



### **SPECIAL RULES OF ORDER FOR AN ELECTRONIC MEETING**

1. The Annual General Meeting will be conducted in accordance with these Special Rules of Order, the *Electronic Attendance at Credit Union Meetings (COVID-19) Order* of the Minister of Public Safety and Solicitor General (Ministerial Order No. M138/2020) and, to the extent not inconsistent therewith, the *Credit Union Incorporation Act*, the Rules of Sunshine Coast Credit Union and the current edition of Robert's Rules of Order, Newly Revised.
2. The meeting shall be held solely by such electronic means as are made available by the Credit Union.
3. Voting will be conducted by online polling or such other electronic means as may be determined by the Chairperson.
4. Voting will be conducted on an anonymous basis, unless a roll call vote is ordered by the Chairperson. A roll call vote shall be conducted either by an electronic roll call or an audible roll call as may be determined by the Chairperson.
5. Members wishing to communicate with each other during the meeting shall do so by submitting a written question or comment via the question box in the video conferencing platform. Such questions and comments shall be reviewed by the moderator and, unless out of order, shall be communicated to the other participants in the manner and at the time determined by the Chairperson.
6. Questions relating to a report are to be addressed following the presentation of the report. Questions of a general nature relating to the operation or business of the Credit Union are to be addressed in the question period stated in the Agenda.
7. Questions or comments from members which relate to a pending motion must be submitted prior to the vote on the motion. The Chairperson shall determine when to call for the vote.
8. No member may submit more than three questions or comments on the same matter without the permission of the Chairperson.
9. Discussion must be confined to the business before the meeting. Issues of a personal nature should be referred to the appropriate officer or staff after the meeting.
10. In order for the Credit Union to avoid contravention of its Rules or any legislation, motions from members should be made, by way of recommendation, to the Board of Directors for further investigation and consideration.
11. Invited guests and non-voting members may participate in the meeting, but may not submit questions or comments, unless asked to do so by the Chairperson or his designate. Invited guests and non-voting members may not make motions or vote.
12. In case of equality of votes, the Chairperson shall have a casting or second vote.
13. No vote by proxy shall be recognized or allowed.
14. No person may photograph, record or film the proceedings of the meeting by use of any camera or other electronic device, without the permission of the Chairperson or the consent of the meeting.