

The CFPC Annual Meeting of Members Norms

October 28, 2026

We look forward to welcoming you to the CFPC's 2026 Annual Meeting of Members (AMM). This AMM will once again be hosted virtually on Lumi's secure platform.

These meeting norms are intended to support respectful, fair, and meaningful participation by members, while ensuring that the meeting is conducted in a manner consistent with the Canada Not-for-profit Corporations Act (CNCA), CFPC Bylaw No. 1, and Bourinot's Rules of Order, which govern the conduct of CFPC member meetings.

Participation and meeting conduct

- Arrive a few moments early so that technology-related disruptions can be resolved with the Lumi support team at support-ca@lumiglobal.com
- Connect from a quiet environment with stable Internet access and as little background noise as possible if you plan on contributing to the discussion
- Direct questions and comments to the Chair, and wait for the Chair's acknowledgement before speaking

Meeting Procedures

- 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 and may adjust the order of speakers to ensure different perspectives are heard while respecting the time available
- A reasonable opportunity for member questions and discussion will be provided for each agenda item, subject to the time available and the orderly conduct of the meeting
- The Chair may be supported by a parliamentarian familiar with Bourinot's Rules of Order to assist with any procedural issues that arise during the meeting
- These norms are subject to and interpreted consistently with Bourinot's Rules of Order; where necessary to ensure orderly conduct, the Chair may enforce these norms as procedural rules

Speaking norms

- Each discussion participant will generally have a maximum of 90 seconds for an initial intervention, with a visible timer projected on the meeting screen

- A visual reminder will be provided as the timer counts down, and the Chair may conclude a speaker's intervention once the allotted time has elapsed
- A member may be recognized to speak a second time after others have had an opportunity to contribute, and the Chair may allow additional speaking opportunities as necessary
- Restating or reiterating a previously presented point is discouraged, so that more members have an opportunity to be heard
- A safe, respectful, and professional environment is expected at all times

Motions, amendments, and member rights

- Nothing in these norms is intended to limit any right conferred on members by the CNCA, CFPC Bylaw No. 1, or Bourinot's Rules of Order, except as necessary to ensure orderly conduct and compliance with applicable procedural and legal requirements.
- Procedural motions (e.g., a point of order) may be made at the AMM. The AMM Chair will rule on whether such motions are in order or not.
- Main motions from the floor relating to corporate issues or bylaw amendments are not in order. These types of motions must be submitted to the CFPC in advance through the applicable member proposal process.
- Amendments to motions presented on the agenda are generally not in order at the AMM, and the Chair may rule an amendment out of order where it cannot be fairly dealt with in the meeting format and within the time available.

Voting and follow-up

- Voting will be conducted using Lumi's secure platform, in compliance with the CNCA
- CFPC members in good standing will receive personalized instructions on how to participate
- To support broad member participation, members who are not able to attend the meeting may vote in an advance by proxy
- AMM observers will receive a separate link to join
- Typed messaging, including the chat function, will not be available during this meeting
- Members with outstanding questions following the close of the AMM are encouraged to communicate with us at amm@cfpc.ca