

Procedure of RPG Meetings

- 1 The RPG shall meet **at least three (3) times** each year at such place and such time as the Chairperson might determine.
- 2 RPG meetings should be **open to all members** of the Society.
- 3 Written notice (including by facsimile or electronic transmission or notification through Action) of each meeting must be given to each member of the RPG **at least seven (7)** business days before the date of the meeting.
- 4 The written notice should specify the general nature of the business to be transacted, but other business may be transacted by leave of the meeting.
- 5 **QUORUM:** Any three (3) members of the RPG constitute a quorum for the conduct of the business of a meeting of the RPG. The Chairperson of the Committee of Management or his/her delegate shall not be counted in determining whether a quorum is present.
- 6 No business may be conducted unless a quorum is present.
- 7 If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to a place, date and time determined by the RPG.
- 8 The RPG may act notwithstanding any vacancy on the RPG.
- 9 At meetings of the RPG:
 - (a) The Chairperson or, in their absence, the Vice-Chairperson shall preside;
or
 - (b) If the Chairperson and Vice-Chairperson are absent, or unable to preside, the members of the RPG present must choose another RPG committee member to preside.
- 10 Questions arising at a meeting of the RPG shall be determined by a show of hands.
- 11 **VOTING at RPG Meetings - Only RPG committee members may vote.** RPG members present at a meeting of the RPG are entitled to one vote, and in any event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
RPG co-opted members **do not have voting rights** at RPG meetings.
- 12 Other Society members are welcome to attend RPG meetings but do not have voting rights at RPG meetings.