**KANATA KNIGHTS FOOTBALL CLUB**

**ANNUAL GENERAL MEETING RULES OF PROCEDURE**

**RECOGNITION**

1. Knights members, members of the Board of Directors, and non-members wishing to speak shall address the President and identify themselves by name.

2. The proposer of a motion shall have the privilege of speaking to the motion first if she or he wishes to do so.

3. Members of the Board of Directors may be given priority over members wishing to speak at the discretion of the President.

**PROPOSALS & MOTIONS**

1. Members entitled to vote at a Members’ Meeting may submit notice to the Board of Directors of a matter that they propose to raise at the meeting. The Board of Directors must include the proposal and a supporting statement in its notice of the meeting.

2. Members may make motions, upon recognition by the President. Motions must be seconded by another member in order to be considered at the Annual Meeting.

3. The President may refuse to recognize a motion if the motion is intended to enforce a personal claim or grievance, promotes a cause which does not relate in a significant way to the activities of the Knights, revises a proposal rejected by Members within the previous two years or if the rights conferred are being abused to secure publicity.

3. Only Knights members may vote on questions put to the meeting.

**DEBATE**

1. Debate shall be limited to two minutes for each speaker. No one may speak more than twice to the same question, except by consent of the voting body, granted by a 2/3 vote without debate.

2. Any member or non-member may speak to a motion, or seek information. All remarks and questions shall be addressed to the President.

3. Speakers shall confine their remarks to the motion under discussion.

4. Members wishing to speak to motions should do so only when they have new information to add to the discussion.

5. The President, having regard for the business to come before the meeting, shall have the right to limit discussion on any question.

**VOTING**

1. Voting shall be by a show of hands, unless a ballot is demanded. Anyone entitled to vote may demand that a vote be by ballot provided the request is made before the vote is taken. No seconder is required.

2. A ballot will be issued for each proxy certificate carried.

3. The announcement by the President of the result of the vote will stand as correct unless a count is demanded.

**MINUTES**

A Minutes Approving Committee shall be appointed by the President to approve the minutes of the Annual General Meeting.

**ADOPTION, AMENDMENT, SUSPENSION OF RULES**

These rules shall be adopted by a vote of 2/3 of the members present. They may be amended or suspended by a majority vote.

**PARLIAMENTARY AUTHORITY**

"Robert's Rules of Order Newly Revised" shall apply on all questions of procedure and parliamentary law not otherwise specified.