



Calgary Co-operative Association Limited Annual Meeting Bylaws & Rules of Order

Bylaws Related to this Meeting

The following list of Calgary Co-operative Association Bylaws are noted here as information for members attending the Annual Meeting. These are not subject to amendment at the meeting.

1. Except as otherwise provided in the Bylaws, notice in writing of a proposal shall be submitted to the Board Secretary of the Co-op, or designate of the Board, 15 days prior to commencement of an annual meeting (April 8th, 2026).
2. A proposal by a Director or Member-Owner to amend the articles of incorporation shall be submitted in writing before the end of the financial year preceding the financial year in which the next annual meeting of the Member-Owners is to be held and shall comply with the Act and Regulations.
3. A Member-Owner may briefly discuss any matter at an annual meeting even if a proposal, or notice of a proposal, has not been submitted, if the matter to be discussed concerns a subject that the Member-Owner would have been entitled to submit as a proposal.
4. Only members whose names have been entered on the Member-Owner register by the record date are entitled to vote at the Annual Meeting and in the Election of Directors.
5. At any meeting of Member Owners, unless otherwise required by the *Act*, the articles, or these bylaws, every question shall be determined by Ordinary Resolution.
6. Except for the election of Directors, the procedure for which is specified in paragraph 5.07, and subject to paragraph 4.11(d), any question at a Member-Owner meeting shall be decided by a show of hands or electronic voting.
7. A question to be decided, or that has been voted on by a show of hands or electronic voting, may be voted on by ballot if the members so decide by ordinary resolution.
8. Whenever a vote has been taken by a show of hands or electronic voting, the chair of the meeting is entitled to declare that the vote on the question has been carried, or carried by a particular majority, or not carried, and an entry to that effect in the minutes of the meeting is prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion or other proceeding in respect of the question.

Proposed Rules of Order

The following Rules of Order are proposed for this meeting to provide an orderly and efficient meeting. These are subject to the approval of the Membership at this Annual Members Meeting.

1. Unless a motion is adopted to extend the meeting time, this meeting shall be for a duration of 2 hours.
2. Each Member-Owner may speak once on each motion and for a maximum of two minutes. The mover has the right to speak first and then again, a second time in debate, each time for a maximum of two minutes. All discussion must be relevant to the item on the floor.
3. Each Member-Owner must state their name and membership number before speaking.

4. Each item in Unfinished Business and New Business is limited to 15 minutes of debate before Members are asked to vote on the item. This time includes any subsidiary motions that are applied to the item (e.g. amendment, request for information).
5. A Member causing a disturbance can be censured or removed from the meeting by vote of the Assembly.
6. The rules contained in the current edition of Robert's Rules of Order Newly Revised, where they are not in conflict with relevant legislation, these Bylaws or these adopted Rules of Order, are the parliamentary authority of this meeting.
7. For New Business Item 5. 'Appeal to Membership re: Termination' the following speaking pattern will apply:
 1. The Chair will introduce the matter and put it on the floor.
 2. The member who appealed the termination may speak in debate for two minutes.
 3. A member of the Board of Directors may speak in debate for two minutes.
 4. The resolution will be opened for debate.
 5. The member who appealed may speak again in debate for two minutes. No other members may speak in rebuttal.