



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

RULES OF ORDER ~ SPECIAL MEETING 2008

The following rules of order are designed to facilitate progress, to include members in orderly debate, and to ensure fairness:

1. The meeting will be run in accordance with the *Architects Act of British Columbia*, the AIBC Bylaws, and Robert's Rules of Order.
2. Motions which are not in conflict with the *Architects Act of British Columbia*, the AIBC Bylaws, and Robert's Rules of Order will be allowed at appropriate times during the meeting. In the interest of clarity and efficiency, the Chair may require that a motion or an amendment be submitted in writing before it is considered.
3. Only voting members of the AIBC are eligible to speak, make motions, and vote. **Associate members may speak to, but may not make or vote on motions.** Other persons present may speak, but only with the permission of the members.
4. Those who wish to speak will do so using a designated microphone, wait to be acknowledged by the Chair, and open by stating their name and membership category.
5. A person will be entitled to speak **up to two (2) times**, for **no longer than three (3) minutes each time** on any motion or issue before the meeting for consideration. Speaking a third time or longer than three minutes will require permission from the assembly.
6. **A person must wait until those who wish to speak to an issue or motion for the first time have spoken before being allowed to speak a second time.**
7. Debate must be germane to the motion or issue on the floor. The Chair may alternate between those wishing to speak in support or opposition to a motion or question before the floor.
8. Debate on a motion may be closed by unanimous consent, or – if unanimous consent is not evident – by a motion to close debate (such a motion is presented from a microphone and cannot interrupt a person who was recognized to speak).

The AIBC is a self-governing body dedicated to excellence in the profession of architecture for the benefit of its membership, society and the environment. Through our many community initiatives, professional programs and partnerships with other professional organizations throughout the province and across the country, we strive to be effective and successful ambassadors on behalf of the profession, its practitioners and British Columbia.