Rules of Order

2026 Virtual Annual General Meeting • Conducted by Zoom

Purpose. These rules explain how members can join, speak, make motions and vote during the Zoom AGM.

1. Authority

The meeting will follow the BC Societies Act, the WKFC Constitution and Bylaws, and these Rules of Order. If there is a conflict, the Act and Bylaws prevail.

2. Electronic meeting

The AGM will be conducted electronically using Zoom. Participation through Zoom constitutes attendance at the meeting.

3. Identification and voting eligibility

Participants must join Zoom using a recognizable name. Voting eligibility will be checked against the membership records. Anyone whose identity or eligibility cannot be confirmed may attend, but cannot vote until confirmed.

4. Attendance and quorum

A meeting administrator will track eligible voting members as people join and leave. Quorum is 3 voting members or 10% of the voting members, whichever is greater. If quorum is lost, business will pause until quorum is restored or the meeting is adjourned or terminated.

5. Chair and meeting administration

The Chair will run the meeting, recognize speakers, state motions, call votes, announce results and decide procedural questions. The Chair may be supported by a meeting administrator, minute-taker and voting scrutineers.

6. Muting and speaking

Participants should stay muted unless speaking. Members who wish to speak should use Raise Hand. The Chair will recognize speakers in turn, and members may use chat if Raise Hand is not working.

7. Discussion

One person may speak at a time. Members should speak through the Chair and stay on topic. The Chair may limit speaking time, repeated comments or off-topic discussion so the meeting can move along fairly.

8. Motions and amendments

A voting member recognized by the Chair may make a motion verbally. Motions need a seconder before discussion. A seconder may speak up or type “Second” in the chat. If needed, the Chair may ask for the motion or amendment wording to be entered in chat. Only one main item will be considered at a time.

9. Use of Zoom chat

The chat may be used to request recognition, second a motion, provide wording requested by the Chair or report a technical issue. Chat comments do not constitute motions, votes or points of order unless expressly recognized by the Chair.

10. Routine voting

Only eligible voting members may vote, and proxy voting is not permitted. Routine votes will normally be taken using the electronic Raise Hand function or another electronic method that adequately discloses members' intentions. The Chair may order a counted vote if the result is unclear.

11. Voting results

Unless the Act or Bylaws require a higher threshold, matters are decided by ordinary resolution. The Chair will announce the outcome of each vote, and the outcome will be recorded in the minutes.

12. Election of Directors

Nominations received before the AGM will be presented, and additional nominations may be made during the meeting using Raise Hand. Each nominee must consent to stand. If the number of nominees does not exceed the number of available positions, the candidates may be elected by acclamation. If voting is needed, the Chair will explain the electronic voting process before voting begins. Officer positions will be appointed by the newly elected Board after the AGM.

13. Technical difficulties

A participant with an individual technical issue may rejoin using the original meeting link. The meeting will continue if quorum remains present. If a broader technical issue affects participation, voting or quorum, the Chair may pause the meeting until the issue is resolved.

14. Member questions and special business

Members may ask questions when recognized by the Chair. The meeting cannot decide special business unless it was properly included in the notice of meeting.

15. Recording and official record

The meeting will be recorded. The Chair will advise participants at the beginning of the meeting that recording is taking place. The approved meeting minutes are the official record of the AGM.

16. Points of order and unresolved procedure

A member may raise a point of order if they believe the meeting is not following the adopted Rules, Bylaws or agenda. The Chair will decide procedural questions not addressed in these Rules, subject to the Act and Bylaws.