are to be turned to mute/vibrate during the meeting. Please return calls – when possible – during breaks

- Thank you for your cooperation -



Basics of Parliamentary Procedure Manitoba Association of Parent Councils

1. **Meeting Rules** – A Registered Parliamentarian will assist the MAPC Board of Directors and members with parliamentary procedure, as the need arises. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable.
2. **Voice and Vote** – Every MAPC member is entitled to voice. Only MAPC members in good standing who represent Parent Councils and have valid voting credentials may vote.
3. **Credentials** – MAPC Delegates are required to present valid voting credentials as evidence of entitlement to vote
4. **Voting** – Voting members will be issued a voting card upon verification of credentials. Proxy votes are accepted only in advance of the AGM.
5. **Quorum** – A quorum for the Annual General Meeting will be observed.
6. **One Speaker at a time** – Only one person may speak at a time. To be recognized to speak, a member must state their name and which PAC they belong to.
7. **Who is Allowed to Speak?** – Only MAPC Members may speak. Non-Members may speak at the discretion of membership or at the Q & A session, time permitting.
8. **Limited speaking time per member** – On any given motion or topic, each member may speak only twice, for up to the designated time of two minutes per speech. This time cannot be combined, split, shared, or yielded to another member. A member who has not yet spoken has priority over another member who wishes to speak for a second time.
9. **Staying on Topic** – All member speeches must remain strictly on topic. The current topic will be clarified by the chair, if necessary. If there is a motion pending, debate is limited to the merits of that motion. Debate may never go into the motives of particular members or become personal in nature.
10. **All remarks directed to the chair** – All remarks must always be directed to the chair.
11. **Motions** – A motion is a formal "question" to the assembly to discuss, make a decision or take an action.
12. **Motions arising from the floor**— Any additional motions that are made during the AGM must be written in full by the person making and signing the motion.
13. **Discussion** – The member who introduces a motion is entitled to speak first. A call to close discussion can be made and will be voted on
14. **Scrutineers** – When a counted vote is required, two individuals appointed by the board of directors will accept, control and count the vote. Once voted on, a motion will be made to destroy all ballots..
15. **Points of Order** - A point of order may be raised if the parliamentary procedure rules appear to have been broken. The point is resolved before business continues.