

CLICO CREDIT UNION CO-OPERATIVE SOCIETY LIMITED



ANNUAL GENERAL MEETING STANDING ORDERS FOR VIRTUAL AGM

1. Members shall keep their microphones muted and video cameras off for the duration of the meeting, except for when making contributions for the meeting. To make a contribution the member shall type VIDEO in the Q&A, the member will then receive a request to unmute his/her mic and/or start their video. The member must accept both requests.
2. Speeches shall be clear and relevant to the subject before the meeting.
3. A member shall only address the meeting when called upon by the Chairman to do so, when invited to do so or when invited to make a contribution.
4. All members are asked to keep all cell phones silent. The vibrate setting can also cause disruptions. If you must take urgent calls, please once again ensure your microphone is muted.
5. All members are asked to utilize the Help Desk to share any issues you are having so that the team can troubleshoot during the session with minimal interruptions.
6. All members are reminded to conduct themselves in a professional matter. Please refrain from sharing any explicit, violent or inappropriate content.
7. No member shall address the meeting except through the Chairman
8. A member may not speak twice on the same subject except:
 - a. As a mover of a motion – who has the right to reply
 - b. He/She rises to object or to explain (with the permission of Chairman)
9. The mover of a “procedural motion” (adjournment, lay on the table, motion to postpone) shall have no right to reply.
10. No speeches shall be made after the “question” has been put and carried or negated.
11. A member rising on a “point of order” shall state the point clearly and concisely. (A point of order must have relevance to the “standing orders”)
 - a. A member shall not “call” another member “to order” – but draw the attention of the Chairman to a “breach of order.”
 - b. In no event shall a member “call” the Chairman “to order”
12. A “question” shall not be put to the vote if a member desires to speak on it or move an amendment to it – except that a “procedural motion”: the previous “question”, proceed to the next business or the closure: “that the question be not put” may be moved at any time.
13. Only one amendment shall be before the meeting at one time.
14. When a motion is withdrawn, any amendment to it falls.
15. The Chairman shall have the right to a “casting vote.”
16. If there is equality of voting on an amendment, and if the Chairman does not exercise his “casting vote”, the amendment is lost
17. Provision shall be made for protection of the Chairman from vilification (personal abuse)
18. No member shall impute improper motives against another member.