



**NEW BRUNSWICK SOCIETY OF
MEDICAL LABORATORY TECHNOLOGISTS**

RULES

INDEX

ARTICLE	SUBJECT	PAGE
	INTERPRETATION	1
1	HEAD OFFICE	4
2	OFFICIAL SEAL	4
3	REGISTRATION AND MEMBERSHIP	4
4	TERMS OF MEMBERSHIP	5
5	DUES AND FEES	10
6	BOARD	11
7	ELECTIONS	12
8	OFFICERS AND OFFICIALS	13
9	EXECUTIVE STAFF	14
10	COMMITTEES	15
11	EDUCATION PROGRAMS	16
12	DISCIPLINE	16
13	MEETINGS	16
14	VOTING	21

INTERPRETATION

Any words used in these Rules which are defined in the Act or Bylaws shall have the meaning set out therein.

- Act - Medical Laboratory Technology Act (1991)
- Active Practicing – employment in a field requiring professional competencies, skills, and qualifications associated with the practice of medical laboratory technology
- Advisory Committee – a committee authorized by the Board to monitor and offer advice on regulatory matters of the NBSMLT
- AGM – Annual General Meeting of the NBSMLT
- Agenda - List of items of business to be considered by the people attending the meeting. It has a specific arrangement and content.
- Agreement on Internal Trade (AIT) – the Canada Free-Trade Agreement and its successors
- Approved Entry-to-Practice Examination Provider – an examination provider approved by the Board to administer examinations in medical laboratory technology
- Board (BOD) - Board of Directors of the NBSMLT
- Bylaws - NBSMLT Bylaws
- Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR)
- Code of Conduct – outline of the appropriate professional behavior for members of the NBSMLT as adopted by the Board from time to time
- Committee – a group of members elected or appointed by the NBSMLT to consider or take action on a specific subject
- Canadian Society for Medical Laboratory Science (CSMLS)
- Entry to practice exam – an exam administered by the Approved Entry-to-Practice Examination Provider

- Health Standards Organization (HSO) Equal – MLT Education Program Accreditor
- IEMLT – Internationally Educated Medical Laboratory Technologist
- Mail Ballot – a ballot either sent via mail, electronic mail, email or other electronic means to members
- MLA - Medical Laboratory Assistant who has successfully completed the entry-to-practice examination or who has been granted grandfathered status
- MLT - Medical Laboratory Technologist
- MLT-1 – a temporary, supervised registration category issued by the Society which permits an individual who meets the applicable eligibility requirements to practice as a Medical Laboratory Technologist in New Brunswick under the conditions and supervision established by the Society while completing outstanding registration requirements.
- NBSMLT or Society – the New Brunswick Society of Medical Laboratory Technologists
- PLI - Professional Liability Insurance
- POCT – Point of Care Testing
- Prior Learning Assessment (PLA) – submission of a dossier to establish that your education, training and work experience are equivalent to that obtained in an accredited program in Canada. A PLA must be provided by an assessment body approved by the Board of Directors.
- Professional Development Program (PDP) – the continuing development program established by the Society that members are required to participate in and to document their professional development activities to maintain and enhance the knowledge, skills, judgment, and competencies required for safe and competent practice as a Medical Laboratory Technologist.
- Quorum - number of members needed to conduct business as established in the Bylaws
- Register - means the register kept pursuant to the Act Part III Section 10 (1) (a),(b),(c)
- Registrant/Registered Member - member of the NBSMLT whose name appears

on the register

- Robert's Rules of Order - current edition of Robert's Rules of Order, which provides an effective system for productively conducting a business meeting.
- Roster – means the rosters kept pursuant to the Act Part III Section 10 (1)(d)
- Rules – rules adopted by the Board for the guidance and governance of the business or affairs of the Society and the practice of Medical Laboratory Technology, pursuant to the Act Part II Section 6
- Simple Majority – 50% + one (1) of votes cast
- Special Committee – temporary committee authorized by the Board to fulfill a special purpose
- Special meeting - meeting called to discuss a specific topic or topics. Only those items on the meeting notice are discussed.
- Standing Committee - committee authorized by the Board that has a continued existence
- Terms of Reference – guidelines for Board and Committee responsibilities

Some terms used in these definitions for interpretation were taken or adapted from Robert's Rules of Order.

NBSMLT RULES

In addition to the Act and the Bylaws of the NBSMLT, the Board adopts Rules which are binding on the Society until they are amended or repealed, as described in the Act Part II Sections 5(1)(o) and 6 and the Bylaws Article VII 6.16. The numbering of the Articles in the Rules coincides with the numbering of the Articles in the Bylaws.

Article 1 – HEAD OFFICE

1. The head office may be physical or virtual, and shall be the office where the Executive Director conducts the business of the Society.
2. All hard copy Society records shall be stored at the head office, or the Provincial Archives of New Brunswick, and all electronic files on a shared drive for their designated retention period.
3. Authorized use of the NBSMLT logo shall be by written permission of the Executive Director upon approval by the Board.
4. Office staff shall abide by office policies of Office Policy Manual which will be reviewed periodically.

Article 2 – OFFICIAL SEAL

1. The seal of the Society shall be kept at the office of the Executive Director.
2. Authorized use of the seal shall be by written permission of the Executive Director upon approval by the Board.

Article 3 – REGISTRATION AND MEMBERSHIP

1. The register is a permanent record maintained by the Registrar, as defined in the Act and Bylaws. The register shall include the following member information:
 - Name
 - Member identification number
 - Address, E-mail and Telephone number
 - Level of certification
 - Membership status
 - Preferred language

- Hours of work (practice hours)
 - Proof of completion or validation of required Professional Development Credit Hours
 - Employer
 - Education
2. Registered members (including temporary) shall print their own official receipt of dues paid from the registration database.
 3. Registered members (except temporary) shall be eligible to use items produced by the Society bearing the NBSMLT logo.
 4. Temporary licenses shall include an Employer-Employee Agreement Letter signed by both the employer and the temporary licensee stating the following conditions:
 - The MLT-1 shall perform duties only in disciplines in which they have trained.
 - The MLT-1 shall perform duties only at times during which they are not solely responsible for the work performed.
 5. A courtesy membership shall be extended to MLTs licensed in other jurisdictions at the discretion of the registrar to allow them to use the MLT designation while participating in educational activities in the province of New Brunswick.

Article 4 - TERMS OF MEMBERSHIP

4.1 General Requirements

1. Registration applications shall not be processed until the Registrar receives all dues, fees and required documentation.
2. Applicants shall be responsible for ensuring the Registrar receives all requested documents.
3. Application forms shall be available from the office of the Registrar or online from the NBSMLT website.
4. Students enrolled in any accredited MLT program in New Brunswick must be student members of the NBSMLT.
5. Applicants for registration under the labour mobility provisions of the Canadian Free Trade Agreement are subject to the NBSMLT Policy *Labour Mobility of recent program graduates* as approved by the Board of Directors from time to time.

4.2 Initial Registration

1. Graduates of accredited Canadian programs of Medical Laboratory Technology may be issued a temporary license to practice as soon as they are eligible to write the entry to practice exam and the appropriate application is submitted to the Registrar. (Refer to guidelines for *Initial Registration for New Graduates* and, if applicable, the Policy *Labour Mobility of recent program graduates*).
2. Temporary License: An MLT temporary license allows a person to temporarily practice as a medical laboratory technologist (MLT-1) in New Brunswick, with conditions and restrictions, until they obtain their entry to practice exam results. The temporary license creates an opportunity for the MLT to gain clinical experience and to improve their medical laboratory competencies all while providing protection to the client.
 - a) Temporary License Requirement (to be sent by the applicant):
 - Graduation from an accredited MLT program within the last 6 months, and provide proof of registration to write the entry to practice exam offered by an Approved Entry-to-Practice Examination Provider, or are waiting for exam result notification. IEMLT who have proof of completion of their PLA and provide proof of registration to write the exam offered by an Approved Entry-to-Practice Examination Provider, are waiting for exam result notification or persons applying for reinstatement who are in the process of fulfilling registration requirements;
 - Completion of NBSMLT application forms and submission of all required documentation along with the remittance of the appropriate fees;
 - Confirmation letter on official letterhead from an accredited MLT program confirming successful completion of a MLT program;
 - Acquire Professional Liability Insurance (PLI); and
 - A copy of the employer's intent to hire letter on official letterhead, outlining the job description and duties and executed copy of the Employer-Employee Agreement Letter.

b) Restriction of a Temporary License

These restrictions are meant to ensure that the temporary license holder is never in a situation where they do not have the ability to consult a licensed MLT for assistance.

A Temporary License Holder is required to:

- Hold a temporary license before starting employment orientation;
- Have on-site access to a licensed MLT that provides direct supervision for assistance and consultation;
- Perform MLT tasks under direct supervision of a licensed MLT;
- Have a designated licensed MLT on each assigned task or work area

- to provide direct supervision, assistance, consultation and guidance;
- Cannot perform delegated functions; and
- A temporary license holder can only perform the tasks in which they have been deemed competent as outlined by the NBSMLT.

The NBSMLT defines “direct supervision” as having a licensed MLT in close physical proximity to the temporary license holder. The supervisor will continually monitor the performance to ensure quality standards and best practice are upheld and be readily accessible for assistance or needed intervention. The supervisor will provide feedback to the temporary license holders so they will know what areas they are progressing in or where they need to improve. A supervisor will provide immediate feedback on critical incidents and provide positive steps to be taken to improve.

The NBSMLT requires that the designated licensed MLT be specifically chosen and identified so that the temporary license holder knows who to go to for assistance in their clinical laboratory. The designated Licensed MLT should possess the appropriate skills and a minimum of one (1) year of experience in the relevant clinical area to provide guidance and consultation to the temporary license holder. The designated licensed MLT cannot hold a temporary license.

c) A Temporary License is valid for:

- A temporary license may, subject to the discretion of the Registrar, be issued to qualified individuals to allow the applicant one (1) attempt to an entry to practice exam. The temporary license may not be reissued after the 1st attempt, nor 18 months beyond the date the individual first applies with NBSMLT.
- After the first unsuccessful attempt at any entry to practice exam, the temporary license holder must immediately contact the NBSMLT registrar and the employer to inform them that the temporary license holder was unsuccessful on the exam.
- After one (1) failed attempt at an entry to practice exam, the Temporary License shall be automatically revoked and may not be re-issued.

d) A Temporary License is No Longer Valid If:

- After 18 months from the initial application, or after a first unsuccessful exam attempt, the temporary license holder has not successfully completed an entry to practice exam;
- The temporary license has expired (each extension expires on Dec. 31 and must be renewed for the next year);
- The NBSMLT receives notification that the license holder was unsuccessful challenging an entry to practice exam after the first attempt;
- Employment is terminated;
- Professional misconduct; or
- The individual is issued an active practicing license.

3. Graduates from international Medical Laboratory Technology programs shall be eligible for a restricted temporary license to practice if they have submitted the appropriate application to the Registrar and have met the following criteria:
 - The applicant has completed an approved Prior Learning Assessment (PLA) and has successfully met the equivalency criteria in one or more disciplines;
 - The applicant has submitted the results of the PLA provided by an approved service provider to the Registrar;
 - The applicant has been deemed eligible and is registered to write the entry to practice exam;
 - The applicant has provided proof of Professional Liability Insurance (PLI); and
 - The applicant is otherwise eligible to obtain a regular temporary license as per the criteria in 4.2

This restricted license will be limited to those areas in which the applicant has been trained and where PLA equivalency requirements have been met. The license shall not exceed 6 months with the possibility of extension to a maximum of 18 months if the applicant has demonstrated progress within the plan to the Registrar. The restricted temporary license shall be subject to conditions outlined in Article 3 and Article 5.

4. For membership in the NBSMLT a technologist “in good standing” means that:
 - The technologist meets the requirements for a renewal of license in the jurisdiction in which they are currently licensed to practice;
 - The technologist has professional liability insurance at least equivalent to \$2 million;
 - There is no criminal investigation pending regarding the technologist;
 - There is no investigation pending into the professional conduct of the technologist;
 - The technologist has not been found guilty of professional misconduct;
 - The technologist has not been found guilty of a criminal offense which would affect their ability to practice medical laboratory technology as a professional; and
 - The technologist meets the requirements of subsection 14(3) of the Act, in that any suspension imposed by another jurisdiction has been lifted prior to an application for licensure in New Brunswick.

4.3 Renewal of Registration

1. Registered members shall renew their registration annually on the online database during the designated period commencing in early fall and completed before November 1st or such later date as determined by the Board. Registrants shall receive notification by email when the registration cycle has opened. Registrations and PDP submissions received after December 15th shall be processed during the first full week of January. Members print their own official receipt on the self-serve database.

Members are responsible for submitting the correct registration information, and updating it as necessary.

2. The professional development program shall be called the Professional Development Program (PDP) with the following requirements:
 - a) The PDP due year appears on the registrants' online profile on the database, as well as official receipt of paid dues.
 - b) The Registrant's PDP status shall be renewed every three years
 - i. New members shall be required to comply three (3) years from the date of their initial registration.
 - ii. PDP shall be maintained through inactive status or leave of absence from work for a more effective reinstatement.
 - c) Any policy changes made to the PDP shall be approved by the Board before taking effect.
 - d) To ensure processing by the end of the calendar year, the PDP application must be received in the office by September 15th of that year.
 - e) Members who submit incomplete or late applications shall be notified by email.
 - f) Documentation shall be kept on electronic file for a minimum of 3 years, or until the next cycle for verification.
 - g) A member may apply for an extension due to medical reasons, or unusual and extenuating circumstances, by submitting the request by email together with any and all accompanying documents determined by the NBSMLT. Each request shall be dealt with on a case-by-case basis.
 - h) The employer shall be notified if the member does not qualify for a renewal of registration.
 - i) A practicing license shall be suspended as of January 1st if PDP credits and late fees are not submitted before December 15th.
 - j) PDP submissions received after December 15th shall be processed during the first full week of January, with the terms and conditions of late registration and reinstatement.
3. Reinstatement Applicants for Active Membership who use the refresher course option (Bylaw Article IV 4.03 B.3) shall:
 - a) submit proof of successful completion of an NBSMLT approved refresher course; or
 - b) submit a portfolio to be reviewed and approved as equivalent by the Admissions Committee.
4. Applicants for Active Practicing Membership who do not meet the requirements of Bylaw Article IV 4.03 B must:
 - a) submit proof of successful completion of NBSMLT approved re-entry requirements (available from the Registrar); or
 - b) submit a portfolio to be reviewed and approved as equivalent by the

- Admissions Committee; and
- c) apply for a Temporary License while completing requirements.

4.4 Reinstatement

1. The applicants shall complete the current Application for Reinstatement form.
2. The applicant must have 750 practice hours within the past 3 years and the applicant must meet the PDP requirements of 45 hours in the past 3 years.
3. If the applicant does not meet these requirements; the applicant **may** have a temporary license issued, during which time the applicant must
 - a) Successfully complete 450 hours of supervised practice **and**
 - b) Successfully complete an approved refresher **and**
 - c) Complete 45 PDP credit hours **or**
 - d) Submit a portfolio to be reviewed and approved as equivalent by the Admissions Committee.
4. If the applicant has been out of the workforce for more than 5 years the application must be assessed by the admissions committee and evaluated on a case-by-case basis.
5. Any technologist who was registered in New Brunswick after 2005 and returns to New Brunswick from another jurisdiction is considered a transfer, not an initial registrant and is subject to the PDP regulation, Bylaw 4.03 B.

Article 5 – DUES AND FEES

1. NBSMLT shall accept dues and fees by cheque, money order or credit card.
2. Dues for renewal of membership shall be accepted by cheque or Electronic Funds Transfer (EFT) or credit card from employers who collect membership dues by payroll deduction.
3. Applicants for Initial Registration shall pay a one-time administration fee in addition to annual practicing dues.
4. Previous members, who have not held membership in any category for a period of more than one membership year, shall pay a reinstatement fee in addition to their annual dues.
5. The registrant shall be responsible for printing their own Official Tax Receipt for the full amount of dues on the service provider database.

6. There shall be an additional fee for issuing a duplicate or hard copy tax receipt by request.
7. There shall be a fee for NSF cheques.
8. New applicants (including temporary permits and reinstatements) shall pay a one-time administration fee in addition to the annual dues in order to obtain their practicing license.
9. There shall be a mandatory additional administrative fee for late online self-registration and/or payment of dues, as well as late PDP submission.

Article 6 – BOARD

1. Board members have a fiduciary duty to the NBSMLT.
2. The duties of Board members, including the Lay Representative, shall be outlined in the Act, Bylaws, Rules, and Terms of Reference.
3. Board members shall not disclose the identity of the members of the Complaints and Discipline Committees.
4. Orientation of new Board members shall take place at the last regular meeting of the Board prior to the commencement of their term.
5. Board members shall complete an *Acceptance to a Position on the Board of Directors* form at their orientation.
6. Board members shall review the Act, Bylaws, Rules, Terms of Reference and recent documents to become familiar with the organization and issues.
7. Board members shall review the most recent copy of Robert's Rules of Order to become familiar with the parliamentary procedure.

6.1 Removal or Resignation of Officers or Directors

1. An officer or director may be terminated or removed from their position in any of the following circumstances:
 - a) they submit a written resignation to the President or the Executive Director;
 - b) they are absent from two (2) consecutive Board meetings without, in the opinion of the Board, just cause;

- c) they resign their membership in the Society, or their registration is otherwise terminated;
- d) they become incapacitated or pass away during their term; or
- e) they are removed from office either with or without cause by a resolution adopted by a two-thirds (2/3) majority vote of the directors, provided that:
 - i. written notice of the intent to consider removal is given to all directors and the officer or director in question at least ten (10) days in advance of the meeting;
 - ii. the officer or director is given the opportunity to respond to the proposed removal, either in writing or by addressing the meeting prior to the vote;
 - iii. at the same meeting another qualified person may be elected by the directors in the place of the director who has been removed. The person so elected shall hold office for the remainder of the existing term of the removed director; and
 - iv. the meeting is held in accordance with the procedures set out in the by-laws or rules.

Article 7 – ELECTIONS

1. The call for nominations for President-Elect shall be published in the newsletter, on the website or otherwise communicated to members no later than March 1st and shall include the period for which nominations will be accepted and the form of nomination, if any.
2. A curriculum vitae may be requested.
3. The Chair of the Nominating Committee must have all nominations in hand by September 15th.
4. Mail Ballots shall be:
 - Sent to members by October 15th;
 - Returned no later than November 15th or such later date as communicated to members; and
 - Counted by November 30th.
5. Ballots will be counted by a minimum of 4 members of the nominating committee including the chair.

6. The successful candidate shall be contacted by the Chair of the Nominating Committee, within 14 days, and the name of successful candidate announced to the members within 30 days.
7. The Board shall be notified of the outcome of the vote.
8. The successful candidate shall be contacted by the Chair of the Nominating Committee.
9. All nominees shall be contacted after the successful candidate has been notified and accepted.
10. Letters of appreciation shall be sent to all candidates on the ballot.
11. In the event that no nominations are received by the deadline, the Nominating Committee shall continue to search for a suitable candidate. When a candidate is found, they will be declared elected by acclamation.

Article 8 – OFFICERS AND OFFICIALS

8.1 President

1. The duties of the President shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

8.2 President-Elect

1. The duties of the President-Elect shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

8.3 Past President

1. The duties of the Past President shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

8.4 Treasurer/Executive Director

1. The duties of the Treasurer shall be as outlined in the Bylaws Article VIII and the Terms of Reference.
2. For the convenience of conducting Society business, the Treasurer shall be in the same area as the Registrar/Executive Director.

8.5 Secretary/Executive Director

1. The duties of the Secretary/Executive Director shall be as outlined in the Bylaws Article VIII and the Terms of Reference.

8.6 Directors

1. The duties of the Directors shall be as outlined in the Bylaws Article VIII and the Terms of Reference.
2. A bilingual Director, or designated staff member, shall represent the NBSMLT on the Program Advisory Committees of accredited MLT education programs.
3. The terms of office for 50% of the Directors shall commence on odd years (e.g. 2005) and the remaining 50% shall commence on even years (e.g. 2006).

8.7 Lay Representative

1. The duties of the Lay Representative shall be as outlined in the Terms of Reference.

8.8 Expenses

1. Elected and appointed officers and officials shall be entitled to reimbursement for authorized expenses incurred in the performance of their duties as per the *NBSMLT Expense Guidelines*.
2. The rates of reimbursement for allowable expenses shall be reviewed and revised from time to time and approved by the Board of Directors.
3. An approved *Expense Form* shall be completed and returned to the Treasurer/Executive Director with the required receipts for reimbursement in a timely manner.
4. Each cheque written must be signed by two (2) approved officers of the Society, at least one of whom shall be a member of the Board.
5. New signing officers shall be approved by a motion of the Board.

Article 9 – EXECUTIVE STAFF

9.1 Executive Director

1. The duties of the Executive Director shall be as outlined in the Act Part II Section 9 and the Terms of Reference.

9.2 Registrar

1. The duties of the Registrar shall be as outlined in the Act Part II Section 9, the Bylaws Articles IX and the Terms of Reference.

9.3 Deputy Registrar

1. The duties of the Deputy Registrar shall be as outlined in the Terms of Reference.

Article 10 – COMMITTEES

1. All Standing, Advisory, Special and Consultative Committees shall function as outlined in the Act, Bylaws, Rules and Terms of Reference.
2. Committee members shall complete an *Acceptance to a Position on a Committee* form at the beginning of their term.
3. Committee members shall review the Act, Bylaws, Rules, Terms of Reference and recent documents to become familiar with the organization and issues.
4. With the exception of the Complaints Committee and the Discipline Committee, Committees shall seek Board approval for recommendations before acting.
5. Committee Chairs shall prepare and submit written reports to the Board.
6. Committee Chairs shall submit a budget to the Treasurer/Executive Director by such date as required by the Board.
7. Committee members shall serve a two (2) year term with a maximum of three (3) terms.
8. Committee Chairs shall resign in writing to the Executive Director should they be unable to complete their term.
9. Committee members shall resign in writing to the Committee Chair should they be unable to complete their term.
10. The three-year term of the Discipline Committee members shall commence when the members of the committee are appointed. Their term may be renewed for three years, if there were no cases during the last 3-year period term.
11. The three-year term of the Complaints Committee members shall commence when the members of the committee are appointed. Their term may be renewed for another three years, if there were no cases during that period of time.

Article 11 - EDUCATION PROGRAMS

11.1 MLT Education Programs

1. The NBSMLT shall have representation on the Program Advisory Committees of training programs for Medical Laboratory Technology.
2. The NBSMLT shall have representation on the HSO Equal Accreditation Forum and may attend program accreditation surveys in an observer role or as a surveyor as provided for in the Equal client agreement.
3. The NBSMLT shall have representation (appointed by the Board) on the CAMLPR Board.
4. Students of Medical Laboratory Technology Programs shall work under total direct supervision during clinical placement in accredited facilities.

11.2 MLA Education Programs

1. The NBSMLT will provide advisory representation to accredited MLA programs to encourage best practice in Medical Laboratory Assistant training.
2. The representative should have experience with the MLA training program to better provide appropriate advice.

Article 12 – DISCIPLINE

1. The NBSMLT shall inform all other colleges/societies of medical laboratory technologists in Canada of any disciplinary action against a member that results in sanctions. Resolved complaints & disciplinary cases shall appear on the website, and published in the annual report.

Article 13 – MEETINGS

1. Meetings of the NBSMLT shall be conducted in accordance with the Act, Bylaws, Rules and *Parliamentary Procedure Guidelines*.
2. Committee meetings may be informal.
3. Dates for regular meetings of the Board of Directors for a calendar year shall be determined by the President-Elect at the fall meeting of the preceding calendar year.
4. Notice of Meeting shall contain place, date, time and purpose of the meeting and shall be sent at least three (3) days prior to a Committee or Board meeting.

5. Board members shall submit agenda items to the Executive Director and Chair at least two (2) weeks prior to the meeting.
6. The Agenda for meetings shall be in the following general format:
 - a) Call to Order
 - b) Approval of Consent Agenda
 - c) Minutes of the Previous Meeting
 - d) Business Arising from the Minutes
 - e) Correspondence
 - f) Reports
 - g) New Business
 - h) Other Business
 - i) Adjournment
7. Participating members shall e-mail their reports to the office of the registrar at least two (2) weeks prior to the meeting so that they can be reviewed and clarified before the meeting.
8. The Agenda (including estimated time for each item) and relevant information shall be circulated at least ten (10) days prior to the meeting.
9. The Chair shall appoint a timekeeper after the Call to Order to ensure the assembly adheres to suggested time limits.
10. Other business and reports which are submitted after the Agenda is circulated shall be dealt with at the discretion of the Chair.
11. No Board of Directors meeting shall commence unless a quorum is present.
12. A quorum at a meeting of the NBSMLT Board of Directors shall be five (5) (one more than half the number of persons entitled to attend and vote).
13. Motions for AGM shall be in writing and signed by the mover and seconder, who must be voting members. Motions for monthly board meetings with the names of movers and seconds are to be electronically documented by the secretary/Executive Director.
14. Motions shall be read aloud prior to taking a vote.
15. At all meetings, a simple majority shall be sufficient to carry a motion except a motion for Bylaw amendments or significant financial commitments, which requires a two thirds majority of members present.
16. It shall be the responsibility of the Chair to maintain order during the course of all

meetings.

17. The AGM of the NBSMLT shall be held at a date and time as determined by the Board of Directors.
18. The purpose of the AGM shall be for the elected Board of Directors to report to the membership on the Society's progress during the past year and to receive feedback from members. It provides an opportunity for members to debate current issues and policies.
19. Reports presented at AGM shall be based on the previous calendar year.
20. All items of business (e.g. Notices of Motion) to be considered or acted upon at the AGM must be received by the Executive Director at least sixty (60) days prior to the meeting, for inclusion on the Agenda.
21. Only motions that have been submitted, and placed on the Agenda, that have been mailed to all members, may come to a binding vote.
22. Notices of Motion shall be mailed to all members along with AGM Notice of Meeting and Agenda at least thirty (30) days prior to the meeting.
23. Only members in good standing as defined in Bylaw Article III and in Article 4.2.4 of these rules shall be admitted to the meeting. Members shall present government-issued photo ID to the registration desk to confirm identification on the NBSMLT register.
24. Members shall vote by ballot in such form as approved by the Board of Directors from time to time.
25. At general meetings the Chair shall announce that a quorum is present prior to the Call to Order. This announcement shall include the number of voting members present.
26. The Chair may invite non-members of the NBSMLT to attend the meeting or part of the meeting. Prior to the Call to Order, the Chair shall announce the name and affiliation of all guests present to obtain approval for attendance.
27. A parliamentarian appointed by the Chair shall be in attendance to assist with parliamentary procedure.
28. The Chair shall appoint two (2) scrutineers who shall be responsible for counting votes.
29. Any member may ask questions and participate in discussion.

30. To obtain the floor, members must raise their hand and await recognition from the Chair prior to speaking. Members must begin by stating their name and the region to which they belong.
31. The Chair shall recognize members in the order in which they raise their hand.
32. A member may speak only twice to a motion for a maximum of two (2) minute(s). An exception is made for the mover who has the right to speak first and last in the debate and also may be required to respond to points of clarification as requested by the Chair.
33. A motion may normally be debated for no more than fifteen (15) minutes. Additional time may be allocated for debate with approval of the assembly majority.
34. Any member may request a vote by written ballot.
35. Under the item of Other Business, the rules of debate shall be relaxed to allow for free discussion and questions, without need for formal motions. Any motion brought under this item will be taken as a recommendation to the Board of Directors.
36. The Board of Directors shall have the authority to approve the minutes of the AGM, which shall then be published for the information of all members.

Annual General Meeting

37. In the event of a public health crisis or similar exceptional circumstance which makes it unlawful or impractical to hold the AGM in-person, the AGM may proceed, in whole or in part, virtually on such electronic platform as may be determined by the Board. The place where the Chairperson is located shall be deemed to be the place of the meeting.
38. The Board shall select an electronic platform that permits communication among participants and is able to accommodate a similar number of participants as an in-person AGM.
39. Only persons who register shall be permitted to attend the virtual AGM. Registration of members will be prioritized over students, observers and guests.
40. All participants will be required to provide a valid email address at the time of registration to which information and technical instructions relating to the AGM will be sent.
41. The rules shall be modified as follows for a virtual AGM:

- a) The agenda containing the order of business shall be electronically distributed to all registered participants at least 72 hours in advance of the AGM, along with instructions as to how to connect to the virtual platform.
 - b) Any resolutions arising from the business of the AGM as set out in the agenda must be emailed to the Chairperson by 3:00 p.m. on the day prior to the AGM.
 - c) The virtual platform shall provide a mechanism for participants to ask questions and to speak to motions or resolutions. The Chairperson is responsible for electronically assigning the floor and for limiting the debate.
 - d) Voting upon resolutions shall occur by secure electronic means either during or immediately following the AGM. Only members who register and attend the AGM shall be eligible to vote. Eligible voters may vote electronically on their own behalf in a manner to be set out in the instructions to be forwarded under Article 13, 43. Eligible voters may also vote on behalf of any members for whom they were appointed as proxies in accordance with the bylaws and rules, with such modifications as may be necessary, and any instructions issued under Article 13, 43.
42. Except as otherwise provided in this Rule, the virtual AGM shall be conducted as far as possible in accordance with the bylaws and rules applicable to an in-person AGM, with such modifications as are reasonably necessary to accommodate the virtual format and any technical limitations of the virtual platform.

Electronic Meetings and Electronic Voting

43. The Society, Board and any committee of the Board or of the Society may conduct meetings by telephone or other communication facilities in the manner and on the terms and conditions established by the bylaws or rules for meetings, including, but not limited to, those set out in Article 13, 40 to 45 above, and persons participating in a meeting by such means shall be deemed to be present in person at that meeting.
44. Notwithstanding the provisions of Bylaw XIV and any other provisions of the bylaws, in addition to voting in person or by proxy at a meeting of the Society in accordance with the bylaws, voting on any question at a meeting of the Society and voting for the election of any officer or director of the Society may be conducted by a system of electronic voting approved by the Board by resolution from time to time or as set out in the rules.

Article 14 – VOTING

1. Voting procedures shall be as outlined in the Bylaws, Rules and *Parliamentary Procedure Guidelines*.