LADYSMITH HEALTHCARE AUXILIARY

STANDING RULES & PROCEDURES

RULE 1. INTERPRETATION & DEFINITIONS

(1) In these rules, unless the context otherwise requires:

"Executive" means the directors of the Ladysmith Healthcare Auxiliary (LHA).

"Generated Revenues" means all incomes of the Auxiliary resulting from Thrift and Gift Store but does not include monetary donations to the Auxiliary by other agencies and organizations.

(2) These Rules and Procedures supplement but must not be inconsistent with the provisions of the Societies Act and Regulations thereto and the Constitution and Bylaws of the Ladysmith Healthcare Auxiliary.

(3) Where there is any conflict between these rules and the Constitution and Bylaws or the Societies Act and Regulations thereto, the latter shall apply.

(4) Changes to any rule or procedure take effect only after approval of regular members at a General Meeting, by majority vote.

(5) Volunteer service is a contribution of time to any LHA program, activity, committee or meeting of LHA.

RULE 2. MEMBERSHIP

(1) Classes of membership and their basic attributes are defined in Bylaw 3.

(2) To become a Regular Member of the Auxiliary a person must:
(a) complete an application in the form approved by the Executive;
(b) consent to a disclosure of criminal record, if involved in a Program with minors or vulnerable adults;
(c) be interviewed by a committee of the Executive;
(d) sign a Volunteer Agreement (see Annex "A");
(e) pay an Initiation Fee **[Added January 2021]**; and
(f) pay dues in the prescribed amount for the current calendar year.

(3) To become a Youth Member **[revised May 31, 2023]** of the Auxiliary, in addition to the requirements set out in section 3(2)(b) of the Bylaws, and the requirements of subsection 2 above, a person must be sponsored by his/her parent or legal guardian.

(4) A Regular Member of the Ladysmith Healthcare Auxiliary may also accept employment with the Ladysmith Healthcare Auxiliary and retain membership status.

(5) The Initiation Fee and Annual Dues are as follows:
(a) for a Regular Member, Initiation Fee is $10.00 and Annual Dues are $10.00 **[Reinstated November 2022]**;
(b) for a Youth Member Initiation Fee is no cost and Annual Dues are no cost;
(c) for a Life Member, Annual Dues are no cost.

(6) Regular and inactive Members shall pay annual dues on or before the 31st day of December of the preceding year by:

(a) payment to a member of the Executive (or delegate) collecting dues in November and December;
(b) payment by e-transfer to: ladysmiththrift@gmail.com whose automatic deposits generate payment confirmation **[Added Nov 2, 2022]**
(c) payment to a Thrift Store Cashier via the Thrift Store cash registers, where a receipt will be tendered. **[Added Nov 2, 2022]**
(d) deposit in a sealed envelope clearly marked with the member's name, at any time, in the box provided in the staff room at the Thrift Store, or
(e) mailing in a clearly marked envelope for the attention of the Director of Membership.

(7) A Regular Member **must** contribute 24 hours of volunteer service (see Definition "5" Rule 1) in a calendar year to maintain that class of membership and to be eligible to vote at General Meetings in the following year. **[Reinstated Nov 2, 2022]** New members are eligible to vote with their 24-hour contribution requirement pro-rated until the end of the calendar year.

(8) Each new Regular Member is deemed to be on probation until he or she has contributed 24 hours of volunteer service to the Auxiliary in the preceding 12-month period.

(9) Meals-On-Wheels drivers must submit legible copies of:
(a) their current driver's license;
(b) a Criminal Record Check;
(c) proof of current insurance coverage; and
(d) any renewal or updated license or insurance coverage to the Meals-On-Wheels Manager, who will forward the documents to the Membership Director for inclusion with member's personnel file.

(10) A member must be in good standing to participate in any activities of the Auxiliary.

RULE 3. CONDUCT OF MEMBERS

(1) Members are expected to wear their name badges at all times when participating in activities of the Auxiliary. Thrift Store Volunteers, during "Open" Hours, are required to wear an apron or pinny supplied by the Auxiliary OR a personal solid red top with our HCA crest and name badge attached.

(2) Personal conflicts between individual members:
(a) should be resolved by the individuals themselves; or
(b) reported to the appropriate supervisor for resolution; and
(c) if not resolved, must be reported to the Manager for resolution; and
(d) if not resolved by the Manager, the issue will be referred to the Executive.

(3) Complaints against members from clients, customers or other associates of the Auxiliary must be reported to the Program Manager.

(4) A member may be expelled or suspended in accordance with Bylaw 8 for actions or conduct considered to be inappropriate for a member of this Auxiliary, including but not restricted to:
(a) involvement in any illegal activity;
(b) dishonesty;
(c) failure to act with respect and dignity when dealing with fellow members, customers, clients or associates of the Auxiliary;
(d) wilful failure to comply with requirements of the constitution, bylaws or standing rules of the Auxiliary; and
(e) any conduct which, in the opinion of the Executive, may bring the reputation of the Auxiliary into disrepute.

RULE 4. MEETINGS AND NOTICES

(1) In accordance with the Societies Act and Parts 3 and 11 of the bylaws:
   (a) The date, time and place of each scheduled general meeting, including dinner Meetings, and the Annual General Meeting, will be included in an annual calendar of events provided via Canada Post, Electronic mail or by hand, to each member within 3 weeks of election of a new executive.
   (b) For new members joining the auxiliary during the year, a copy of the annual schedule of events shall be provided to them at the time of their entrance interview.
   (c) For any special general meeting not included in the annual calendar, or for an amendment to the annual calendar, notification by email, written notice or phone call will be given to each member.

(2) Any member in good standing may attend a general meeting and speak to an issue. However, only a Regular or Life member has a vote.

(3) General Meetings shall be conducted using a modified Roberts Rules of Order, as outlined herein as "Annex B".

(4) The Executive shall meet at such times as the directors may see fit.

RULE 5. NOMINATION AND ELECTION OF EXECUTIVE OFFICERS

(1) To be eligible for election as a director a person must:
   (a) be a Regular or Life Member in good standing;
   (b) have access to a personal computer and have the skills necessary to use computer software;
   (c) have sufficient experience and expertise to carry out the duties of the office; and
   (d) declare a willingness to dedicate the time required to perform the functions of the office for minimum term of office of 1 year.

(2) A director whose term of office is expiring is encouraged to stand for re-election for a consecutive term.

(3) The President will appoint a director as chairperson, together with two regular members at large, to constitute a Nominating Committee for eligible candidates to stand for election for the next term of office.

(4) Nominations, together with a summary of the qualifications of the nominee, shall be presented at meetings up to and including the Annual General Meeting by the Nominating Committee, or any Regular or Life Member in good standing.

(5) Election of directors, followed immediately by installation, shall take place at the Annual General Meeting in accordance with Bylaws 14 and 25.

(6) Upon terminations of office, records pertaining to that office, including any electronic records, are to be turned over to the incoming director within two (2) weeks.

RULE 6. DIRECTORS (MEMBERS OF THE EXECUTIVE)

(1) Directors whose position and principal duties are stipulated by statute and Bylaws 24, and 39-44 are the:
   (a) President
   (b) Vice President
   (c) Secretary
   (d) Treasurer

(2) In addition to the directors set out in Rule 6 (1) there shall be:
   (a) a Corresponding Secretary

(b) an Assistant Treasurer
(c) a Director of Memberships
(d) a Director of Personnel
(e) a Director of Public Relations; and
(f) two Directors at Large

(3) The Immediate Past President is an advisor to the President and may be appointed as Chair of the Nominating Committee.

RULE 7. DUTIES OF DIRECTORS

(1) **PRESIDENT** - In addition to the duties set out in Bylaw 39 the president shall:
(a) appoint committees and their chairs; and
(b) be an ex-officio member of all committees.

(2) **VICE PRESIDENT** - In addition to the duties set out in Bylaw 40 the vice president shall:
(a) at the pleasure of the president, be chairperson of a committee to interview prospective members; and
(b) be in charge of awards and service pins for members.

(3) **SECRETARY** - In addition to the duties set out in Bylaw 41 the Secretary is responsible for primary functions of:
(a) keeping minutes of all meetings of the society and directors
(b) maintaining the history book and related material
(c) recording votes on motions at meetings
(d) in cooperation with the Treasurer, advise the Registrar of Companies of any changes to the Constitution, Bylaws or Directors of the Auxiliary.

(4) **CORRESPONDING SECRETARY** - The Corresponding Secretary assists the Secretary and is responsible for primary functions to:
(a) keep on file a copy of all correspondence sent and received;
(b) process all In Memoriam cards, letters, and receipts to donors within two (2) weeks of receipt; and
(c) pick up and distribute all mail.

(5) **TREASURER** - In addition to the duties set out in Bylaw 42 the Treasurer shall:
(a) supervise and keep records of the financial activities of the Meals-on-Wheels and Gift Shop programs insofar as their accounting and banking activities are concerned
(b) be responsible for receipt and deposit of all revenues and donations to the Auxiliary Operating Account
(c) prepare an annual budget for approval by membership
(d) report on the financial activities and status at each general meeting
(e) in compliance with regulations pursuant to the Societies Act, maintain a chart of accounts and render a comprehensive financial statement at the annual general meeting,
(f) prepare cheques for all disbursements and have them signed by any two of the President, Vice President, and Treasurer
(g) use an accounting program to keep financial records and perform automated tasks,
(h) obtain information necessary for BCAHA Statistics Forms and remit per capita dues,
(i) be responsible for keeping the Gaming Account according to guidelines of the Gaming Commission,

(j) in cooperation with the Secretary, remit any required filing fees to the Registrar of Companies,
(k) maintain liaison with the professional accountant retained by the Auxiliary and obtain professional advice as required,
(l) supervise petty cash accounts for miscellaneous small expenditures, and
(m) delegate work to and supervise performance of the Assistant Treasurer.

(6) **ASSISTANT TREASURER** - The Assistant Treasurer shall:
(a) assist the Treasurer in all duties delegated, and
(b) assume the duties of Treasurer in his/her absence.

(7) **DIRECTOR OF MEMBERSHIPS** - The Director of Memberships, in cooperation with the Secretary, shall:
(a) actively recruit new members
(b) ensure that application forms and Auxiliary information are readily available for prospective new members;
(c) at the pleasure of the President, be a member of the interview committee for prospective new members;
(d) maintain the list of current members;
(e) obtain and distribute name badges for new members;
(f) collect name badges from persons who cease to be members;
(g) maintain the Meeting Attendance Book; and
(h) manage the Sunshine Draw at regular meetings
(i) the maintenance of Criminal Record Checks for volunteers for LHA programs which deal with vulnerable adults and children, such as Meals on Wheels and/or Oyster Harbour Seniors **[Added September 2021]**

(8) **DIRECTOR OF PERSONNEL** **[added Feb 1, 2023]** - The Director of Personnel shall:
(a) support managers in establishing and maintaining HR policies,
(b) assist managers re: submission of federal grant applications for summer students,
(c) assist managers – where needed – with matters regarding paid students and volunteers,
(d) support managers in adhering to Health and Safety protocols,
(e) liaise between Thrift Store operations and Auxiliary governance.

(9) **DIRECTOR of PUBLIC RELATIONS** – The Director of Public Relations shall:
(a) promote and make the general public aware of the aims and activities of the Auxiliary
(b) with the prior approval of the Executive, place promotional ads in the media
(c) report the activities of the Auxiliary to the editor of the "Auxiliary Action";
(d) produce the Auxiliary Newsletter
(e) research and bring forward to the Executive and the membership new ideas for increasing goodwill and effectiveness in the community; and
(f) provide the Secretary with copies of any material produced, received or sent.

(10) **IMMEDIATE PAST PRESIDENT** - The Immediate Past President shall:
(f) be an advisor to the current President; and
(g) at the pleasure of the President, be the chair of a nominating committee to select candidates for election to the Executive for the next term of office.

(11) **DIRECTORS AT LARGE (2)**
(a) At the pleasure of the president, shall perform duties as requested.

RULE 8. COMMITTEES

(1) The President may appoint committees, and managers within committees, to carry out various functions on behalf of the Auxiliary.

(2) All committee appointments expire with the installation of a new executive at the annual general meeting unless they are continued by the incoming President.

(3) The following are deemed to be programs managed by separate committees:
- (a) The Thrift Store
- (b) The Gift Shop;
- (c) Meals on Wheels
- (d) Youth Members
- (e) Memorial Gardens;
- (f) Buildings and Maintenance

(4) Terms of Reference shall be provided to each committee at the time of appointment and as any amendments are made.

(5) The chair of a program shall report at each general meeting:
- (a) the program status and changes since the last general meeting; and
- (b) at the annual general meeting the annual achievements and year-end status.

RULE 9. EXPENDITURE AUTHORIZATIONS

(1) For purposes of spending authorities, there are three main classes of Expenditure:
- (a) OPERATING EXPENDITURES include all costs for expendable supplies, equipment and utilities, non-capital repairs, fees and subscriptions required to maintain affiliations with other organizations, education and training of members and paid staff, expenses pre-authorized by the executive and incurred by members in support of auxiliary operations.
- (b) CAPITAL EXPENDITURES are purchases of real property and fixed asset items in excess of $5,000 each intended for the sole use or benefit of the Auxiliary and which have an expected useable life of more than three years.
- (c) PROGRAM EXPENDITURES are donations of money, equipment, services, assistance and education in support of health care objectives set out in Clause 2 of the Constitution.

(2) The following expenditures may be paid without prior individual approval at a general meeting:
- (a) all Operating Expenditures;
- (b) Program Expenditures included in an annual budget presented to and approved by vote at a previous general meeting, excepting requests for the Ladysmith Community Health Centre; and
- (c) a donation to the BCAHA Tribute Fund in an amount not to exceed one hundred dollars ($100).

(3) Donation requests are to be reviewed individually and voted upon at a general meeting.

(4) An amount equal to ten percent (10%) of generated revenues net of operating expenditures shall be assigned to the Building Capital Reserve Fund for future real property acquisitions or replacement and no expenditures from this fund may be made without approval of members by vote at a general meeting **[Amended September 1, 2021]**.

(5) Members who incur expenses must submit to the Treasurer:
- (a) official invoices, with a clear signed notation as to purpose of the purchase and sufficient detail to enable intelligent audit, for items charged to accounts of the Auxiliary; and
- (b) official receipts annotated with similar details for paid items for which reimbursement is being requested.

RULE 10. YOUTH MEMBER AWARDS AND MEMORIAMS

- [The terms *Student Awards*, *Junior Members*, and *Youth Volunteers* were replaced by **Youth Member** at the May 31, 2023, General Meeting]
- [Award categories were revised from two categories (Junior Members & Youth Volunteers) to one category at the May 31, 2023, General Meeting]

(1) **Youth Member Awards**: The LHCA donates up to eight awards of two thousand dollars ($2000) each to eligible LHCA Youth Members each June. To be eligible a Youth Member must be in regular attendance at Ladysmith Secondary School or home schooled within the jurisdiction of Ladysmith Secondary School. Preference will be given to students entering a "health-related field" of study. The awards will be presented to qualified applicants at the June Graduation to Grade 12 Ladysmith Secondary School (LSS) students who are members in good standing in the Ladysmith Health Care Auxiliary Student Awards program.

Eligibility for an award is collaboratively determined at the discretion of the LHCA Thrift Store managers and the LHCA Youth Member Coordinator for the Oyster Harbour Seniors' Community.

Eligibility for award is based on:

(a) volunteer service at the LHCA Thrift Store and/or the Oyster Harbour Seniors Community;
(b) volunteer for at least two school years, one of which must be the grade 12 year;
(c) a minimum of 50 hours of volunteering in each school year;
(d) volunteering to be spread out over the school year with a target of a minimum of 2 hours a week;
(e) personal qualities of service which include, but are not limited to:
(f) reliability;
(g) punctuality;
(h) focus on task at hand;
(i) ability to work cooperatively;
(j) positive attitude; and
(k) adhere to Codes of Ethics and Confidentiality of Thrift Store and Oyster Harbour Seniors Community.

If selected for the award a student must:

(a) provide proof of registration at a recognized post-secondary institution of his/her choice;
(b) attend the post-secondary institution in the first year upon graduation from LSS, unless classes are full, or there are unusual circumstances. This must be approved by a vote of the LHCA Executive. There is a maximum one-year deferral of the award.

If there are no suitable candidates, the awards will not be given.

(2) **MEMORIAMS:** If a member or a member's spouse dies, a fifty-dollar ($50.00) Memoriam may be given to a non-profit health care related organization or charity, other than the Ladysmith Healthcare Auxiliary, in memory of the deceased.

RULE 11. EXPIRATION OF AUTHORITIES

(1) All approved donations which have not been claimed within one (1) year will be automatically cancelled. The organization that made the request will be notified one (1) month before expiration.

RULE 12. FINANCIAL RECORDS REVIEWS

(1) Books of the Auxiliary shall have an un-audited report at the end of the fiscal year, by an

accountant appointed by the executive.

(2) A full financial audit may be ordered by the directors at any time.

RULE 13. AFFILIATION MEMBERSHIPS

(1) The Auxiliary shall maintain membership in the BCAHA.

RULE 14. MEMBER EDUCATION

(1) Up to fifteen percent (15%) of generated revenues net of operating expenditures may be allocated to member education, to include all conferences, seminars and workshops for attendance by members who have fulfilled their 24-hour yearly work obligation, and Youth Members.

(2) **Annual Provincial Conference** - For the BCAHA Provincial Conference, the Auxiliary will pay the costs of registration, transportation, accommodation and meals for up to 12 members to attend, with preference given in the following order:
(a) members of the Executive,
(b) program managers,
(c) supervisors,
(d) regular members

(3) **Island Area Conference** - All auxiliary members are eligible for attendance and subject to paragraph 4, the Auxiliary will pay for registration, transportation, accommodation and meals.

(4) If a member who is registered to attend a conference subsequently fails to attend and a qualified substitute does not attend, the defaulting member is responsible to reimburse the auxiliary for any non-refundable fees already paid out, however the executive may consider extenuating circumstances beyond the control of the registered member.

(5) The Executive may approve financial support for formal education or training of a regular member to acquire or improve skills required to perform the duties of their position in the Auxiliary.

(6) **Semi-Annual Youth Member Conference**: For the semi-annual Youth Member Conference, the Auxiliary will pay the costs of registration, transportation, accommodation, and meals for selected Youth Member s.

(7) If a Youth Member who is registered to attend a conference subsequently fails to attend and a qualified substitute does not attend, the defaulting Youth Member is responsible to reimburse the Auxiliary for any non-refundable fees already paid out; however, the executive may consider extenuating circumstances beyond the control of the registered Youth Member .

RULE 15. NON-MEMBERS

Members may bring non-members to volunteer for the Auxiliary if the following conditions are met:

(1) Age 14 – 16 **[revised May 31, 2023]** must have parental consent;

(2) Must be approved by store manager;

(3) Must accompany the volunteer on the member's shift only and should take their breaks at the same time as member;

(4) Must work in close proximity with the member;

(5) Must adhere to our standing rules and code of conduct. It is the member's responsibility to ensure compliance; and

(6) If the member is a cashier, the non-member volunteer may bag only and not handle cash.

RULE 16. THRIFT STORE MANAGEMENT [Added February 2, 2022]

(1) The paid staff hired for the management of Thrift Store operations is responsible to the Executive.
(2) The Personnel Committee appointed by the President, will be responsible for ensuring that management positions are filled.

Changes to previous versions of Standing Rules and Procedures of the Ladysmith Health Care Auxiliary (Feb 2, 2022) are noted in square brackets where applicable and were authorized by various General Meetings leading to May 31, 2023.

Following are Annex A and Annex B, which are part of these Rules:

ANNEX A: LADYSMITH HEALTHCARE AUXILIARY MEMBERSHIP AGREEMENT
ANNEX B: SIMPLIFIED ROBERTS RULES OF ORDER

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ANNEX A to LHA Standing Rules and Procedures

LADYSMITH HEALTHCARE AUXILIARY MEMBERSHIP AGREEMENT

CONDUCT OF MEMBERS:

I understand that as a member of the Ladysmith Healthcare Auxiliary that it is expected that I will:

- wear my name badge when employed or volunteering and at all official Auxiliary business and functions;
- Thrift Store Volunteers, during "Open" Hours, are required to wear an apron or pinny supplied by the Auxiliary OR a personal solid red top with our HCA crest and name bade attached;
- treat clients, customers and fellow workers with dignity and respect;
- refrain from discussing Auxiliary business within hearing of customers or clients;
- inform my Supervisor or Manger if I will be absent;
- share any concerns regarding safety or policy with my Supervisor or Manager;
- contribute at least 24 volunteer hours in order to maintain my Regular membership;
- refrain from wearing scented products in respect of allergies afflicting other members;
- pay for goods intended for my use prior to removing from Thrift Store or Gift Shop with the following exceptions:
    - Books, puzzles, tapes and DVDs maybe taken home provided they are returned after use; and
    - Goods that require cleaning or mending maybe taken home with the approval of the Manager and then returned to the store for sale.

INAPPROPRIATE CONDUCT:

I understand that my position with the Ladysmith Healthcare Auxiliary maybe terminated for:

- dishonesty;

- involved in in any illegal activities;
- volunteering under the influence of drugs or alcohol;
- engaging in bullying or harassment.

CONFIDENTIALITY:

I agree that personal information about members, employees and clients will be kept confidential.

Print Name:_____ Signature of Member _____

Print Name:_____ Signature of Witness _____

Dated:_____

ANNEX B to LHA Standing Rules and Procedures

SIMPLIFIED ROBERTS RULES OF ORDER
Adapted for Ladysmith Healthcare Auxiliary

Discussions During Meeting:

1. During the meeting the chair will keep a Speakers' List;
2. To get on the Speaker's List, raise your hand;
3. Speak when you are acknowledged by the Chair, be concise and avoid repetition, using a maximum 2- minute speaking rule;
4. If you have already spoken on an issue, someone who has not spoken will have priority; and
5. If a question is asked by the Speaker, the Chair can interrupt the Speaker's List in order to clarify the question, then return to the Speaker's List.

Motions:

1. Used to conduct the business of the meeting;
2. There may be a brief introduction before a motion is moved;
3. Motions can be made by any voting member, including the executive;
4. Motions need a seconder;
5. The member who made the motion may speak first; discussion on the motion follows;
6. A Member speaks when acknowledged by the Chair; and
7. Discussion not related to the motion is out of order.

Amendments To Motions:

1. An amendment can be made provided it does not change the intent of the motion;
2. Needs a seconder, discussion of the amendment follows;
3. An amendment must be voted on before returning to the main motion;
4. Only one amendment can be dealt with at a time; and

5. Before voting, the amendment is re-read.
6. If the amendment passes, discussion resumes on the main motion as amended. If not, discussion resumes on the original motion.

Voting:

1. The chair judges when sufficient discussion has taken place on the motion and calls for the vote;
2. The original or amended motion is re-read;
3. Regular members and Life member can vote, (includes the executive);
4. Abstentions do not count, either for or against the motion;
5. Most voting is by show of hands;
6. The chair must ask for votes both in favour and opposed to the motion;
7. Most motions pass with a majority. An exception is a motion to rescind, which requires a 2/3 majority;
8. A tie vote fails, as it has not achieved a majority.

Counting The Vote:

1. If the result of the vote is not obvious at the show of hands, the chair can request the votes be counted;
2. A vote count can also be requested by a member, with a seconder;
3. The chair appoints two vote counters;
4. The votes in favour and opposed are counted;
5. After each vote count, the counters compare totals. If they disagree the votes are recounted until both counters have the same total;
6. The counters can vote by holding up one hand;
7. When the vote counting is complete, the chair announces both the number of the votes in favour and the number of votes opposed; and whether the motion is passed or defeated.
8. There are no recounts or "do-overs" at that meeting.

Tabling A Motion:

1. Tabling a motion (putting it over to another meeting) can be done if:
    - the motion is not "time sensitive" and
    - a specific time is set to reintroduce the motion.
2. Reasons for tabling a motion can be:
    - needing more information; or
    - the motion is controversial, and we need time to think it over; or
    - the meeting is running late.
3. The Chair can table a motion without a vote.
4. For members other than the Chair, a motion to table must be seconded and voted on without discussion.

Appeal:

1. Appeal is a motion used to counter a ruling by the Chair which two members feel is incorrect or unfair (use sparingly).
2. You don't have to be acknowledged by the Chair, but you cannot interrupt a speaker.
3. Stand and say, "I appeal the decision of the chair", then state why you believe the chair is incorrect or unfair and what should have been done. The motion to Appeal must be seconded. Limited debate follows- -members can only speak once, except the chair who speaks first in defence of the ruling and at the end before the vote. In voting, the question is put in the affirmation, "Those in favour of the chair, vote yes". If a majority supports the chair, the ruling stands; if not, the chair reverses the ruling.

Agenda Items

1. To request items to be included in an agenda, convey them to the president at least two weeks before a general meeting and they will be discussed at the executive meeting.
2. Items can be added to the agenda at a general meeting, but they must be seconded and voted on to be included in the agenda.

Point of Order - Procedure

1. If you believe a rule has been broken: - you can interrupt a speaker and say "Point of order, chairperson" - all other discussion stops.
2. When the chairperson recognizes you, state how and what rule has been broken.
3. The chairperson will then say either: - "point well taken" and follow the rule **OR** - "point not well taken" and explain why the rule was not broken.
4. After, the business of the meeting resumes

Note: The Chair may have to consult the rules or ask for advise before a ruling. Also, where the judgement is subjective, (for example, ruling whether an amendment undermines the intent of a motion), the chair can ask for a vote to decide if the rule has been broken.

Other Procedural Issues
will be decided with reference to Robert's Rules of Order, starting with "Robert's Rules in Plain English by Doris P. Zimmerman.