

## **2022 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 those 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)

Online polling will be used for voting.

### **Registration and Voting:**

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

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

Eligible individuals must 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 HRP A to ensure an accurate proxy count since some members who submitted a proxy may later decide to attend the meeting by webcast, thus negating their proxy.

All Registrants may view the meeting online once the webcast archive has been posted on HRP A'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. The Chair will state the motion and indicate the mover and seconder.
2. After the motion is read, and once all presentations have been received, there will be an opportunity for discussion.
3. Question period and discussion occurs. Individuals may submit their questions in advance of the meeting to [annualmeeting@hrpa.ca](mailto:annualmeeting@hrpa.ca) or ask their questions through the chat feature available through the webcast. Keeping in mind, that questions about your specific registration or designation pathway should be referred to [registrar@hrpa.ca](mailto:registrar@hrpa.ca). These questions will not be addressed in the meeting, as they are typically confidential and managed on a case by case basis with HRPAs regulatory specialists.
4. The HRPAs Webcast moderator will announce the online questions.
5. If you would like to speak for a second time on the same issue, please wait for those who want to speak on it for the first time.
6. Once the vote is called, debate ends, and the motion is put to a vote.
7. In order to allow for continuous flow of the online webcast, the outcome of each vote will be announced at the end of the meeting prior to the meeting termination.

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