

ROBERT'S RULES OF ORDER

A guide to an optimal participation in general assembly

THE BASICS



THE PURPOSE

Robert's Rules of Order is a set of rules and guidelines on how to conduct in a meeting or a general assembly. It governs most organizations with boards of directors.



THE CHAIR

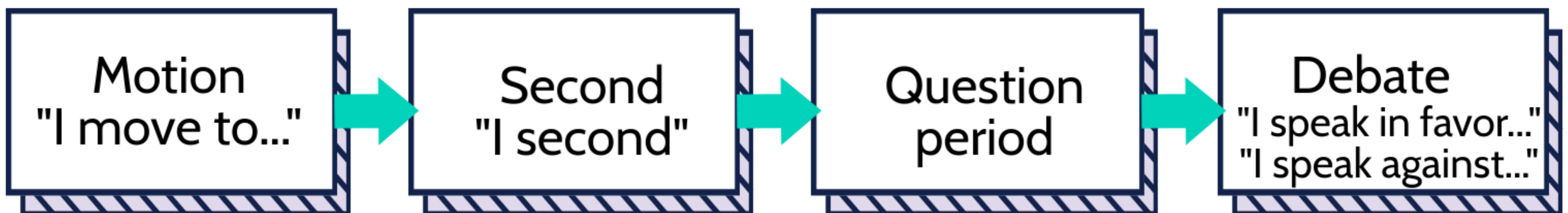
The chair is the person conducting the meeting. It is generally the executive president, or someone else if she/he passes the chair to this person. The chair is neutral in all debates and only votes to break a tie.



THE AGENDA

The agenda is the list of topics, motions and subjects to cover during the meeting or general assembly. The subjects on the agenda should be submitted in advanced to the Executive Vice-President & Corporate Affairs.

DECISION MAKING



The debate ends when:

- The time is over
- Someone calls the question "I call the previous question"
- No one left on the speaker's list