

How to Participate

Annual General Meeting (AGM) 2026-2027

November 18, 2026



How to Participate in the 2026-2027 AGM

What is an Annual General Meeting?

The Annual General Meeting (AGM) of the Central Student Association (CSA) is a time for all undergraduate students, as members of the CSA, to meet and directly have a say in the direction of the organization, and to discuss the year's activities.

The AGM is a great opportunity for CSA members to review and receive the CSA's audited financial statements, approve the auditor for the next year, approve any changes to the CSA Bylaws since the last AGM, ask questions of your CSA, and discuss motions submitted by undergraduate students.

Your Participation is Paramount!

The CSA uses Robert's Rules and the CSA Rules of Order for Board Meetings to make meetings efficient, effective, and meaningful, and to ensure that all decisions are made in a fair and democratic manner. Robert's Rules does however require study and practice to master and can seem rather daunting to those that are unfamiliar with it.

The most important component of an AGM is the participation of members. Please do not let your unfamiliarity with Robert's Rules prevent you from participating in the AGM!

If you have the time, please review the brief summary of key functions of Robert's Rules provided in this guide, and keep handy to use when participating in the AGM.

Accessibility Needs

The CSA strives to offer accommodations to ensure members don't experience barriers to participation in the Annual General Meeting.

Members are encouraged to reach out to the Policy and Transition Coordinator (csaptc@uoguelph.ca) to discuss accommodations prior to the meeting. This could include, providing a hard copy of the agenda for use at the meeting, providing a wireless microphone to be brought to your seat for speaking turns, offering the agenda package and supplemental materials in alternate formats as available, and more.

The meeting space is wheelchair and mobility aid accessible via elevator. All motions will be shared in a written format via a projector and additionally read verbally by the meeting Chair.

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AGM Do's and Don'ts

Do:

- Respect each other's arguments;
- Address all points of debate and questions to the Chair;
- Raise your hand and ask questions if you are unsure of proper procedure or how to do something;
- Use speaking time appropriately to discuss the item at hand;
- Prepare by reading the agenda package in advance of the meeting;
- Abide by the Rules of Order for the meeting as outlined by the Chair.

Don't:

- Be rude, disrespectful, or intentionally disruptive;
- Interrupt anyone speaking;
- Debate or question the lived experiences of others.

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Robert's Rules of Order and CSA Rules of Order – A Quick Guide

The following pages are a simplified guide to Robert's Rules of Order and the other procedures used for CSA Annual General Meetings to aid in your participation.

Call to Order

The Chair calls the meeting to order once quorum is established (the minimum number of voting members required) at or after the official start time of the meeting. If quorum cannot be met, the meeting will not be called to order, but an informal question period / forum will commence.

Reading a Motion

The Chair is expected to follow the agenda as approved by the membership, and there is a proper process that they are expected to follow when going through each motion.

This process generally follows reading the motion to the membership, the mover or seconder speaking to the motion, question, discussion and debate period, and calling for the question, or voting on the motion.

Speaker's List

At CSA Board meetings, the Chair maintains a list of those wishing to speak to the matter being considered, and only those recognized by the Chair will have the right to speak. If a new motion is made, a new Speaker's List begins.

At the AGM, if you would like to speak, you can line up at the microphone until it is your turn. All CSA Members (undergraduate students) have speaking rights at the AGM.

For recording purposes, individuals wishing to speak must state their name before speaking in order to be recorded in the meeting minutes.

Speakers will direct their statements to the Chair or through the Chair when addressing another speaker.

Speaking time may be used to voice an opinion or share information regarding the item under discussion, to ask a question to the Executive Committee or the member who has presented the item, or to propose another motion (e.g., an amendment, call the question, etc.). Speakers must stay on topic with their speaking time.

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To ensure everyone gets a chance to speak, speaking time is limited to 3 minutes per turn. If you have further comments or questions to make on the item, you may rejoin the back of the line for the microphone.

Substantive Motions

To give a sense of direction to the efforts of the meeting participants, the Chair must ensure that there is always a motion on the floor and that members know what they are debating. When a motion from the agenda is brought to the floor, the Chair will begin by reading the motion in full.

Main motions are submitted ahead of time, by the specified deadline, so that members may review them prior to the meeting. A motion must be moved by one member and seconded by another. This means that at least two voters agree that they want to consider the matter. If the motion is debatable, the mover may speak to the motion first (called their “motivation”). The speaker’s list will then be opened to invite questions and debate.

Amendments

A motion may be amended by moving to make a specific change to the motion, such as “I move to amend this motion to read...”

For debate to occur on an amendment, it must first be seconded by someone else. Amendments are offered to assist in changing, modifying, or completing a motion to make it more acceptable to the present members.

There may be an additional amendment made to the first amendment, but no further orders of amendment, e.g.: “I move to amend the proposed amendment to read...”

Types of Motions

While a motion is on the floor (being discussed or debated), certain other motions may be made. To make a motion, one is required to wait one’s turn on the Speaker’s List.

The following is a partial list of these motions:

To Amend

Explained above in the Amendments section.

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To Divide

This is a variant of a motion to amend and is subject to the same rules. When a question is divided, each separate item must be presented as an individual question to be decided upon by a vote.

To Call the Question

This motion is made when a member feels that enough debate has occurred on a motion and that the members should move to a vote. Individuals should refrain from Calling the Question to stifle arguments with which they disagree.

Generally, such a motion should be used only when the individual feels that all sides of the debate have been clearly stated, or when it appears that there is a consensus in the room.

A motion to call the question requires a seconder, is non-debatable, and must pass by a two-thirds (2/3) majority vote. If passed, a vote is taken on the original motion on the floor; if not passed, discussion and debate on the motion continues. One may not speak to a motion on the floor and then end one's remarks by calling for the question.

To Recess

This motion may be made to give the meeting participants a break during the meeting (e.g., motion for a recess for 10 minutes).

Quorum must be attained after each recess before the meeting may continue.

To Adjourn

This motion ends the meeting. Usually, a motion to adjourn occurs only at the end of the agenda. It is made when there is no further business to be dealt with.

Individual Incidental Motions

Individual Incidental Motions relate to the pending business or to the business at hand. These motions deal with questions of procedure arising out of a pending motion, a motion being discussed or an item of business. They must be decided immediately before business can proceed and are undebatable.

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Proper procedure is for the individual to indicate their point by raising their hand and then wait to be recognized by the Chair and invited to the microphone to state their point.

The following is a list of the most common individual incidental motions:

Point of Order

An individual may raise a Point of Order if they feel that business is proceeding incorrectly based on the established meeting guidelines under Robert's Rules of Order and the CSA Rules of Order (e.g., the Chair did not call for a seconder for the motion). The Chair must either agree or disagree by giving a ruling on the Point raised.

Point of Information (POI) / Request for Information

An individual may make a Request for Information or Point of Information (POI) to ask a question of clarification of the comments of another speaker. Such a request should be used by an individual to gather information necessary for making an informed decision (e.g., to have an acronym spelled out or the nature of an organization explained).

Point of Parliamentary Procedure

An individual may raise a Point of Parliamentary Procedure if they do not understand the current proceedings, wish to have clarification on a specific ruling/process, or otherwise have questions pertaining to how to participate within the meeting rules. (e.g., how to proceed with making an amendment to this motion).

Point of Personal Privilege

An individual may raise a Point of Personal Privilege if there is any problem during the meeting that does not relate to the debate, but which impedes the individual's ability to participate in the meeting (e.g., speakers not talking loud enough, too much background noise, projector stopped displaying the motion).