

**BAY OF QUINTE YACHT CLUB OF BELLEVILLE INCORPORATED**

**PROCEDURAL BY-LAWS**

**THESE BY-LAWS** shall be used to conduct all business at the Bay of Quinte Yacht Club's Annual General Meeting (AGM) and at all Special General Meetings (SGMs).

**WHEN** an issue of business is not specifically covered in these Procedural By-Laws, Robert's Rules of Order shall then be used.

**ANNUAL GENERAL MEETING**

**Order of business**

- Reading the Notice Calling the Meeting.
- Declarations of interest.
- Delegations.
- Reading of the Minutes of the previous Meeting.
- Business arising out of the Minutes.
- Reading the correspondence.
- Reports from Officers and Directors.
- Consideration of the Financial Statements of the Club for the fiscal year together with the Auditor's report.
- Reports from the Chairs of Standing Committees.
- Appointment of auditors and authorization of the Board to fix the auditor's financial remuneration.
- Consideration and voting on motions.
- New Business.
- Election of Officers and Directors.
- Adjournment.

## **SPECIAL GENERAL MEETING**

- Reading the Notice Calling the Meeting.
- Declarations of interest.
- Delegations.
- Reading the correspondence.
- Consideration and voting upon the subjects for which the Special meeting was called.
- Adjournment.

### **Motions**

Motions received by the Board, or those that come from the Board, shall be split into Constitutional items and Policy items for presentation to the members at the AGM or at SGM's. Multiple motions that deal with the same issue shall be considered together. Order of presentation of motions to the members at the AGM or at SGM's shall be at the discretion of the Chair. Members may speak twice to any motion or amendment thereof but the second time only after all other members have had the opportunity to speak. The Chair may limit the time each member may speak to a motion or an amendment thereof.

The time limit must be announced by the Chair before consideration of the motions begins.

### **Who can speak**

All members of any classification may speak to a motion or any amendment thereof at the AGM or at SGM's.

### **Amendments to**

There shall be a maximum of two amendments to a motion for each motion presented at the AGM or at SGM's.

### **Voting**

Only voting members as defined in the Constitution (sec. 7.1) shall be entitled to vote at the AGM or at SGM's.

Each voting member is entitled to one vote on each item of business at an AGM or at SGM's.

Voting for Constitutional items and/or Policy items shall be by show of hands.

Voting for Officers and Directors (elections) shall be by secret ballot.

When the voting member is unable to attend an AGM or SGM, their designated spouse is entitled to vote in their absence.(See Constitution Section 7.1)

### **Approved Motions**

Motions that are approved at the AGM or at SGM's, shall become effective at the adjournment of said meeting or at a later date as approved by the members.

### **Elections**

Voting members must register to receive ballots and may cast their ballots after the meeting is called to order.

### **Scrutinisers**

Three Club members of any classification shall be nominated by the 'Immediate Past Commodores'

Committee, to serve as scrutiners in Club elections.

### **Committees**

All members of the Club, of any classification, are eligible to sit on all ad-hoc committees established by the Board and may fully participate in all committee functions (voting, procedures, etc.)

### **Amendment of Procedural By-Laws**

The Procedural By-Laws may be amended by a majority vote of members present at the AGM or at SGM's. Motions to amend these By-Laws must be filed with Secretary at least 30 days before the AGM or SGM in accordance with sec. 26.3 of the Constitution.