



**CANADIAN UNITARIAN COUNCIL
ANNUAL MEETING 2012**

**OFFICIAL CALL TO MEETING
CUC ANNUAL MEETING 2012**

**TO: MINISTERS, PRESIDENTS AND SECRETARIES OF ALL
MEMBER SOCIETIES OF THE CANADIAN UNITARIAN
COUNCIL, AND INDIVIDUAL MEMBERS OF THE
CANADIAN UNITARIAN COUNCIL.**

The 51st Annual General Meeting of the Canadian Unitarian Council will be held at,
Ottawa Ontario, May 18, 2012.

Please note times for the Annual Meeting: Friday May 18, 9:30 a.m. to 12:00 noon; and
Friday May 18, 1:30 p.m. to 5:00 p.m. and
(if needed) Monday, May 21, 9:00 a.m. to 12:00 noon

Your allocated number of voting delegates' slips have been sent to your society, in accordance with By-law Number One, Article 3, Section 1 (Delegates), which reads as follows: "Each member society shall be entitled to representation by a delegate or delegates at any annual or special meeting of the Council. The total number of delegates from each member society shall be in proportion to the number of members of such society, as declared by the duly authorized officers of the society at least ninety days prior to the Annual or Special Meeting of the Council, as follows:

(a) Up to one hundred	2 delegates
(b) One hundred and one to one hundred fifty	3
(c) One hundred fifty-one to two hundred	4
(d) Two hundred and one to two hundred fifty	5
(e) Two hundred fifty-one to three hundred	6
(f) Three hundred and one to three hundred fifty	7
(g) Three hundred fifty-one to four hundred	8
(h) Four hundred and one to four hundred fifty	9
(I) Four hundred fifty-one and over	10

We have used the membership figures you reported to us in the fall of 2011. If no figure has yet been received, last year's numbers were used as noted. **Please ensure that each of your delegates brings to Ottawa a fully completed delegate slip, to be presented at the time of registration, in order to receive an official voting card.** In addition to the above, each group of 10 Individual Members present may select one of their number to be a voting delegate.

Submitted by Glenda Butt
Secretary to the CUC Board, April 2012



Annual Meeting Rules of Procedure

Speakers

Delegates may speak to any motion. Visitors who are members of member societies shall have the privilege of the floor after all delegates have had the opportunity to speak. Other visitors shall have the privilege of the floor at the discretion of the chair. Members of the Board of Trustees who are not delegates and Ministers currently serving or retired from member societies shall have the privilege of the floor on the same terms as a delegate.

To Speak

A person desiring to speak shall address the chair giving his or her name and society affiliation, and be duly recognized before speaking.

A person may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the delegates present and voting. No one may speak twice on a particular question unless all delegates who wish to speak on that question have had the opportunity to do so except for the mover of a motion who may also speak at the close of debate.

Motions

Motions shall be stated orally before action or debate on the motion shall take place. Only accredited delegates may introduce motions, and all motions must bear the name of the delegate and that of the society he or she represents. Motions for which previous notice is required are not in order unless they have been mentioned in the notice of the meeting. There is an exception to this notice rule for a motion introducing an Urgent Resolution. An Urgent Resolution may be proposed by any of the same five groups that may propose an ordinary resolution. Proposers of an Urgent Resolution shall submit their motion to the Executive Director as soon as possible, but no later than 6 p.m. seven days before the AGM is to occur.

Amendments

Any suggested amendments must be received by the Proposers by February 28 to be considered. No substantive amendments* will be entertained after this date. For any other amendment, it is strongly encouraged that such amendment first be presented at the Mini-Plenary on the CUC Annual Meeting Resolutions, held prior to the AGM.

Limit on Debate

Not much more than 20 minutes shall be allowed for debate on any given motion, except by two-thirds consent of the delegates present and voting, when debate on such a motion may be extended for a further period or periods of fifteen minutes.



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Voting

Only accredited delegates shall be entitled to vote, and their voting cards must be displayed at the time of voting.

Other Rules of Procedure

Robert's Rules of Order, Newly Revised (11th edition), shall apply.

*Substantive amendments are those which significantly alter the scope or intent of the proposed resolution. A *substantive motion* is one that has a significant meaning outside of procedural matters. It usually expresses an opinion, directs or suggests an action, or establishes policy, or creates a subordinate body or appoints individuals to one. When a substantive motion has been distributed in advance of the meeting to delegates, the extent to which it can be amended at the meeting is limited. An amendment that would be substantive not be in order, and should be formally ruled "Out of Order" by the Chair. After the proposed wording has been distributed in advance, it cannot be amended in such a way as to introduce an unrelated material question that was not part of the conceptual thrust that had been distributed.

There is no precise line between a substantive and a non-substantive amendment. The decision falls to the Chair in each instance, subject, of course, to appeal and decision by the assembly.