

## Meeting Norms

We look forward to welcoming you to the CFPC's annual meeting of members (AMM) on Wednesday, November 1, 2023 from 7:00-8:30pm (ET). This year marks the second AMM that the CFPC will be hosting virtually on Lumi's secure platform. Participant microphones will be enabled for those who wish to contribute during discussion.

Understanding that we have limited time available for important discussions and many engaged voices, we will be instituting the following meeting norms to ensure respectful, fair, and optimal participation conditions for all members in attendance:

- Arriving a few moments early is encouraged, to ensure any tech related disruptions can be quickly resolved with the Lumi support team at [support-ca@lumiglobal.com](mailto:support-ca@lumiglobal.com). The lines will be open one hour before the meeting.
- If you plan on contributing to discussion, please ensure you connect to the meeting in a quiet environment with stable internet that is as free of background noise as possible.
- Participants are asked to direct questions and comments to the chair (and not the topic presenter), and to wait for chair acknowledgement before speaking.
- Each presenter will have a maximum of 4 minutes to share context for their topic, with a visible timer projected on the meeting screen.
- Each discussion participant will have a maximum of 90 seconds, with a visible timer projected on the meeting screen. A visual reminder will be provided as the timer counts down, and the participant's microphone will be muted once the time expires. An opportunity to speak a second time would be granted only after everyone has had a chance to speak, and the chair reserves the right to allow additional chances to speak as necessary.
- A speaker list will be maintained by the chair, or their designate, who:
  - will try to ensure that anyone with a raised hand has their point addressed.
  - may, at any time, choose to amend the order of speakers to ensure different perspectives are presented while respecting time.
- Restating or reiterating a previously presented point is strongly discouraged.
- In the virtual environment where meeting participants are not able to demonstrate their agreement by nodding, they are encouraged to use the "Reaction" buttons to identify their informal support of others' statements. A safe and respectful environment is encouraged at all times.
- Amendments to motions presented on the agenda or main motions made from the floor relating to corporate issues or by-law amendments, for example, are not in order at the AMM.
- Voting will be done using Lumi's secure platform, in compliance with the *Canada Not-for-profit Corporations Act*.
- Typed messaging will not be available during this meeting. Members with outstanding questions following the close of the AMM are encouraged to communicate with Sarah Scott at [amm@cfpc.ca](mailto:amm@cfpc.ca).

Voting members who have registered will receive an email the morning of the November 1<sup>st</sup> meeting with personalized instructions on how to participate during. AMM observers will receive a separate link to join with no voting privileges.

I look forward to an engaging AMM.

Dr. Christie Newton, CCFP, FCFP  
CFPC President, and 2023 AMM Chair