

## Annual Meeting of Members

June 25, 2025

Standing Rules

(based on CNA by-laws and policies)

1. *Robert's Rules of Order Newly Revised* shall be the parliamentary authority to determine procedural issues not addressed by the Act, the By-laws, or these Standing Rules and shall also be the parliamentary authority for the interpretation of terminology not addressed by the Act, the By-laws or these Standing Rules.
2. Any of the following “Authorized Speakers” may ask questions, raise a point of order or a point of personal privilege and/or participate in discussion at the annual meeting of members:
  - a. An individual who is a CNA Member in good standing and has registered to attend the annual meeting (a “Member”)
  - b. A member of the CNA board (a “Director”)
3. An Authorized Speaker may speak only once to any motion, for a maximum of two minutes, unless special permission is specifically granted by the Chair or the assembly.
4. The Chair has the authority to terminate debate on a question, provided five minutes of advance warning of the termination of debate is given.
5. The board of directors shall have the authority to approve the minutes of the annual meeting of members.
6. A Member may request the Chair recess the meeting at any time and from time to time, but it shall be solely in the discretion of the Chair whether or not to agree to such request.

7. Inappropriate action by attendees at the annual meeting of members can have a disruptive and time-wasting effect on the ability of the Members to conduct their business. The Chair has the sole discretion to manage any conflict or conduct during the meeting in accordance with *Robert's Rules of Order Newly Revised*. If, in the opinion of the Chair, an attendee exhibits inappropriate action in speaking, gestures or other actions, the Chair may:
- a. warn the attendee they are acting inappropriately but allow them to continue to participate in the meeting;
  - b. warn the attendee they are acting inappropriately, require the attendee to acknowledge and apologize for such inappropriate actions and, provided the acknowledgement and apology is given, allow the attendee to continue to participate in the meeting and, failing the giving of the acknowledgement and apology, exclude the attendee from participating in the meeting for the remainder of the meeting;
  - c. exclude the attendee, whom the Chair deems has acted inappropriately, from participating in the meeting for the remainder of the meeting during that calendar day in the event the Chair deems the inappropriate action egregious or that the attendee has continued such inappropriate action despite a warning or warnings by the Chair; and/or
  - d. deal further with the inappropriate action through informal resolution outside the meeting.