



College of Paramedics of Manitoba Meeting Procedures for the 2025 Annual General Meeting

The Annual General Meeting of the College of Paramedics of Manitoba provides an opportunity to communicate with the public and our registrants evidence of our commitment to protect the public by regulating the paramedic profession in Manitoba. We will highlight our achievements and challenges in the past year and provide a look forward on the activities to occur over the current year.

The Annual General Meeting also allows the College to conduct designated business functions. In order to facilitate the completion of these functions in an organized and timely manner and to ensure registrants are heard, Council has set out the following meeting procedures.

1. The presiding officer for the Annual Meeting is the CPMB Council Chair or their delegate.
2. The role of the presiding officer is:
 - To introduce business in accordance with the agenda
 - To recognize speakers
 - To determine if a motion is in order
 - To keep discussion germane to the pending motion
 - To maintain order
 - To put motions to a vote and announce results if necessary
3. The presiding officer will address any comments or behavior that is contrary to the CPMB values or the Code of Ethics



- for the Paramedic profession. For example, if an individual is disrespectful.
4. Attendees who join the meeting virtually are responsible for ensuring network connectivity and that their software systems are updated with the most current version of the platform being used for the meeting.
 5. A credentials report will verify the number of attendees (registrants) who are attending online at the time the credentials report is tabled. The credentials report will also be updated prior to any vote that is required.
 6. Only registrants in good standing, as listed in the Bylaws, have the right to vote at the CPMB meeting. The number of online voting attendees will be noted at the beginning of the meeting and added to the credentials report. An updated credentials report will be provided prior to the agenda item dealing with the proposed Bylaws.
 7. All attendees will have their cameras turned off and all microphones will be muted. Chat room activity is not enabled. Attendees will use the Raise Hands icon to ask a question or to request for participation or to make a motion.
 8. Online attendees will vote using the polling function and will have 30 seconds to cast their vote.
 9. Any attendee may ask questions and participate in discussion. To obtain the floor, an attendee can participate in discussion by using the Raise Hand icon. The attendee must state their full name to avoid confusion with another attendee who may be in attendance. The Chair/College Staff will recognize questions in the order they are received online.



10. New motions will be stated verbally and transcribed into writing and presented to membership. The name of the mover will be recorded. If necessary, a seconder will be sought from the registrants in attendance.
11. The presiding officer will attempt to hear from attendees who have not previously spoken on a matter before permitting participants to speak again on the same matter.
12. If any voting is required during the meeting, attendees will vote using the polling function and will have 30 seconds to cast their vote.
13. Agenda items will be timed and will be extended to the discretion of the presiding officer.