



The Catholic Women's League of Canada Edmonton Diocesan Council

STANDING RULES FOR ANNUAL MEETING 2021

1. *Robert's Rules of Order Newly Revised* shall be the parliamentary authority in all cases not covered by the *Constitution & Bylaws* of The Catholic Women's League of Canada.
2. During an electronic meeting, simultaneous aural communication must be maintained, preferably allowing members to see each other and hear each other at the same time (RONR 9:31-34). Each member is responsible for her own audio and Internet connections.
3. The Chair may mute a member's connection if it is causing interference with the meeting.
4. Only voting and accredited delegates may move or second a motion. Substantive motions will be displayed prior to debate.
5. Voting and accredited delegates shall vote by raised hand feature on screen.
6. The member presenting a motion may speak for a maximum of two (2) minutes and, when discussion on the motion is to be concluded, that member shall have a further one (1) minute for answer and rebuttal, if desired.
7. Upon recognition by the Chair, any member may speak to any motion or ask questions in discussion. When time is of the essence, voting members shall be given priority to speak over non-voting members.
8. A member may speak only once to any motion for a maximum of one minute.
9. The Chairperson shall call speakers through the raised hand feature. Speakers shall address the Chair and state their name, delegate status and council.