

# 2023 Annual General Meeting

## Procedural Rules

Effective: September 21, 2023



The Annual General Meeting (AGM) for the BC College of Nurses and Midwives (BCCNM) will take place by webcast on Wednesday, November 29, 2023, starting at 9:30am Pacific Standard Time.

Full technical instructions on how to join the meeting will be posted on the BCCNM website ahead of the AGM and a teleconference option will be available for attendees unable to access a computer.

## Purpose

The AGM provides an opportunity for registrants and members of the public to receive updates and ask questions about college business directly from the Board, the Registrar, and Chief Officers.

## Authority

The requirements for delivering a general meeting are set out in sections 56 to 60 of the BCCNM bylaws. Section 59(11) of the bylaws allows the Board to “*adopt or establish additional policies, procedures or rules of order, consistent with [the] bylaws, for the purpose of regulating the conduct of general meetings*”. These procedural rules have been approved by the BCCNM Board by special resolution to supplement the applicable provisions of the bylaws.

## Attendance

With the greatest of respect, we acknowledge that the land on which our AGM will take place is the unceded territories of the hən̓q̓əmiñəḥ speaking peoples – x̱məθḵəy̱əm (Musqueam), and sel̓íl̓wítulh (Tsleil-Waututh) Nations, and the Sḵw̱x̱w̱ú7mesh-ulh Sníchim speaking peoples - Sḵw̱x̱w̱ú7mesh Úxwumíxw (Squamish Nation) whose historical relationships with the land continue to this day.

We welcome all BCCNM board members, committee members, registrants, and members of the public to the AGM. A quorum of 45 registrants in good standing is required for the meeting to proceed.

To allow for preparation and to ensure the technology and processes are in place for an orderly meeting, all attendees must pre-register online prior to the AGM. Upon registration, information about how to log into the meeting and, if applicable, vote, will be provided.

Registration will close 48 hours prior to the AGM. Requests for registration after this deadline will not be accepted.

## Recording

The AGM will be recorded. The link to the recording will be posted on the BCCNM website as soon as practicable after the event.

## Meeting Business

The AGM is convened once each calendar year in accordance with the bylaws. The agenda sets out the order of business and, at a minimum, must comply with section 56(4) of the bylaws.

The AGM Chair presides over the meeting and will progress the agenda, direct questions, and address any matters of procedure. As we will be hosting in a virtual environment, the AGM Chair may also appoint and use an AGM Facilitator for support in moving through the meeting business.

The agenda will be approved by the Board prior to the AGM and posted on the BCCNM website. Following the meeting, approved minutes from the AGM will also be posted on the BCCNM website as soon as practicable.

## Questions

Registrants and members of the public can submit questions for the AGM in advance by email to [board@bccnm.ca](mailto:board@bccnm.ca).

Registrants who wish to ask the Board questions relevant to the matter or issue under discussion during the meeting may use the online “Question & Answer” (Q&A) feature provided as part of the event. Questions will be read aloud by the AGM Chair or AGM Facilitator and directed to the appropriate individual for response.

The AGM Chair or AGM Facilitator will first address questions received in advance of the meeting before opening the floor to additional questions. Please note it may not be possible to answer all questions during the AGM, in which case we will respond directly to individuals after the meeting and, if applicable, report on the outcome by posting both the question and answer on the BCCNM website.

We are committed to creating a safe and trusted meeting space. All attendees must be courteous and respectful of others’ cultural experiences, personal values, and opinions expressed in good faith. Rude or discriminatory behaviour will not be tolerated and disruptive attendees may be disconnected from the meeting by the AGM Chair.

## Resolutions

The process for registrants to propose a resolution for consideration at the AGM is established by section 58 of the bylaws. Registrants listed in section 4 of the bylaws are eligible to propose a resolution, and may ask for a resolution to be considered at the AGM as long as it is supported by ten eligible registrants and delivered in writing to the Registrar no fewer than 30 days before the meeting. The Board will decide what course of action, if any, it will take on a resolution considered at the AGM. No resolutions are binding [section 59(12) of the bylaws].

## Voting

There are no proposed resolutions coming forward from the Board on which registrants will be required to vote at this AGM. However, should a resolution be delivered by registrants in accordance with section 58 of the bylaws, section 4 of the bylaws sets out which registrants are eligible to vote at the AGM.

If a resolution is proposed, instructions on how to vote will be sent to those registrants in good standing that have registered for the AGM and are eligible to vote. Instructions will also be repeated during the AGM at the time a vote is called.

For each resolution, the AGM Chair or AGM Facilitator will give registrants the opportunity to speak to it before being asked to complete their vote. Please note that all attendees will be “muted” automatically upon entry into the virtual room and will remain on mute unless they are called upon to speak to a resolution by the AGM Chair or AGM Facilitator, who will then unmute the line.

Voting by proxy is not permitted.

Questions about voting status, rights and privileges must be referred to [governance@bccnm.ca](mailto:governance@bccnm.ca) prior to the AGM. The AGM Chair will make a determination in response to any question based on the provisions of the bylaws.

## Contact

Please contact the BCCNM Governance Team at [governance@bccnm.ca](mailto:governance@bccnm.ca) for questions about these procedural rules.

## Resources

For further resources, please visit [Annual General Meeting \(bccnm.ca\)](#)

## Glossary

In these procedural rules:

- **“deliver”**, with reference to delivering a resolution to the Registrar, includes (a) mail to or leave with a person, (b) deposit in a person’s mailbox or receptacle at the person’s residence or place of business or practice, (c) transmit to a person’s electronic mail address, or (d) otherwise send or make available to a person in electronic form;
- **“in good standing”** means, in respect of a registrant, that (a) the registrant’s registration in any class is not suspended under the *Health Professions Act (Act)*, and (b) no limits or conditions are imposed on the registrant’s practice as a registrant of the college in any class under section 20(2.1) or (3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act;
- **“registrant”** means a person who is (a) granted registration in accordance with section 20 of the Act, or (b) deemed to be a registrant of the college under section 25.07(1)(a) of the Act;
- **“special resolution”** means a resolution passed at a meeting by not less than two-thirds of the votes cast by persons in attendance and eligible to vote at the meeting.