**Schedule D**

**Amendments to LSN Rules re Procedure at Meetings**

**1. The *Rules of the Law Society of Nunavut* are amended:**

**(a) by adding the following heading and section after section 27:**

**Meetings of the Society**

**Procedure at meetings**

27.1 (1) Unless otherwise provided, the procedure at special meetings of the Society shall be governed by the procedures contained in Appendix D.

(2) Notwithstanding subsection (1), the procedures for meetings may be amended or suspended at any meeting of the Society, with respect to that meeting, by majority vote of the members present at the meeting**; and**

**(b) by adding the following Appendix as Appendix D:**

**Appendix D**

**Law Society of Nunavut**

**PROCEDURES AT MEETINGS**

(S*ection 27.1*)

**Parliamentary Authority**

The most current edition of Roberts Rules of Order Newly Revised shall govern the Society in all procedural matters not otherwise covered by the *Legal Profession Act*, the rules made pursuant to that Act, or these procedures.

**Voting Eligibility**

Each member of the Society is entitled to one vote at a meeting of the Society. Only those voting members in attendance at the meeting are eligible to vote. If the meeting is held virtually, eligible voting members of the Society are provided with the necessary links and a unique, random access code to allow them to participate. Those who log in to the meeting virtually are considered to be in attendance and able to vote.

**Scrutineers**

In the case of a meeting that is held in person, scrutineers shall be appointed at the commencement of the meeting. Scrutineers are not required for a meeting that is held virtually.

**Presiding Officer**

The President shall act as Chairperson of the meeting and does not participate in the debate on any issue.

**Rules of Debate**

The Chairperson shall exercise the responsibility of the chair to limit the debate.

Consideration of any item of business, whether introduced by motion or resolution shall be limited to 30 minutes.

Each speaker may speak for a maximum of two minutes.

The chairperson shall warn the members present at the meeting that the question will be called within the next five minutes.

Debate may be extended by a majority vote of the members present at the meeting.

**Speakers**

In the case of a meeting that is held in person, members who wish to speak shall stand at a microphone set up for that purpose and wait to be recognized by the chair. The Chairperson will recognize speakers in the order in which they stand behind the microphones.

In the case of a meeting that is held virtually, members who wish to speak shall indicate their wish in accordance with the process available on the meeting platform and the Chairperson shall call on speakers in the order in which they have indicated their wish to speak.

In any meeting, when recognized, speakers shall state their name and place of residence and address the chair.

**Motions**

Motions must be made by a member and seconded by a member. To ensure accuracy, motions must be submitted in writing and signed by the mover and the seconder. In the case of a virtual meeting, motions submitted electronically are considered to be motions in writing and the mover and seconder shall provide their names and registration numbers indicating that they wish to be the mover or seconder of the motion.

Each person except the mover of a motion may speak once to each motion. The mover of a motion may speak twice, to move the motion and to close debate.

In making the motion, the mover shall identify the seconder of the motion, then continue to speak to the rationale and/or reasons for proposing the motion.

At the request and on the invitation of the Chairperson, the mover may correct misconceptions or offer explanation. This will not be considered speaking for the second time or closing debate.

The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

**Amendments**

Amendments must be introduced by motion, in accordance with the rules for motions set out above and be voted on before the main motion is put to a vote.

The mover of an amendment may speak only at the time of proposing the amendment.

No more than two amendments may be on the floor at the same time.

**Resolutions and Motions**

Resolutions and motions shall be decided by the majority of votes cast, ignoring abstentions. Because abstentions are not “votes” they are not counted in the total votes cast. The practical effect of an abstention is an indication of support for the prevailing side on the vote. While it is the duty of members who have an opinion on the question to express it by their vote, persons cannot be compelled to vote.

Abstentions shall not be counted or recorded because they are not included in the vote count. However, in a conflict of interest situation, the name of the member who abstained shall be recorded at the member’s request.

**Voting Procedure**

In the case of a meeting that is held in person, the meeting room will be divided into voting sections. One scrutineer shall be assigned to count the votes in each of the voting sections. Members shall vote by a show of hands, using their voting identification cards. In a situation where the Chairperson cannot clearly determine a majority, the Chairperson shall call for the scrutineers to count and shall request the assembly to vote again.

In the case of a meeting that is held virtually, voting will be administered through an electronic process that can be validated and that will only permit each virtual attendee to vote once in respect of each motion.