

Annual General Meeting Agenda
Youth Parliament of Manitoba Incorporated (1983)

April 30, 2006 ~ 1:00 – 5:00PM

UMSU Council Chambers

1. Call to Order

2. Approval of Agenda

3. Presentations
 - Budget (Treasurer)
 - Year-in-Review Address (Past Chairperson)
 - State of the Corporation Address (Chairperson)
 - Survey Results (Vice-Chairperson of Procedure)

4. Reports and Motions of Standing and Ad-Hoc Committees
 - SOBLOC – Amendments to Governing Documents
 - Mission Statement Committee – Proposed Mission Statement

5. Election of Members to the Strategic Planning Committee

6. Adjournment

Youth Parliament of Manitoba By-laws

YPM ESTABLISHED: 1922

INCORPORATED IN THE PROVINCE OF MANITOBA: 22 AUGUST 1983

BY-LAWS LAST REVISED: 01 MAY 2005

BY-LAWS

ARTICLE 1: TERMS AND DEFINITIONS

Ad Hoc Committee: A committee of YPM Inc. that is enacted for a limited time and specific purpose pursuant to Article (22).

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Annual General Meeting/AGM: A meeting of the entire membership of the immediately preceding Annual Session normally held in the spring.

Annual Session: The parliamentary sittings of the Youth Parliament of Manitoba Inc., which take place annually from the twenty-sixth to the thirtieth of December.

Backbenchers: The members of the Annual Session who do not hold positions on either the Parliamentary Executive or the Cabinet.

Board of Directors/Board: The governing body of Youth Parliament of Manitoba Inc., which is composed of the Chairperson, Past Chairperson, Vice-Chairperson of Meetings, Vice-Chairperson of Procedures, and the Treasurer.

Cabinet: The group of members selected by the Board of Directors from the immediately preceding Annual Session to assist them in preparing the upcoming Annual Session.

Chair/Chairperson: The person responsible for maintaining order during any meeting of Youth Parliament of Manitoba Inc.

Chamber/House: The room in which the parliamentary sittings of the Annual Session of the Youth Parliament of Manitoba Inc. shall assemble.

Chief Electoral Officer/CEO: The officer who presides over the Election Meeting.

Closed session: A portion of a meeting of the Board of Directors, Cabinet, or the membership, for which all minutes taken are held in confidence and viewable only to those members who were initially entitled to attend the meeting. A meeting may enter and exit closed session by a majority vote of the members present. Members privy to closed session minutes are expected to hold the proceedings in confidence.

Code of Conduct: A document that outlines appropriate behaviour and dress expected of Members throughout the Annual Session.

Committee of the Whole House: A meeting of the entire membership in the House, during the annual session.

Election Meeting: A meeting of the entire membership of the immediately preceding Annual Session, normally held following the prorogation of the Annual Session, for the purposes of electing the Board of Directors.

Governing Documents: Those documents referred to in Article (6).

Honorary President: An individual selected in accordance to Article (9).

Impeachment meeting: A special meeting of the entire membership with the intent of deciding the removal of a member(s) of the Board of Directors.

Impeachment motion: A motion from the Board of Directors that initiates impeachment proceedings.

Member: An individual selected to participate in the Annual Session of Youth Parliament of Manitoba Inc. who meets the eligibility requirements as laid out in Article (5).

Members-at-Large: Members of the Youth Parliament of Manitoba Inc. that do not sit on the Board of directors.

Officers of the House: Individuals who are not members and who attend the Annual Session for the purposes of serving the House and its members.

Order-in-Council: A measure taken by a unanimous decision of the Board of Directors to immediately amend the *By-laws* or the *Standing Orders*.

Parliamentary Executive: The Parliamentary Executive consists of the Premier, the Speaker, the Deputy Premier, the House Leader and the Deputy Speaker. The Parliamentary Executive is the body that officiates the Annual Session.

Regular meeting: A meeting for which two days notice has been given to all members who would normally be permitted to attend.

Standing Committee: A committee of YPM Inc. that is enacted by the by-laws.

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WCYP Planning Board: A group of members selected by the Board of Directors to facilitate the planning and implementation of a session of the Western Canada Youth Parliament when it is to be hosted by the Youth Parliament of Manitoba Inc.

ARTICLE 2: NAME OF THE CORPORATION

1. The corporation shall be known as the Youth Parliament of Manitoba Inc., hereafter known as “YPM Inc.”

ARTICLE 3: PURPOSE OF THE CORPORATION

1. YPM Inc. shall be independent, non-profit, non-partisan, and non-denominational.
2. The goal of YPM Inc. shall be to present young people with the opportunity of educating themselves as to the workings of the political process under parliamentary democracy, and to encourage the growth of the individual personality through the fellowship of one’s peers and an exposure to new ideas and differing points of view.

ARTICLE 4: FISCAL YEAR END

1. The fiscal year end of YPM Inc. shall be the thirty-first of January.

ARTICLE 5: DEFINITION OF THE GENERAL MEMBERSHIP

1. A member of YPM Inc. shall:
 - a) have full speaking and voting rights at the Annual Session,
 - b) have the right of a vote at the AGM and the Election Meeting,
 - c) have the right to apply to cabinet, and
 - d) have the opportunity to be elected to the Board of Directors, provided they have reached the age of majority.
2. In order to be eligible for membership in YPM Inc., a person must:
 - a) be no younger than sixteen years of age and no older than twenty years of age by the thirty-first of December of the year of the Annual Session, with the exception of the members of the Board of Directors, who may be no older than twenty five on the thirty-first of December in the year of the Annual Session,
 - b) be a resident of, or have a permanent residence in, Manitoba, and
 - c) be registered as having attended the Annual Session.
3. Special membership may be extended to any member of the previous Annual Session by the Board of Directors in the event that the member is unable to attend the Annual Session.
4. ~~A special member must still fulfill the requirements of age for membership.~~
5. Special membership shall only be granted in extenuating circumstances as determined by the Board of Directors.
6. Special membership shall be subject to a nominal fee as determined by the Board.
7. Membership in YPM Inc. shall be open to all persons without distinction as to race, ethnicity, sex, sexual orientation, religion, or ideological beliefs.
8. All members of YPM Inc. shall conduct themselves in accordance with the YPM Code of Conduct.
 - a) Failure to abide by the YPM Code of Conduct will result in disciplinary action, up to and including expulsion, at the discretion of the Board of Directors.
 - b) Membership may be revoked, by unanimous vote of the Board of Directors if the Board feels that YPM Inc. risks considerable public scorn by associating themselves with this member.

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ARTICLE 6: CORPORATE STRUCTURE

1. YPM Inc. shall consist of:
 - a) a Board of Directors,
 - b) an Honorary President,
 - c) a Senate, and

- d) Members-at-Large.
2. The following Governing Documents shall be observed by YPM Inc.
- Articles of Incorporation
 - By-Laws
 - Standing Orders
 - Code of Conduct
 - Mission Statement
3. In addition to the Governing Documents, YPM Inc. may use the most recent edition of Robert's Rules of Order in conducting its meetings.
4. All Governing Documents of YPM Inc. shall conform in good faith to the aspirations laid out in the Mission Statement.
5. In the case of a conflict between the Articles of Incorporation and the By-Laws, the Articles of Incorporation shall prevail. In the case of a conflict between the By-Laws and Standing Orders, the By-Laws shall prevail. In the case of a conflict between the Standing Orders and the Code of Conduct, the Standing Orders shall prevail. In the case of a conflict between the Articles of Incorporation, By-Laws, the Standing Orders, the Code of Conduct, on the one hand, and the Robert's Rules of Order, on the other hand, the Articles of Incorporation, By-Laws, Standing Orders and Code of Conduct shall prevail.

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ARTICLE 7: BOARD OF DIRECTORS

- YPM Inc. shall be governed by a Board of Directors, hereafter referred to as "the Board."
- The Board shall consist of:
 - the Chairperson,
 - the Past Chairperson,
 - the Vice-Chairperson of Meetings,
 - the Vice-Chairperson of Procedures, and
 - the Treasurer.
- Only current members of YPM Inc. can run for positions on the Board of Directors.
- No member of the Board is eligible to hold the same position on the Board for more than one term.
 - The Chairperson is ineligible to run for any position other than Past Chairperson.
 - The Past Chairperson is ineligible to run for re-election to the Board.
- Notwithstanding Article (5) Clause (1.d), persons that reside outside of Manitoba are ineligible to run for the Board.
- The Board shall:
 - appoint an Honorary President,
 - call a minimum of two meetings of the general membership in any given year,
 - issue Orders-in-Council in accordance with Article (21) Clause (7) and (8),
 - prepare an annual budget no later than the AGM, and

Deleted: positions of Treasurer, Vice-Chairperson of Proceedings and Vice-Chairperson of Meetings

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<#>Chairperson as of the thirty-first of December of 2005, and
<#>Past Chairperson as of the thirty-first of December of 2006.

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<#>must receive unanimous consent among the Board in order to pass,
<#>shall come into effect immediately after being issued, and
<#>must be ratified by the general membership at the next AGM.

- e) shall share power of disbursement among three members, providing that:
 - i. one of these shall be the Treasurer,
 - ii. all cheques shall require the signature of two Board members, and
 - iii. no member of the Board shall issue a cheque in their name.
 - f) from time to time, create, amend and remove policy as the Board sees fit. ← | --- Formatted: Bullets and Numbering
7. The Chairperson shall:
 - a) represent YPM Inc. to other organizations and to the news media,
 - b) preside over all meetings of YPM Inc., unless otherwise specified,
 - c) implement all policies and actions decided upon at meetings,
 - d) assign tasks to other members of the Board,
 - e) be well-versed in the *By-laws* and the *Standing Orders* of YPM Inc.,
 - f) present a report on the state of YPM Inc. to the general membership at the AGM, and
 - g) present a year-end report to the Board.
 8. The Past-Chairperson shall:
 - a) act as Chief Electoral Officer at the Election meeting.
 - b) present a report on the state of YPM Inc. to the general membership at the AGM.
 - c) present a year-end report to the Board, and
 - d) act as a liaison with the alumni and alumnae of YPM Inc.
 9. The Vice-Chairperson of Meetings shall:
 - a) assume the office of Chairperson if, for any reason, the Chairperson is unable to fulfill his or her duties,
 - b) keep an accurate list of members,
 - c) keep an accurate record of the proceedings of all meetings, and
 - d) prepare an action list of tasks assigned at meetings.
 10. The Vice-Chairperson of Procedures shall:
 - a) preside over meetings should both the Chairperson and the Vice-Chairperson of Meetings be unavailable,
 - b) co-ordinate with the Chairperson the planning and execution of the AGM,
 - c) call for amendments to the *By-laws* and the *Standing Orders*,
 - d) keep up-to-date copies of the *By-laws* and the *Standing Orders* of YPM Inc., and
 - e) advise the Chairperson on matters of procedure.
 11. The Treasurer shall:
 - a) present the annual budget at the AGM,
 - b) pay bills in accordance with the approved budget,
 - c) receive all dues paid by members,
 - d) keep accurate accounts and file records of all financial transactions, and
 - e) make quarterly financial statements to the Board.
 12. To avoid a conflict of interest, neither the Chairperson nor the Vice-Chairperson of Meetings shall be permitted to accept a Presidency or Chairmanship of a political party or seek partisan political office during the course of their term; however, they shall be permitted to complete a term of office that began prior to their election to the position of either Chairperson or Vice-Chairperson of Meetings.

- a) The Premiership of WCYP is the sole exception to the above conflict of interest regulation.
- b) In the event that the duties of any member of the Board of Directors is compromised by affiliations with political organizations, then another member of the Board of Directors shall be required to fulfill the duty instead.

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ARTICLE 8: PARLIAMENTARY EXECUTIVE

1. The Parliamentary Executive shall consist of a Premier, a Speaker, a Deputy Premier, a House Leader, and a Deputy Speaker.
2. To be eligible for appointment to the Parliamentary Executive, a person must meet the same eligibility criteria as for the Board of Directors.
3. The duties of the Parliamentary Executive shall be as follows:
 - a) it shall conduct the day-to-day business of YPM Inc., and
 - b) it shall be responsible for the planning and co-ordination of the Annual Session, and for the selection of a Cabinet to assist it in this duty.
4. The Chairperson shall act as the Premier and shall:
 - a) provide leadership to the organisation writ large; and
 - b) call and preside over meetings of the Parliamentary Executive and Cabinet.
5. The Past Chairperson shall act as the Speaker and shall:
 - a) preside over all sittings of the Annual Session of YPM Inc.; and
 - b) be conversant with the rules of parliamentary procedure employed by YPM. Inc. and the *Standing Orders*.
6. The Vice-Chairperson of Meetings shall act as the Deputy Premier and shall:
 - a) act as the chief advisor to the Premier;
 - b) be responsible for deportment of the membership and cleanliness at the school at which the membership is staying overnight during the Annual Session; and
 - c) assume the duties of the Premier if the Premier is, for any reason, unable to perform his or her duties.
7. The Treasurer shall act as the Deputy Speaker and shall:
 - a) act as the chief advisor to the Speaker;
 - b) be conversant with the rules of parliamentary procedure employed by YPM. Inc. and the *Standing Orders*; and
 - c) assume the duties of the Speaker if the Speaker is, for any reason, unable to perform his or her duties.
8. The Vice-Chairperson of Procedures shall act as the House Leader and shall:
 - a) in consultation with the Premier, co-ordinate procedure during the Annual Session; and
 - b) assume the duties of the Speaker if both the Speaker and the Deputy Speaker are, for any reason, unable to perform their duties.
9. The Parliamentary Executive may suspend one of their own members from the Annual Session if, during the Annual Session, the member in question is found to have violated the *By-laws* or the *Standing Orders* in a manner that is damaging to

YPM Inc. The suspending member would then be forbidden from attending the Annual Session in part or in whole.

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ARTICLE 9: HONORARY PRESIDENT

1. YPM Inc. shall have an Honorary President.
2. The Honorary President shall be appointed by a majority vote of the Board of Directors on the recommendation of the Chairperson.
3. To be eligible for appointment to the position of Honorary President, a person:
 - a) must be at least 20 years old, and
 - b) shall not be a current member of YPM Inc.
4. The duties of the Honorary President are:
 - a) to act as the chief advisor to the Board, and
 - b) to assist the Board as necessary.
5. The Honorary President's tenure shall cease at the end of the calendar year in which he or she was appointed.

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ARTICLE 10: THE SENATE

1. YPM Inc. shall have a Senate.
2. Senators shall be appointed by a unanimous vote of the Board of Directors.
3. To be eligible for appointment to the position of Senator, a person must:
 - a) be a past member of YPM Inc., and
 - b) have a significant record of meritorious service to YPM Inc.
4. Senators shall normally hold their place in the Senate for life, but may be revoked of their title by a unanimous vote of the Board of Directors if the Board feels that YPM Inc. risks considerable public scorn by associating themselves with the Senator.
5. Senators, at their leisure, may:
 - a) subject to the number of seats available, view Opening and Closing Ceremonies at the Annual Session from inside the Chamber;
 - b) subject to time available, make a brief statement at Closing Ceremonies at the Annual Session of no longer than two minutes;
 - c) subject to the approval of the Past Chairperson, assume the role of Speaker at the Annual Session; and
 - d) subject to the approval of the Board of Directors, view the proceedings of Cabinet Takeover.
6. The privileges listed in Clause (5) may be revoked at any time by motion of the Board of Directors.
7. Notwithstanding Clause (2), the Past Chairperson of an Annual Session shall be conferred the title of Speaker of the Senate immediately following the Annual Session in which they held the position of Past Chairperson.
8. The Speaker of the Senate shall be relieved of their title upon the appointment of a new Speaker of the Senate but shall retain the title of Senator and all privileges granted thereupon.

ARTICLE 11: THE ANNUAL SESSION

1. YPM Inc. shall organize an Annual Session from the twenty-sixth to the thirtieth of December.
2. Subject to the permission of the legislative Assembly of Manitoba, the Annual Session of YPM Inc. shall be held at the chamber of the Manitoba Legislative Assembly in Winnipeg, Manitoba, Canada.
3. The parliamentary composition of the Annual Session shall consist of:
 - a) the Parliamentary Executive,
 - b) the Cabinet, and
 - c) the Backbenchers.
4. Responsibility for the organization of the Annual Session shall fall upon the Parliamentary Executive who shall select a cabinet composed of the following positions:
 - a) No less than three and no more than four Bill-Presenting Ministers,
 - b) a Parliamentary Secretary for each Bill-Presenting Minister,
 - c) a Registrar General,
 - d) a sufficient number of Service Ministries as deemed necessary by the Parliamentary Executive in order to facilitate the planning and conduct of the Annual Session,
 - e) a Female Whip, and
 - f) a Male Whip.
5. The Cabinet shall assist the Parliamentary Executive in the planning and conduct of the Annual Session.
6. To be eligible for appointment to Cabinet, a person must be a current member of YPM Inc.
7. Current members of YPM Inc. who are eligible for section to Cabinet shall be notified of the opening of appointments to Cabinet no later than the first week in May.
8. The Parliamentary Executive shall have the power to set a fee payable by persons attending the Annual Session. YPM Inc. shall widely solicit, as far as possible, for members at large. Means of soliciting shall include, but not be limited to, mailing individuals, schools, universities, and general media announcements.
 - a) An eligible person shall become a candidate for membership to YPM Inc. upon filling and submitting application forms, and providing proof of date of birth,
 - b) Applications will be accepted, as is reasonably possible, on a first come, first serve basis, up to a maximum limit set by the Parliamentary Executive.
 - i. The Parliamentary Executive has the right to limit the number of applications accepted from any one area, region or school within the Province of Manitoba or from within any one organization.
9. Procedure at the Annual Session shall be governed in accordance with the *Standing Orders* of YPM Inc. insofar as expediency permits.
 - a) The *Standing Orders* of YPM Inc. may be amended at the AGM following the same procedures as those for the *By-laws* outlined in Article (21).

10. Prior to the Annual Session, the Parliamentary Executive shall appoint a Lieutenant Governor, who shall:
 - a) represent the Crown at the Annual Session,
 - b) preside over the Opening Ceremonies of the Annual Session on the twenty-sixty day of December and read the Speech from the Throne,
 - c) give “Royal Assent” to Bills at the end of the Annual Session, and
 - d) prorogue the Annual Session on the thirtieth day of December.
11. At the discretion of the Parliamentary Executive, Ambassadors from other Youth Parliaments shall be permitted to participate in the Annual Session. Ambassadors shall not be:
 - a) required to meet the age requirement of the general membership,
 - b) allowed to run for positions on the Board,
 - c) allowed to vote during the elections,
 - d) counted within the membership limit set by the Parliamentary Executive, or
 - e) subsidized by YPM Inc.
12. Members who engage in gross misconduct or who pose a danger to themselves or to others may be expelled from the Session by the Parliamentary Executive and may subsequently expelled from YPM Inc. by the Board of Directors.
13. Members who engage in inappropriate conduct shall be subject to disciplinary actions as decided by the Board. Inappropriate conduct shall be defined as any action that harasses, insults, or unduly embarrasses another member of YPM Inc. either inside or outside of the Chamber.

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ARTICLE 12: MEMBERSHIP MEETINGS

1. The Board of Directors shall be required to call a minimum of two meetings of the general membership of YPM Inc. in a given year:
 - a) the Election Meeting, and
 - b) the Annual General Meeting.
2. Further meetings of the general membership can be called by:
 - a) a petition signed by one-third of the current membership, or
 - b) a motion of the Board.
3. Procedure at meetings of the general membership shall be governed by the most recent version of Robert’s Rules of Order.
4. Minutes of the meetings of the general membership shall be distributed to the membership within one month of the meeting.
 - a) All minutes of the meetings of the general membership shall be approved at the subsequent AGM.
5. The Election Meeting shall be held on the thirtieth day of December, immediately following the prorogation of the Annual Session. The purpose of this meeting shall be to elect a new Board of Directors.
6. The AGM shall be held between the fifteenth day of March, and the fifteenth day of May. A minimum of thirty days notification must be given to the general membership as to its date, time, and location.

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ARTICLE 13: ANNUAL GENERAL MEETINGS

1. The Chairperson of the Board shall preside over the AGM.
2. The agenda of the AGM shall include:
 - a) presentations by the Treasurer, the Past Chairperson, and Chairperson,
 - b) discussion and debate of amendments to the *By-laws* and the *Standing Orders* of YPM Inc., and
 - c) the presentation and the discussion of correspondence and items of new business.
3. All motions shall be decided by a voice vote. If five or more persons disagree with the ruling made by the chair, the motion shall be decided by a standing vote.
4. Only current members of YPM Inc. shall be eligible to vote on motions presented at the AGM.
5. Any member may proxy their vote to another member via a signed declaration.
 - a) No member may hold more than two proxies.
6. Persons allowed to speak or present at the AGM shall include:
 - a) current members of YPM Inc., and
 - b) those persons granted permission by a majority of eligible voters.
7. All persons with speaking rights shall be limited to one speech not longer than five minutes per member per motion, with the exception of the mover of the motion, who shall have the right of reply of not longer than five minutes.
8. Minutes at the AGM shall be taken by the Vice-Chairperson of Meetings or his or her designate.

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ARTICLE 14: ELECTION OF THE BOARD OF DIRECTORS

1. The election of the Board of Directors shall take place at the Election Meeting.
 - a) The election of the Board of Directors shall proceed in the following order:
 - i. Chairperson,
 - ii. Past Chairperson,
 - iii. Vice-Chairperson of Meetings,
 - iv. Vice-Chairperson of Procedures, and
 - v. Treasurer
 - b) The order outlined above corresponds with each position's duty in the Parliamentary Executive, those being:
 - i. Premier
 - ii. Speaker,
 - iii. Deputy Premier,
 - iv. House Leader, and
 - v. Deputy Speaker
 - c) Upon election to the Board, each member automatically assumes the corresponding position on the parliamentary executive ex-officio.
 - d) The order of the elections can be changed by a two-thirds majority vote of the members present.

2. The Chief Electoral Officer shall be the Past-Chairperson of the immediately preceding Annual Session.
 - a) In the event that the Past Chairperson is unable or unwilling to fulfill their role as Chief Electoral Officer, the position shall fall to the senate in the following order:
 - i. The Speaker of the Senate.
 - ii. Previous Speakers of the Senate according to their tenures as Speaker of the Senate.
3. Only current members of YPM Inc. and Officers of the House of the immediately preceding Annual Session may be presented in the election room, unless permission is granted to visitors by a simple majority vote of eligible voters.
 - a) Visitors must remain apart from the membership and may be asked to leave at the discretion of the Chief Electoral Officer.
 - b) Visitors must not display support of any kind for any candidate.
4. Only current members of YPM Inc. shall be allowed to vote, make motions, or second motions, and may stand for election to the Board provided he or she has reached the age of majority. No current of member-elect of the Board shall be allowed to move or second any candidate's nomination to the Board.
 - a) The Past Chairperson of the immediately preceding Annual Session shall not be allowed to vote except as outlined in Section (13) Clause (12c).
 - b) During the nomination, the candidate's mover and/or seconder shall not be allowed to run in the election for that same executive position.
 - c) A candidate must have a nominator and a seconder.
 - d) Nominating speeches shall be made in the following order:
 - i. Nominators shall speak in order of nomination,
 - ii. Candidates shall speak in the reverse order of nomination.
5. Nomination speeches shall be limited to three minutes, and candidates' speeches shall be limited to five minutes.
6. If any candidate or nominator explicitly states that the candidate cannot return to the next Annual Session because they have reached the age limit, this will result in the automatic disqualification of that candidate from the elections.

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7. Immediately after the nomination speeches, the floor shall be opened up for a question and answer period.
 - a) The question and answer period shall be a maximum of fifteen minutes in length.
 - i. Should a candidate be running uncontested for a position, the question and answer period shall be limited to have the question period length listed in Clause (7.a).
 - b) All questions asked during the question and answer period shall be directed solely towards the position that is being nominated, and shall be subject to the following:
 - i. The candidates, movers, and seconders are prohibited from asking any questions during the question and answer period for that position.
 - ii. Should a person wish to pose a question, it must be written and signed, and then presented to the Chief Electoral Officer. The

Chief Electoral Officer shall read the question aloud, and is permitted editorial rights.

- iii. The Chief Electoral Officer shall be granted the power to disallow any questions considered inappropriate or unrelated to the position in question.
8. Each member is eligible to vote and shall receive one ballot for each election.
 - a) In addition, members may proxy their vote to another member; however no member can hold more than two proxies.
9. Candidates shall not be present in the election room while voting is in progress.
10. Members are to cast votes expressing their preferences by writing the names of the candidates and numbering them in their order of preference.
 - a) Any ballot contrary to this standard shall be considered spoiled.
 - b) In the event that there is only one candidate running for that particular position, members will be asked to express their preference by writing a singular “YES” or a singular “NO.”
11. Once balloting is complete, the Chief Electoral Officer, and any past members of YPM Inc. designated by the CEO as his or her assistants, shall meet in a suitable place away from view of the membership to count the ballots.
12. The vote totals of each candidate on any given count of ballots shall be tabulated and compared.
 - a) The first count shall be counted according to first preference only.
 - b) Should a candidate receive a simple majority of fifty percent plus one (50% + 1) of the ballots cast on the first count, he/she shall be declared the winner.
 - c) If no candidate receives sufficient ballots marked for him/her with first preferences to attain a simple majority of fifty percent plus one (50% + 1), the a second round of counting shall occur.
 - i. The candidate with the fewest number of ballots marked with first preferences for him/her shall be removed from the second round of counting and the ballots marked with first preferences for this candidate shall be redistributed according to the second highest preference expressed on that ballot.
 - ii. Any ties that occur shall be broken by the Chief Electoral Officer.
 - iii. This same procedure shall be repeated until one candidate receives sufficient votes to achieve a simple majority of fifty percent plus one (50% + 1) of the ballots cast, at which point this candidate shall be declared the winner.
 - iv. If only two candidates remain and neither has attained a simple majority of fifty percent plus one (50% + 1), the candidate with the higher number of ballots cast in their favour shall be declared the winner.
 - v. If a candidate is disqualified, ballots shall be interpreted as if the candidate had been eliminated from contention in a previous round.

13. When a final decision has been reached, the candidates shall be allowed to return to the election room and the Chief Electoral Officer shall announce the name of the successful candidate.
- a) The name of the successful candidate shall be announced to the rest of those present on the election room.
 - b) Should any of the candidates wish to know the ballot counts, the Chief Electoral Officer shall provide that information to the candidates in confidence.
 - c) Should the ballot count become public during the course of the election meeting, the Chief Electoral Officer shall have to do the following:
 - i. Disqualify the member from running for any subsequent positions to the board, and/or
 - ii. Declare the election for that position null and void, and reopen that position for election.
14. If a request for a recount is made by one of the candidates, then the ballots shall be recounted as outlined in Article (14) Clause (9) to (12).
15. Members intending to run for any position should limit their overt campaigning to the election meeting, notwithstanding the arrangement of a nominator and a seconder.
16. Those members intending to run for a position who engage in overt campaigning will be subject to a warning after the first offence, and may be subject to disqualification after the second offence.
- a) After the third offence, the offending member shall be disqualified from seeking office.
 - b) Overt campaigning shall include, but is not necessarily limited to, the following:
 - i. Any statement to the effect that the member is seeking an executive position without asking for a nominator or a seconder.
 - ii. Declaration of candidacy after a nominator and a seconder have been arranged (prior to election).
 - iii. Repeated declaration of candidacy without finding a nominator or a seconder.
 - iv. Any action by a third party on the candidate's behalf, with or without the candidate's knowledge.
 - c) The Past Chairperson shall be responsible for the enforcement of this section as well as any disciplinary action.
17. The Minutes from the Election Meeting shall be taken by the Chief Electoral Officer, or his or her designate.

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ARTICLE 15: IMPEACHMENT PROCEEDINGS

1. The Board of Directors may initiate the impeachment of a member of the Board if that member:
 - a) is considered to be unfit to perform his or her duties, or
 - b) has not performed his or her duties in a manner satisfactory to the Board.
2. All impeachment proceedings must proceed in the following order:

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- a) An Impeachment Motion must be carried at a Regular Meeting of the Board of Directors by a two-thirds majority which must:
- i. call for an Impeachment Meeting at a location within the city of Winnipeg and at a date no less than two weeks and no more than four weeks from the day of the passing of the motion; and
 - ii. name the member of the Board of Directors who the Board is recommending be impeached.
- b) The membership of YPM Inc. must receive notice in writing no less than one week of the date of the Impeachment Meeting of:
- i. the wording of the Impeachment Motion carried by the Board of Directors and the date on which it was carried; and
 - ii. all relevant by-laws of YPM Inc. pertaining to impeachment proceedings;
 - iii. the right of all members to proxy their vote to another member through a signed notice; and
 - iv. the agenda to be followed at the Impeachment Meeting, which shall list the following items:
 1. Calling of the meeting to order at _____ (time to begin the meeting as approved in the Impeachment Motion)
 2. Appointment of the chairperson (if necessary)
 3. Appointment of the secretary
 4. Declaration of proxies
 5. Motion to enter Closed Session
 6. Statement by the Board of Directors in favour of the impeachment of _____ (name of member of the Board of Directors)
 7. Statement by _____ (name of member of the Board of Directors) in _____ (his or her) own defence
 8. Question Period
 9. Motion to recess for 15 minutes
 10. Motion to leave Closed Session
 11. Motion to impeach _____ (name of member of the Board of Directors) from the Board of Directors of YPM Inc.
 12. Adjournment
- c) At the Impeachment Meeting, each item on the agenda must be followed in sequence and according to the following specifications:
- i. Only members of the previous Annual Session shall be permitted to attend the meeting.
 - ii. The chairperson of the meeting shall be the Past Chairperson of the previous Annual Session.
 1. Should the Past Chairperson of the previous Annual Session be unavailable, then a chairperson shall be appointed at the Impeachment Meeting by and from the members present.

- iii. The secretary of the meeting shall be appointed at the Impeachment Meeting by and from the members present.
- iv. Immediately after the appointment of the secretary, the chairperson shall request that all members present who carry the proxy votes of members not present rise and state their name as well as the name of the member for whom they carry a proxy vote. No member present shall be permitted to hold more than one proxy vote.
- v. The secretary, except for any period of time in which the membership votes to enter Closed Session, shall accurately record the proceedings of the meeting.
- vi. The members of the Board of Directors who voted in favour of the Impeachment Motion shall be permitted to speak for a maximum of 30 minutes explaining why they are in favour of impeaching the member of the Board in question.
- vii. The member of the Board in question shall be permitted to speak for a maximum of 30 minutes explaining why they are in favour of not being impeached.
- viii. All members present shall be permitted to ask questions of both sides. The period allotted for questions shall not exceed 60 minutes. Members posing questions shall be permitted 30 seconds to speak and shall be permitted one optional supplemental question. Members answering questions shall be permitted two minutes to speak.
- ix. At the moment specified by the agenda, the chairperson shall state the wording of the motion to impeach the member of the Board in question and state the names of the members of the Board of Directors, which are to be listed as the mover and seconder of the motion.
- x. The motion to impeach the member of the Board in question is debatable, not amendable, and requires a two-thirds majority of the membership to carry. Debate on the motion shall not exceed 60 minutes. Members shall be permitted to speak for a maximum of three minutes. Members may not speak a second time until all members present have been given a first opportunity to speak.
- xi. Voting on the motion to impeach the member of the Board in question shall be done by secret ballot. Each ballot shall be stamped with the official seal of YPM Inc.
- xii. All members of YPM Inc. present shall have full voting rights. In no case shall the chairperson vote if the chairperson is not a member of YPM Inc.
- xiii. The chairperson shall instruct all members to mark either "YES" if they are in favour of the motion to impeach, "NO" if they are opposed to the motion to impeach, or "ABSTAIN" if they wish to abstain from voting.
- xiv. The chairperson and secretary shall collect all ballots and shall count them in full view of the members present.

- xv. The chairperson shall have final authority as to whether a vote is in favour of, opposed to, or abstaining to the motion to impeach.
- xvi. The chairperson shall declare spoiled any ballot that contains any markings other than a singular "YES," a singular "NO," or a singular "ABSTAIN."
- xvii. The chairperson shall determine the result of the election by a simple division with the number of votes in favour as the numerator and the sum of the number of votes in favour and the number of votes opposed as the denominator. If:
 - 1. the fraction is equal to or greater than two-thirds, then the motion shall be carried, and
 - 2. the fraction is lesser than two-thirds, then the motion shall be defeated.
- xviii. The chairperson, after counting the ballots, shall declare the motion carried or defeated and the exact number of votes in favour, opposed, abstaining, and spoiled.
- xix. Any member of the Board of Directors may request a recount if the different between the number of votes in favour and the number of votes opposed is five or less.
- d) Any deviance from these stated impeachment proceedings must be approved at the Impeachment Meeting by a two-thirds majority of the membership of YPM Inc.

ARTICLE 16: BY-ELECTION PROCEEDINGS

- 1. If a position(s) on the Board of Directors should become vacant due to resignation, impeachment or attrition, then:
 - a) a by-election shall be held to fill the position if the vacancy arose prior to 15 August; and
 - b) the remaining members of the Board of Directors will assume the duties of the missing member if the vacancy arose on or after 15 August.
- 2. All by-elections must occur in the following order:
 - a) The Board of Directors will pass a By-election Motion which will:
 - i. state the title of the position on the Board of Directors which has become vacant and the reasons behind the vacancy;
 - ii. set a date and time for a By-election Meeting which shall be no greater than 3 weeks and no lesser than 2 weeks from the date of the arising of the vacancy; and
 - iii. set a location for the meeting within the city of Winnipeg.
 - b) The membership of YPM Inc. must receive notice in writing no less than one week of the date of the By-Election Meeting of:
 - i. all relevant by-laws of YPM Inc. pertaining to by-election proceedings
 - ii. the right of all members to proxy their vote to another member through a signed notice; and

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- iii. the agenda to be followed at the By-election Meeting, which shall list the following items:
1. Calling of the meeting to order at _____ (time to begin the meeting as approved in the By-election Meeting)
 2. Declaration of proxies
 3. Statement by the Board of Directors explaining the reasons for the meeting
 4. Motion to open nominations for the position of _____ (title of vacant position)
 5. Nominations
 6. Motion to close nominations
 7. Speeches from the Nominators
 8. Speeches from the Nominees
 9. Question Period
 10. Voting
 11. Motion to destroy the ballots
 12. Adjournment
- Should there be more than one position that has become vacant, then steps 4-11 shall be repeated on the agenda
- iv. Responsibility for presiding over the By-election Meeting shall fall to the same individuals charged to preside over meetings of the Parliamentary Executive and Cabinet. Should no member of the Board of Directors be available to act as chairperson, then the Past Chairperson from the previous Annual Session shall preside. If neither a member of the Board of Directors nor the Past Chairperson from the previous Annual Session are available, then the membership shall appoint a chairperson at the meeting.
- v. Responsibility for taking accurate minutes of the meeting shall fall to the chairperson or his or her designate.
- vi. The chairperson shall follow all by-laws respecting elections as closely as possible.
- vii. Following the election of new member(s) of the Board, the membership shall be notified in writing of the names of the new members and the positions to which they have been elected no less than seven days from the By-election Meeting.
3. No current member of the Board of Directors may move or second a nomination at a By-election Meeting.
 4. No current member of the Board may be nominated at a By-election Meeting for a vacancy on the Board.
 5. Notwithstanding Clause (3), the Chairperson of the Board can only be replaced by another member of the Board.

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ARTICLE 17: INVOLVEMENT IN THE WESTERN CANADIAN YOUTH PARLIAMENT (WCYP)

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1. The relationship between YPM Inc. and said WCYP shall be as the Board of Directors deem fit.
2. All persons who were sitting members of either of the last two preceding Sessions of YPM Inc. prior to the upcoming WCYP and who have attained the age of sixteen prior to the opening of the next WCYP shall be eligible for selection as delegates and shall be notified of their eligibility prior to the selection.
3. The Board of Directors shall select the members at large from the Youth Parliament of Manitoba Inc. to attend the next session of WCYP.
4. Notwithstanding Article (14) Clause (1), ~~the~~ relationship between YPM Inc. and the WCYP shall be as follows when YPM Inc. is the hosting Parliament:
 - a) The Board of Directors of YPM Inc. shall appoint a Planning Board no later than the September of the year prior to that which the session is scheduled. The number of positions and their duties shall be determined by the Board of Directors of YPM Inc.
 - b) The Planning Board shall:
 - i. acquire suitable locations for the sittings of WCYP and the lodging of its members,
 - ii. set an agenda and a timetable for the sittings of WCYP,
 - iii. designate Cabinet and Executive positions, distribute them among the participating provinces, and set guidelines and deadlines for their selection,
 - iv. ensure proper communication between the provinces participating in WCYP,
 - v. be responsible for the registration of all members from all participating provinces,
 - vi. ensure that provisions for the transportation from all participating provinces have been made, and
 - vii. raise sufficient funds for the operation of WCYP.
 - c) YPM Inc. shall provide such financial assistance as is deemed suitable by the Board of Directors.
 - d) Decisions of the Planning Board of WCYP shall be subjected to review, amendment, or veto by the Board of Directors YPM Inc.

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ARTICLE 18: WESTERN CANADA YOUTH PARLIAMENT ACT

Contents

Section

- 1 Definitions
- 2 Member Parliaments
- 3 Biennial Sessions of Western Canada Youth Parliament
- 4 Host Parliament

- 5 Eligibility for membership
- 6 Recruitment
- 7 Representation of Member Parliaments
- 8 Selection of membership
- 9 Ambassadors
- 10 Western Canada Youth Parliament Committee
 - Composition
 - Representatives
 - Chair
 - Quorum
 - Voting
 - Responsibilities
- 11 Responsibilities of Host Parliament
- 12 Matters not covered by Act
- 13 Amendment
- 14 Commencement

WHEREAS the young people of Western Canada have an opportunity to utilize Western Canada Youth Parliament to facilitate the discussion and debate of local, national, and international issues, to offer leadership, training and education in parliamentary democracy;

AND WHEREAS it is now expedient that the rules and regulations for the conduct and organisation of the said parliament be set forth;

THEREFORE, Her Majesty, by and with the advice and consent of the Legislative Assembly of Western Canada Youth Parliament, enacts as follows:

Definitions

1 In this Act,

“**Executive Committee Member**” means a prominent house leader at Western Canada Youth Parliament such as a Premier, Leader of the Opposition, Deputy Speaker, Deputy Leader of the Opposition, Alternate Leader of the Opposition, President of the Privy Council or House Leader.

“**Host Parliament**” means the Member Parliament hosting the upcoming Session of Western Canada Youth Parliament;

“**Member Parliament**” means a youth parliament that has agreed to take part in the organisation of and be represented at Western Canada Youth Parliament;

“**Member**” means an individual selected to participate in Western Canada Youth Parliament;

“**Session**” means the parliamentary sittings of Western Canada Youth Parliament;

“**Western Canada Youth Parliament Committee**” or “**Committee**” means the perpetual committee struck to facilitate communication between Member Parliaments regarding Western Canada Youth Parliament issues and to advise the host parliament regarding the organisation of Western Canada Youth Parliament.

Member Parliaments

- 2 The Member Parliaments of Western Canada Youth Parliament shall be
- (a) British Columbia Youth Parliament,
 - (b) TUXIS Youth Parliament of Alberta,
 - (c) Saskatchewan Youth Parliament, and
 - (d) Youth Parliament of Manitoba.

Biennial sessions of Western Canada Youth Parliament

- 3 Session of Western Canada Youth Parliament must be held on the weekend of Victoria Day in alternate years.

Host Parliament

- 4 The Member Parliaments shall rotate acting as Host Parliament for Western Canada Youth Parliament in the following order:
- (a) TUXIS Youth Parliament of Alberta;
 - (b) Youth Parliament of Manitoba;
 - (c) British Columbia Youth Parliament;
 - (d) Saskatchewan Youth Parliament.

Eligibility for membership

- 5 Members must be
- (a) nominated by one of the Member Parliaments, and
 - (b) at least 15 but no more than 25 years of age by December 31 of the year in which the Session of Western Canada Youth Parliament is being held.

Recruitment

- 6 Each Member Parliament is responsible for the recruitment of members from their parliament.

Representation of Member Parliaments

- 7
- (1) Each Member Parliament must be allocated 20 seats at Western Canada Youth Parliament.
 - (2) The Host Parliament must appoint at least one executive committee member from each Member Parliament.

Selection of membership

- 8 If a Host Parliament intends to reject the application of a Member nominated by a Member Parliament under paragraph 5(a),
- (a) the Host Parliament must notify the Committee at the earliest practical opportunity and provide reasonable grounds for rejecting the application, the onus of which lies on the Host Parliament, and
 - (b) the Member Parliament may substitute its nomination through its Committee representative.

Ambassadors

- 9 The Host Parliament may invite ambassadors from non-Member Parliaments to participate at Western Canada Youth Parliament provided that such ambassadors do not reduce the number of seats allocated to a Member parliament under section 7 and that such ambassadors pay the full cost of participation and travel.

Western Canada Youth Parliament Committee**Composition**

- 10 (1) The Committee shall consist of two representatives from each Member Parliament and a Chair.

Representatives

- (2) Each Member Parliament must appoint two representatives to the Committee, at least one of whom will be attending the upcoming Session of Western Canada Youth Parliament.

Chair

- (3) The Host Parliament must appoint a Chair who must
- (a) chair the Committee, and
 - (b) cast the deciding vote in the event of a tie.

Quorum

- (4) The presence of one representative from each Member Parliament plus the Chair shall be necessary for a meeting of the Committee.

Voting

- (5) In matters requiring a vote, each Member Parliament shall have one vote and either of the two representatives of the Member Parliament shall be eligible to cast that vote.

Responsibilities

- (6) The Committee must
- (a) authorize any changes necessary to the number of seats allocated to each Member Parliament at Western Canada Youth Parliament,
 - (b) resolve any situation arising from the need for a change of date, change

- of Host Parliament or similar situation,
- (c) ensure that subsidies for travel costs to Western Canada Youth Parliament are fair and appropriate, and
 - (d) ensure that registration fees for Western Canada Youth Parliament are reasonable.

Responsibilities of Host Parliament

- 11** The Host Parliament is responsible for organising Session of Western Canada Youth Parliament, including but not limited to
- (a) the budget,
 - (b) the facilities,
 - (c) the schedule, and
 - (d) the Standing Orders.

Matters not covered by Act

- 12** All matters not covered by the provisions of this Act are at the discretion of the Host Parliament.

Amendment

- 13**
- (1) The Committee may amend this Act.
 - (2) If it is impractical for the Committee to convene in order to consider urgent business, the Host Parliament is authorized to operate notwithstanding the provisions of this Act subject to ratification by the Committee at the earliest practical opportunity.
 - (3) Any amendment made pursuant to subsections (1) and (2) above must be subject to approval at the next session of Western Canada Youth Parliament by a resolution as set forth in subsections (4) to (6).
 - (4) This Act may be amended by a resolution of the Western Canada Youth Parliament.
 - (5) A resolution under subsection (4) does not take effect until ratified by each Member Parliament.
 - (6) Any existing resolution or agreement governing the organization of Western Canada Youth Parliament remains in force until the condition in subsection (5) is satisfied.
 - (7) If the ratification under subsection (5) does not take place before the following session of Western Canada Youth Parliament, the resolution under subsection (4) is of no force or effect.

Commencement

- 14** (1) This Act repeals all resolutions governing the organization of Western Canada Youth Parliament which were in force as of the commencement of this Act under section 13.

(2) This Act comes into force upon ratification by each Member Parliament.

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ARTICLE 19: CONSTITUENCY MINI-PARLIAMENTS

1. It is within the jurisdiction of YPM Inc. to encourage, assist, and sponsor Constituency Mini-Parliaments.
2. The relationship between YPM Inc. and said Constituency Mini-Parliaments shall be as the Board of Directors deems fit.

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ARTICLE 20: RESIDUAL POWERS

1. Any matter concerning YPM Inc. not dealt with in the bylaws shall be acted upon at the Board of Directors' discretion.

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ARTICLE 21: AMENDMENT OF GOVERNING DOCUMENTS

1. Amendments to the following Governing Documents shall be proposed and considered only at the AGM.
 - a) Articles of Incorporation
 - b) By-Laws
 - c) Standing Orders
 - d) Code of Conduct
 - e) Mission Statement
2. Amendments to Governing Documents shall be done in the spirit of the Mission Statement.
3. Members must be informed in writing thirty days prior to the AGM as to their right to submit amendments.
4. For any amendment to be considered at the AGM, it must be submitted to the Board two weeks prior to the AGM and to the general membership one week prior to the AGM.
5. For an amendment to become binding, it must be approved by a two-thirds majority of the voters present at the AGM.
6. A motion to amend an amendment to the Governing Documents at the AGM shall be in order so long as it is germane to the original, tendered amendment.
 - a) Amendments approved at the AGM shall come into effect immediately.
7. From time to time, the Board of Directors may choose to temporarily amend the Governing Documents of YPM Inc. via an Order-in-Council.
 - a) Orders-in-Council shall not apply to Articles (1) through (6) and (21).
 - b) Orders-in-Council must receive unanimous consent of the Board.
 - c) Orders-in-Council shall come into effect immediately after being issued.
8. Any Orders-in-Council passed by the Board throughout the year must be ratified at the AGM.
 - a) Ratification shall occur through a simple majority vote.

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ARTICLE 22: COMMITTEES

1. From time to time, the Board of Directors may strike Standing or Ad Hoc Committees from amongst the membership, to serve specific purposes concerning the interests of the organization.

2. There shall be a Standing Committee struck annually to review the *By-laws* and the *Standing Orders* of YPM Inc.

- a) This committee shall be named The Standing Orders and By-laws Organizational Committee (SOBLOC).
- b) The mandate of SOBLOC is to annually review YPM Inc.'s **Governing Documents**, and make recommendations in the forms of amendments.
- c) The membership of SOBLOC shall be made up of the following:
 - i. Two executive members
 - 1. The Past Chairperson; and
 - 2. The Vice-Chairperson of Procedures, who shall act as chairperson of the committee
 - ii. Three cabinet members elected at cabinet autopsy
In the event that either the Past Chairperson or the Vice-Chairperson of Procedures is unable to be present on SOBLOC, the Board of Directors shall appoint a replacement.
- d) SOBLOC shall meet a month and a half prior to the AGM and meet as many times as required.
- e) SOBLOC shall present its final draft report to the Board of Directors no later than two weeks prior to the AGM.

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3. The Board of Directors shall strike **Ad Hoc C**ommittees to study issues that require a broad spectrum of views, opinions, and insights.

- a) All **Ad Hoc C**ommittees shall be struck by a motion of the Board and shall adhere to the following specifications:
 - i. Name,
 - ii. Mandate,
 - iii. Membership,
 - iv. Duration, and
 - v. Report date.
- b) Any reports handed in by an **Ad Hoc C**ommittee must be presented to the Board of Directors, and then released to the general membership no later than two months from the date the report was handed in.

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c) The Ad Hoc Committee shall terminate upon submission of its report.

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Youth Parliament of Manitoba Standing Orders

YPM ESTABLISHED: 1922

INCORPORATED IN THE PROVINCE OF MANITOBA: 22 AUGUST 1983

STANDING ORDERS LAST REVISED: 14 MARCH 2004

STANDING ORDERS

SECTION I: GENERAL RULES

- 01 ~~In all cases not provided for hereinafter, the Rules, Orders and Forms of Proceeding of the Legislative Assembly of Manitoba shall be followed as far as they may be applicable. For greater certainty, the uses, customs and precedents of Beauchesne's Rules & Forms of the House of Commons of Canada: With Annotations, Comments, and Precedents (6th ed.) shall be followed insofar as expediency permits.~~

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SECTION II: THE SPEAKER AND THE DEPUTY SPEAKER

- 02 At the beginning of each session, the House shall elect one ~~of its Members~~ **as** Speaker of the House. The Clerk of the House will preside over the Speaker's election.
- 03 (1) The Speaker is the chair of the whole House and must respect the Speaker's appointment pledge to the Lieutenant Governor and the House as outlined in the Opening Ceremonies and the Traditions of the House.
- ~~(2) In the situation that the Speaker knowingly and blatantly ignores the above creed, a motion from the House may remove the Speaker's commission. If the Speaker is removed, the Deputy Speaker shall take the chair.~~
- 04 (1) The Speaker shall preserve order and decorum and decide all questions of order before the House. In deciding a Point of Order or a Point of Privilege the Speaker shall, on request, state the Standing Order or authority applicable to the case. No debate shall be permitted on any such decision nor shall it be subject to the appeal of the House.
- (2) If a violation of the rules of the House occurs, the offending member shall be instructed to desist from the offending behaviour, apologize to the House, and withdraw his/her remarks and apologize. If a member disregards the instruction from the Chair, then he/she shall be ~~disciplined at the Speaker's discretion. If the member persists in the offending conduct, then the said member shall be named,~~
- 05 (1) A Deputy Speaker of the Whole House, who shall also be the Chairperson of Committees of the Whole House, shall be elected ~~from~~ among the Members at the ~~first sitting of each session.~~

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(2) If the Speaker finds it necessary to leave the Chair, or is unable to attend the service of the House, the Deputy Speaker shall act as Speaker until the Speaker resumes the Chair.

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(3) If neither the Speaker, the Deputy Speaker nor the House Leader are able to take the Chair, then the House shall appoint one of its Members to act as Speaker.

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06 (1) The Speaker and Mace are to be properly respected by all Members. The Members shall stand when the Mace enters or leaves the House, address the Chair by the appropriate gender designation of Mister, Speaker or Madam Speaker, and obey the directions of the Chair.

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(2) A sitting shall not commence until a Speaker has taken the Chair, and the Mace has been placed on the table facing the Premier.

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(3) When the sitting is adjourned, Members shall keep their seats until the Speaker has left the Chair and the Mace has been removed from the Chamber.

(4) When the Speaker rises, every Member shall be seated, even if he/she has been call upon to speak, and no Member shall remain standing, move about the Chamber, or make any noise or disturbance.

(5) In the event that Pages are not in their seats when the Speaker rises, they will be required to remain at a stand still position until the Speaker has resumed the chair.

SECTION III: MEETINGS AND TIME ALLOCATION

07 The hours of sitting of the House shall be designated on the Order Paper at each meeting of the House. The Order Paper shall specify both the appointed time for adjournment for the sitting, and the appointed of commencement for the next sitting.

08 (1) At the hour appointed for the adjournment of a sitting, the Speaker shall rise and forthwith adjourn the House without question put or motion to that effect.

(2) At the hour appointed for the commencement of the next sitting, the House shall proceed with Routine Proceedings, without a motion to that effect.

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09 Every Member is bound to attend the service of the House, unless leave of absence has been granted by the Male or Female Whip.

10 (1) There must be at least fifty (50) percent plus one (1) Members in the House to constitute Quorum.

(2) If the Speaker determines that there is a lack of Quorum, the Speaker shall instruct the Whips to call in Members; conduct a count of Members present; and adjourn the House without question put, if Quorum is still lacking.

11 (1) When the Routine Proceeding of the Throne Speech Address is called, those Members designated on the Order Paper, with the exception of the Parliamentary Executive, as participants may speak for no longer than five (5) minutes and for no

less than three (3) minutes, and the overall debating time for the proceedings shall not exceed forty-five (45) minutes per sitting.

(2) When Members of the Parliamentary Executive are designated on the Order Paper as participants in the Throne Speech Address, they may speak for no longer than fifteen (15) minutes.

12 (1) When the Order of the Day for second reading of a Bill is called, debate on second reading of the entire Bill shall not exceed two hundred and forty (240) minutes; the Member who moved the motion may speak thereon for no longer than fifteen (15) minutes; and others may speak for no longer than three (3) minutes; the mover shall have a right of reply of no longer than five (5) minutes.

(2) When speaking on a motion to give second reading to a Bill, the mover of the motion may defer the floor to the seconder, who may speak on the motion for ~~the remainder of~~ the allotted fifteen (15) minutes.

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13 When a motion of amendment is brought before the House, debate of the said amendments shall not exceed forty (40) minutes for Government Bills. The Mover may speak thereon for no longer than five (5) minutes; any other Member may speak for no longer than three (3) minutes; the mover shall have a right of reply of no longer than five (5) minutes.

Comment [AMM1]: We removed this b/c the next clause talks about PMR's

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14 When the Order of the Day for the reading of a Private Member's Resolution is called, debate on the motion shall not exceed forty (40) minutes; the mover may speak thereon for no longer than five (5) minutes; any other Member may speak thereto for no longer than three (3) minutes; the mover shall have the right of the reply for no longer than five (5) minutes.

SECTION IV: CONDUCT OF MEMBERS

15 Members shall be at all times dressed in a dignified manner befitting a Member of Parliament ~~in accordance with the YPM Code of Conduct,~~

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16 No Member shall take tobacco, food or any liquid into the House or conduct him/herself in manner which may damage the fixtures of the Chambers.

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17 Members must bow and demonstrate proper respect to the Chair when they enter, leave or cross the Chamber.

18 No Member may pass between the Chair and the Mace, or pass between another Member and the Chair, when the other Member is speaking.

19 Members must continue to demonstrate proper respect for the Mace and the Chair if the Mace has been placed beneath the Table during either a recess or the proceedings of Committee of the Whole.

20 No strangers shall be permitted on the Floor of the House without the permission of the Speaker. Any stranger admitted into any part of the House or gallery who misconducts himself or herself may be removed if he/she does not withdraw.

- 21 Past Members of the Youth Parliament of Manitoba Incorporated and current Members of the Manitoba Legislative Assembly and the Canadian Parliament may view the proceedings from the Legislative Chamber's loges.
- 22 Past Speakers of the Youth Parliament of Manitoba Incorporated may take over the Speaker's Chair for a brief time if the situation and the sitting Speaker permits the turnover.
- 23 Members may send notes to other members, but all such notes must be signed and must not be offensive or threatening in nature. During the Routine of the Throne Speech Address, no Members of the Parliament shall be allowed to send notes.
- 24 Members may not display objects or bring items into the House, which may disgrace or abase the dignity of the Legislative Chamber.

SECTION V: RULES OF DEBATE

- 25 (1) Every Member wishing to speak must rise in his/her assigned position and may only speak after being recognized by the Speaker.

(2) In the event where a Member is incapable of rising or unable to rise, he/she may indicate his/her intent to rise through a non-verbal signal agreed to by the Speaker, and may speak from his/her seat after being duly recognized.

- 26 Members must be properly attired in order to be recognized to speak.

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- 27 (1) Only one Member may hold the floor of the House at a time.

(2) When two or more Members rise to speak, the Speaker shall recognize the Members who rose first in his or her assigned place.

- 28 Once recognized by the Speaker, a Member may not move about the Chamber, but must remain standing in his/her assigned place and must address his/her remarks to the Chair.

- 29 In debate on Bills and motions or in Committees of the Whole, if a Member is unable to orally present his/her speech, the Speaker shall either read the Member's prepared speech or arrange some alternative prior to recognizing the Member.

- 30 All Members rising to speak shall be guaranteed the right to speak, so long as time permits.

- 31 When a Member is speaking, no other Member shall interrupt him or her, except to raise a Point of Order or a Question of Privilege.

- 32 (1) Members may not read their speeches, although they may make reasonable reference to notes to refresh their memories. If a Member persists in reading his or her speech, the Speaker may direct the Member to discontinue his or her comments.

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Comment [AMM2]: Irrelevance is addressed in next clause

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(2) If a Member speaks to issues not germane to the motion on the floor, the Speaker shall ask the Member to discontinue his or her comments.

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- 33 No Member may use unparliamentary or offensive language, or speak disrespectfully of any Member of the Royal Family or his/her Official

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Representatives, any Member of the Senate, any Member of the House of Commons, nor any Member of a Provincial Legislature.

- 34 No Member shall refer to another Member by name, but shall instead refer to a Member by constituency or portfolio.
- 35 Where questions are proposed to be put to a member at the conclusion of his/her speech, the question shall not be permitted if ten (10) or more members rise in opposition to the question. All such post speech questions shall be limited to one member and the response shall not exceed two (2) minutes.
- 36 In the course of debate no Member shall reflect upon either a past vote or a past ruling of the Chair.
- 37 No Member may speak twice to a motion unless he/she wishes to exercise the right of reply as the mover of a substantive motion.
- 38 A Member shall be considered as having relinquished the floor and may not continue to speak once time has elapsed or the Member has resumed his or her seat in the House.

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SECTION VI: POINTS OF ORDER

- 39 Any Member addressing the House, if called to order by the Speaker or on a point raised by another Member, shall sit down while the point is being stated and remain seated during the Speaker's ruling.
- 40 (1) At any time, a Member may raise a Point of Order, to call the attention of the Speaker to a breach of procedure of the House, This must be done immediately and the Member's remarks must be strictly relevant to the point raised.
 - (2) Subject to the Speaker's discretion, a Member may offer brief and concise remarks intended to clarify the circumstances surrounding the breach of procedure in question.
 - (3) Points of Order may not be raised during Question Period or during replies to the Speech from the Throne, but may be raised at the end of these respective periods or otherwise immediately after the Routine Proceedings.

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SECTION VII: POINTS OF PERSONAL PRIVILEGE

- 41 (1) A Member may raise a Point of Personal Privilege if he/she shall believes that his/her character and integrity have been questioned by another Member. If the Speaker determines that a Member has breached the privilege of another Member, he/she shall direct the offending Member to withdraw his/her remarks and apologize to the House.
 - (2) If a Member is misquoted, and the misquotation questions the character and integrity of the Member, then the misquotation shall be considered a Point of Personal Privilege.

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SECTION VIII: ROUTINE PROCEEDINGS OF THE HOUSE

- 42 Except as otherwise provided in the *Standing Orders*, the House shall at every sitting engage in Routine Proceedings, which shall be as follows:
- Silence for Reflection
 - Communications
 - Ministerial Statements and Tabling of Documents
 - Introduction of Bills
 - Government Motions
 - Replies to the Speech from the Throne
 - Question Period
 - Orders of the Day
- 43 At every meeting of the House, the Speaker shall ask for fifteen (15) seconds of Silence for Reflection.
- 44 The Speaker shall read those communications that he/she deems appropriate, and no other Member, unless otherwise directed by the Speaker, may read communications to the House.
- 45 Ministerial statements can only be made by Members with a portfolio.
- 46 When the Routine Proceeding of Motions is called, procedural and substantive motions may be introduced for a period not exceeding fifteen (15) minutes without a motion to that effect.
- 47 When the Routine Proceeding of Question Period is called, oral questions shall be taken for a period not exceeding fifteen (15) minutes without a motion to that effect.
- 48 (1) Oral Questions must seek information from a Member and shall not be argumentative or rhetorical in nature. The preamble to an Oral Question must be brief and relevant to the thrust of the question.
- (2) A Member may only pose one Oral Question during Question Period, but is permitted to ask two further Supplementary Questions which must be related to the subject of the Oral Question. Supplementary Questions must be directed to the person who answered the original question.
- (3) When an Oral Question has been addressed to a Member he/she may defer the Oral Question to another Member, if the other Member consents to accept. The Member may only attempt to defer the Oral Question once.
- 49 When the Routine Proceeding of the Replies to the Speech from the Throne is called, the debate in reply to the Throne Speech shall commence without a motion to that effect.

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- 50 When the Routine Proceeding of Orders of the Day is called, the Order Paper shall be read by the Clerk and all items standing on the Orders of the Day shall be taken up according to the precedence assigned to each on the Order Paper.
- 51 All orders and substantive motions not disposed of at adjournment of the House shall be postponed until the next sitting without a motion to that effect.

SECTION IX: MOTIONS

- 52 (1) All motions must be in writing before being debated or put from the Chair.
- (2) All motions must be approved by the House Leader before being debated or put from the Chair.
- 53 (1) Procedural motions shall not be subject to debate or amendment and shall include, but not be limited to the following motions:
- Election of the Speaker
 - Printing of House Proceedings
 - Granting the Commission of the Great Seal
 - Suspension of the *Standing Orders*
 - Question Period
 - Leave to Introduce a Bill
 - First Reading of Government Bill
 - Third Reading of Government Bills
 - Tabling of Objects
 - Putting the Question
 - Extending a time allocation
 - Recess of the House
 - Adjournment of the House
 - Motions to Rise and Report the Findings of a Committee of the Whole
 - Motions to proceed to another Routine Proceeding
 - Postponement of Orders
 - Motions of Thanks
 - Prorogation.
- (2) Substantive motions shall be subject to debate or amendment and shall include, but not be limited to the following motions:
- Second Reading of Government Bills

- Reading of Private Member’s Resolutions
 - Motions of Amendment.
- 54 (1) Unless otherwise specified, all procedural or non-debatable motions shall be introduced during the Motions section of the Routine Proceedings.
- (2) All substantive or debatable motions shall be introduced during the Motions section of the Routine Proceedings. This rule does not apply to Bills after their Introduction.
- 55 Motions of amendment may be considered and decided during Orders of the Day.
- 56 Whenever the Speaker is of the opinion that a motion offered to the House is contrary to the rules and principles, the Speaker shall decline to put the question and quote the applicable Standing Order.
- 57 When a substantive motion is being considered, no further motion shall be received unless it is a motion:
- (1) to amend,
 - (2) to proceed to the next order,
 - (3) to postpone for certain time,
 - (4) to table an object,
 - (5) to put the question,
 - (6) to continue or extend a time allocation, or
 - (7) for the recess or adjournment of the House.
- 58 Motions of amendment must not undermine or be contrary to the intent of the Bill or Resolution to which they are directed.
- 59 A proposed amendment may be adopted without debate or question if the motion is in order and if the mover of the target motion consents to accepting a friendly amendment.
- 60 When a motion to amend an amendment is under consideration, no further amendments may be proposed until said motion has been decided.
- 61 It shall be out of order to move a motion of non-confidence against the government.
- 62 Members moving motions of thanks shall give an explanation of the motion not exceeding three (3) minutes.
- 63 A motion that “the Question now be put,” once decided in the affirmative, shall immediately terminate debate on a question before the House and bring the matter to a vote. Such a motion shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding has taken place. The motion shall be permitted only by unanimous consent of the House.
- 64 (1) At any time a question period may be placed on the Order Paper by moving a motion to that effect.

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- (2) Any such motion must specify the duration of the Question period.
- 65 A motion to adjourn, unless otherwise prohibited in the *Standing Orders*, shall always be in order and may be introduced at any point in the proceedings of the House, but no second motion to the same effect shall be made until some intermediate proceeding has taken place.
- 66 A motion to proceed to another order or Routine Proceeding shall always be in order and may be introduced at any point in the proceedings of the House.
- 67 A motion of prorogation that “The House rise and report the results of its deliberations...” shall always be in order and may be introduced at any point in the proceedings of the House.
- 68 No motion is debatable or amendable, unless otherwise specified.
- 69 In order to withdraw a motion, a member must have the unanimous consent of the House.

SECTION X: PROCEEDINGS

70 (1) If the mover of a substantive motion exercises his/her right of reply, the debate shall be closed and the Question shall be put before the house immediately after the member's remarks.

(2) The Speaker shall conduct a voice vote by instructing members to orally express their votes in the negative or the affirmative. Once this has been done, the Speaker shall decide the outcome of the vote on the basis of which side has the majority.

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71 The Speaker's ruling on a voice vote may be challenged and a recorded division of the House shall be called if 10 or more Members, by rising in their places, request such action.

72 In order for a Member to vote in a voice vote or standing vote he/she must be in his/her proper assigned seat in the House.

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73 When a division has been called on any business then before the House, the Speaker shall instruct the Whips to call in the Members and conduct a recorded vote once all the Members are reported to be present and accounted for.

74 (1) The Speaker shall conduct the division standing vote by instructing those in favour of the motion to rise, remain standing in their places and count them with the assistance of the Clerk. The same procedure shall then be carried out for those against the motion, and the Speaker will decide the vote on the basis of the numerical majority of yea, and nay votes. This ruling shall not be subject to appeal or further challenge.

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(2) During a division standing vote, a Member's vote must not differ from that expressed orally in the voice vote.

(3) Those Members who abstained or were not in the Chamber during the voice vote may participate in the division or abstain.

(4) Those members who abstained from the voice vote may abstain from the division by standing when asked.

(5) Members found to be making noise during the division of the Standing vote shall be asked to refrain from speaking. Should the members continue to speak, a point of order can be raised only after the Speaker has made a ruling on the division.

- 75 ~~Unless otherwise specified, votes shall be decided by simple majority vote. Abstentions shall not be considered in the count of votes cast.~~
- 76 In the event of a tie the Speaker shall decide the matter by casting a vote in such a manner as to maintain the status quo.
- 77 No Member shall leave the House, or make any unnecessary noise or disturbance during a division or voice vote.
- 78 (1) Every Bill shall receive three (3) separate readings, on different days, before being passed.
(2) By leave of the House, a Bill may be read twice or thrice, or advanced two or more stages in one day.
- 79 (1) Every Bill shall be introduced during the Routine Proceeding of ~~Introduction of Bills upon motion for leave specifying the title of the Bill.~~
(2) When a Bill is introduced by a Member upon motion for leave, the mover of the motion may announce ~~any~~ typographical corrections to ~~the~~ Bill. ~~When a Bill is presented in First Reading, the question shall be decided without amendment or debate.~~
(3) The mover of the Bill shall discontinue reading the Bill if the House expresses the wish by calling him/her to dispense.
- 80 When a Bill is presented ~~in Second Reading, the Bill~~ is debatable and shall be decided immediately after the allotted time for debate has expired.
- 81 When an amendment to a Bill or an amendment is presented by a Member, the question “that this Bill be amended as follows:” or “that the amendment be amended as follows:” is debatable and shall be decided immediately after the allotted time for debate has expired.
- 82 When a Bill is presented ~~in Third Reading, the Bill~~ shall be decided without debate or amendment, provided that the mover may give ~~concluding remarks, not exceeding~~ five (5) minutes.

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SECTION XI: PROCEEDINGS ON PRIVATE MEMBER’S RESOLUTIONS

- 83 (1) Every Private Member’s Resolution shall be introduced to the House through a motion specifying the title of the Resolution at least one (1) sitting previous to the consideration of the Resolution.
- (2) When a Private Member’s Resolution is introduced through a motion, the mover of the Resolution may announce any typographical corrections to the Resolution.
- 84 When any Private Member’s Resolution is presented by a member, the question “that this Resolution be read and passed” is debatable and shall be decided immediately after the allotted time for debate has expired.

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SECTION XII: COMMITTEE OF THE WHOLE HOUSE

- 85 (1) The Chairperson of Committee of the Whole House, if present in the House, shall take the Chair of all Committees of the Whole House. The Chairperson shall be addressed by the appropriate designation of Mr. Chairperson or Madam Chairperson.
- (2) In the absence of the Chairperson of Committee of the Whole House, the Speaker may, before leaving the Chair, appoint any Member as Chairperson of the Committee.
- 86 When an Order of the Day is read for the House to go into a Committee of the Whole House; the Speaker may leave the Chair without question put.
- 87 Once the proceedings of the Committee of the Whole House have been commenced, no Members may enter or exit the Chamber. If a Member must leave due to dire circumstances, they will not be allowed to re-enter the House until such time as the proceedings of the Committee of the Whole House have been concluded.
- 88 (1) The *Standing Orders* shall be observed in Committee of the Whole House in so far as may be applicable, except those Standing Orders limiting the number of times a member may speak and referring to the Members by name.
- (2) Speeches in Committee of the Whole must be strictly relevant to the item or clause under consideration and shall be limited to three (3) minutes per speech.
- (3) The Chairperson shall maintain order in Committee of the Whole House, deciding all questions of order in accordance with the *Standing Orders* of this House. Such rulings are final.
- 89 (1) A motion that the Committee of the Whole rise and report its findings to the Speaker is always in order, shall take precedence over any other motion, and shall not be debatable.

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(2) Such a motion, if rejected, cannot be renewed unless some intermediate proceeding has taken place.

- 90 Whenever a Bill is reported from any Committee of the Whole, a motion to concur in the same shall be forthwith put and decided without debate.

SECTION XIII: OFFICERS OF THE HOUSE

- 91 (1) The Clerk of the House is responsible for the safe-keeping of all papers and records of the House.
- (2) The Clerk is responsible for reading the Order Paper, assisting the Speaker during the recorded divisions, recording all motions, and recording the rulings of the Chair for precedents.
- 92 The Sergeant-at-Arms is responsible for the safe-keeping of the Mace.

SECTION XIV: SUSPENSION OF THE *STANDING ORDERS*

- 93 Any order, rule or custom of Parliament may be suspended by unanimous consent of the House and a motion to this effect may be introduced at any point in the proceedings of the House.

Youth Parliament of Manitoba Code of Conduct

ESTABLISHED: 1922

INCORPORATED IN THE PROVINCE OF MANITOBA: 22 AUGUST 1983

CODE OF CONDUCT LAST REVISED: 14 MARCH 2004

CODE OF CONDUCT

01 Penalty for violation of any rules in the Code of Conduct is at the discretion of the Executive and may vary from a warning to expulsion from YPM Inc.

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02 The following shall constitute the Code of Conduct for members of YPM Inc.:

- (1) Members are expected to treat other people with respect.
- (2) Members are expected to respect other people's privacy and property.
- (3) Members are expected to respect school property.
- (4) Members are not permitted visitors at the school.
- (5) Members are not permitted to enter the sleeping area of the members of the opposite sex.

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- (6) Members are not permitted to engage in displays of affection of a sexual nature.
- (7) Members are expected to maintain a respectful level of clothing cover at the school.
- (8) Members may not leave the school without first obtaining the permission of the Executive and then notifying their respective Whip.
- (9) Members are expected to be present for debate and are expected to notify their respective Whip if they are not in the House.
- (10) Members are not permitted to use illicit drugs and or alcohol.

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03 Members shall at all times be dressed in a dignified and proper manner befitting a Member of Parliament. To this end, no Member shall wear denim, hats, open-toed shoes, or wallet chains.

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- (1) Male members shall wear a tie at all times, and shall wear a suit jacket, dress sweater or formal vest when addressing the House.
- (2) Female members shall wear business attire including such things as a suit, blouse, slacks or knee-length skirts. Female dress should not be low-cut. Midriffs and shoulders must be covered at all times within the House.

Motion of Standards and Conventions:

Whereas: YPM's Governing Documents shall strive to achieve a level of professionalism and consistency,

Be it Resolved: that YPM adopt the following standards and conventions with respect to the Governing Documents.

1. Change all instances of 'his/her' to 'his or her'.
2. All numbers shall be written in English with the following exception:
 - a. References to Articles and Clauses shall be written in the following format:
 - i. Article (number)
 - ii. Clause (number).
3. All terms and definitions shall be capitalized.
4. Replace all instances of 'Committee of the Whole' with "Committee of the Whole House".

Mission Statement

The primary goal of YPM is to foster amongst the youth of Manitoba an understanding of, an interest in, and an engagement with the Canadian democratic parliamentary process and, in so doing, to encourage the growth of the individual and their abilities.

The primary method by which this goal shall be pursued shall be the annual operation by the corporation of at least one model parliament open to participation by all Manitoban youth aged sixteen to twenty.

That a Strategic Planning Committee be struck.

This committee shall report back to next year's Annual General Meeting (AGM) and submit a report that shall include the following:

- A vision statement for the organization that will detail in a more specific manner the principles that should guide the operation of the Youth Parliament of Manitoba and generally elaborate an interpretive structure that will serve to help implement the mission statement.
- A strategic plan setting out a number of realistic objectives for the organization. This plan will detail both objectives that will serve as means of improving the efficiency and effectiveness of current operations, as well as identifying new appropriate ventures and possible areas of desirable expansion for the organization in furtherance of its goals.

The Committee is instructed to ensure that in the course of their deliberations, due importance be given to wide and comprehensive consultations with the various stakeholders including current members of YPM, Past Members of YPM, parents of current and past members, as well as other friends of the organization.

The Committee should be guided throughout its work by the organizations primary goal and method as outlined in the mission statement.

In developing the vision statement, the committee should take into due consideration the work done in the production of the mission statement and should use the draft mission statement as a starting point.

In identifying new objectives, the Committee should ensure as far as possible that these objectives are specific, measurable, aggressive (but attainable), results-oriented and time-bound. The Committee shall be comprised of seven members of the YPM membership; the composition of the committee shall be as follows:

Michael Urban (Past Premier and Chair of Committee)
Katie Szilagyi (Deputy Premier and Vice Chair Committee)
Five members at large that shall be elected at the 2006 AGM