



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# AIBC Members' Forum Protocols

*[These protocols have been reviewed by E. Mina, Registered Parliamentarian.]*

## Background

The members' forum is intended to be a civil, collegial discussion among architects and council members. The members' forum should provide an opportunity for members to raise, discuss and debate issues of concern and interest.

Council policies provide that a members' forum is held during the annual meeting, after the time allocated for the institute's business, for discussion of, and voting upon, advisory "members' motions" regarding matters and issues of import to the membership. A process for receiving advisory "members' motions" for possible later consideration by council is established, including a designated time period for receipt of such motions. (Ref. 3.8.12, 3.8.13.)

In 2014, the members' forum is scheduled before the end of the annual meeting, time permitting.

## Members' Motions Protocols

The "members' motions" segment is intended to provide an opportunity for members to advance and debate advice and direction to AIBC Council on a wide range of matters. **Such motions are advisory and do not bind council given the governance requirements in the *Architects Act* and Bylaws. However, council gives active consideration to all motions that are supported by the attending membership and provides responses to such motions to the membership at large.**

Given the time commitment on the part of drafters of motions and by council and staff in responding to what are often substantive issues, there is some degree of formality expected in this process. The following protocols reflect many of the past traditions of the process:

1. A Motions Review Committee (the "Committee") will be appointed consisting of AIBC Architects who will review motions received; clear acceptable motions in keeping with these protocols; and otherwise manage the members' motions segment.
2. Members' motions may be submitted in writing, either in paper or electronic format, to the AIBC Executive Director or to a member of the Committee.
3. All members' motions received by the submission deadline will be reviewed by the Committee to help ensure they are legible; comprehensible; consistent with the *Act*, Bylaws and Code of Ethics; and not inflammatory, insulting, defamatory or otherwise

unprofessional. The Committee can and should consult with the mover to try to bring a motion within acceptable standards.

4. In order to facilitate timely review, **motions should be submitted *before 25 April 2014***.
5. Any motions received before 25 April 2014 and cleared by the Committee will be posted on the AIBC's web site for members to view and brought to the members' motion segment for consideration.
6. Motions received on or after 25 April 2014 will be considered only if time permits.
7. The submission period for Members' Motions for the Annual Meeting on 3 May 2014 closes thirty minutes after the Call to Order of that meeting.
8. The Committee will manage the order of motions and time of the session in an effort to balance the number of motions to be reviewed with an appropriate amount of time to discuss and debate them. There is no guarantee that all motions will be heard. Motions that are not heard and voted upon may still be considered by council, at its discretion.
9. Council members may respond to a motion to provide information or advice.
10. The Committee will record the vote and communicate a record of all motions that receive support to AIBC Council for its requested consideration.

## Making a Motion:

Motions should be clear and concise, have a specific purpose and be able to form a basis for council action. Therefore, they should conform to the *Architects Act* and Bylaws and the limitations on council's authority as provided in those founding documents.

- It is recommended that you have a written version of your proposed motion in hand, and are prepared to speak to it, with a seconder already identified.
- A motion must be prefaced with the words: **"I move that the AIBC Council be requested to consider...."** (See template attached).
- After the motion has been seconded, it may be broken down into smaller increments should it make sense to do so to enable debate without derailing the main motion.
- If one wishes to present the rationale for a motion, it may be written in the form of a resolution, such as "Whereas the AIBC depends on volunteers, therefore...."



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## Members' Motions 2014

Saturday 3 May 2014 during the AIBC Annual Meeting  
Segal Building, Simon Fraser University  
500 Granville Street, Vancouver, British Columbia

### Members' Motion:

*I move that the AIBC Council be requested to consider:*

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Moved by: \_\_\_\_\_ Architect AIBC  
(Please print)

\_\_\_\_\_  
(Signature)

Seconded by: \_\_\_\_\_ Architect AIBC  
(Please print)

\_\_\_\_\_  
(Signature)