



## 2019 ANNUAL MEETING Rules of Procedure

Thank you for choosing to participate in this very important meeting. The following are guidelines which will ensure this meeting is as effective as possible. Please review this information in advance of the meeting.

### **Voting Eligibility:**

Voting (in accordance with the Association By-laws) is reserved for individuals in the following membership classifications, with the status Active:

- Certified Human Resources Professional (CHRP)
- Certified Human Resources Leader (CHRL), and
- Certified Human Resources executive (CHRE)

For those who will be attending the meeting in person, voting will be conducted using voting cards. Online polling will be used for those participating via webcast.

### **Registration and Voting Cards:**

Eligible individuals received notice of the Annual Meeting and were provided with three ways to participate; in person; by webcast; or by submitting their proxy.

For eligible individuals attending in person, registration will also be available outside the Annual Meeting room from 11:00 a.m. – 12:30 p.m. where voting cards will be issued to eligible voters.

Those individuals participating online will be required to pre-register no later than 48 hours prior to the meeting. Through a verification process, eligible members will have voting privileges added to their webcast.

Eligible individuals may submit their proxy no later than 48 hours prior to the Annual Meeting.

Proxy holders will be provided their proxy counts at the start of the Annual Meeting. This timing allows HRPA to ensure an accurate proxy count since some members who submitted a proxy may later decide to attend the meeting and vote in person, thus negating their proxy.

All Members and Students may view the meeting online once the webcast archive has been posted on HRPA's website.

### **Principles:**

HRPA needs the support and commitment of all attendees to ensure a productive and focused meeting.



This can be achieved if all participants employ the following three common sense principles:

1. **Focus on the issues.** If you disagree be hard on the issues, but respectful of each other.
2. **Listen with an open mind** so we can discover the bigger truth on which good consensus can be built.
3. **Adhere to our Values of, respect, integrity, transparency and accountability.**

### Guidelines:

As stated in the HRPAs By-Laws, the meeting will be conducted in accordance with the legislation that governs the Association, our by-laws and Roberts Rules of Order. The following are guidelines intended to ensure that there is fairness and equality, and that each individual has the same opportunity to participate at this meeting.

The meeting will be governed by the following:

1. A motion is made. (Please state your full name when making the motion)
2. The motion is seconded. (Please state your full name when making the motion)
3. When accepted, the Chair will state the motion.
4. After a motion is put forward, and once all presentations have been received, there will be an opportunity for discussion.
5. Discussion occurs. Only one person, recognized by the Chair, may speak at a time. Those present in person who would like to speak must approach one of the floor microphones and wait to be recognized by the Chair. Open by identifying yourself.
6. We will alternate in order of sequence between the online participants and the in person participants.
7. We will announce the online questions.
8. Each question and answer must adhere to the two minute guideline in total for both the question and the answer.
9. If you want to speak for the second time on the same issue, please wait for those who want to speak on it for the first time.
10. Once the vote is called, debate ends and the motion is put to a vote.
11. The outcome of the vote will be announced.

**Thank you for your participation and assistance in making this meeting a success.**