

3.0 ANNUAL GENERAL MEETING PROTOCOLS

The following protocols are designed to facilitate an orderly and effective Annual General Meeting in which the business of the Institute can be conducted in a timely, inclusive and respectful manner:

1. The meeting will be run in accordance with the *Professional Governance Act*, AIBC Bylaws, Board Policy, and these protocols. Where the *Act*, Bylaws, Policy and these protocols are silent, the current edition of Robert's Rules of Order shall apply to the extent applicable given the virtual setting. Rules will be enforced by the meeting chair, with advice from the meeting parliamentarian.
2. The order of business for the AGM will be as set out in the agenda approved by the Board. No other business shall be considered.
3. In accordance with Bylaw 2.117, Architects in Good Standing may vote on any matter requiring a vote. Only Architects in Good Standing may make or second motions and may vote.
4. Votes will be conducted using the virtual meeting platform, with voting Architects casting votes via electronic ballots that will be available at the appropriate moment as directed by the chair. For each ballot, reasonable time will be allotted for selection of responses and submission of ballots. The meeting chair will declare the voting closed, and the results of the vote will be communicated to participants as soon as possible after they are available. The voting results are final.
5. All attendees may speak to any matter on the floor of the meeting and may ask questions arising from reports tabled at the meeting at the designated time using the function of the virtual meeting platform. All comments and questions must be directly related to the immediately pending business and must be kept brief and concise. Any comments or questions which do not maintain civility, respect and decorum, or which constitute personal attacks or aspersions, are out of order and will not be recognized or addressed.
6. Questions or discussion of business may be raised only at the times designated in the agenda, when called for by the meeting chair.
7. Any person wishing to ask a question or make a comment must do so as instructed by the meeting chair. Questions and comments (other than those already addressed) will be read out by the platform moderator or meeting chair.
8. On any given item of business, including debatable motions, each person may submit no more than (2) comments or questions. Up to one (1) follow-up question shall be permitted each time. All questions or comments to be addressed will be read to the meeting by Institute staff.
9. In accordance with the Bylaws, all Registrant Resolutions must have been submitted in writing by April 17, 2025 to be considered at the Annual General Meeting. Registrant Resolutions will not be accepted during the Annual General Meeting.

[These protocols have been reviewed by Michael Blatchford, Lawyer and Annual Meeting Parliamentarian.]