



CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS CONSEIL CANADIEN D'AGRÉMENT DES HYGIÉNISTES DU TRAVAIL

CRBOH Annual General Meeting, June 10, 2021

3:00 p.m. (Eastern Daylight Time)

RULES OF CONDUCT OF MEETING

Welcome to CRBOH's 2021 Annual General Meeting. We are committed to holding a productive and orderly Meeting which allows a respectful exchange of information. Accordingly, we ask for your cooperation in observing the following rules and procedures.

1. The business of the Meeting will be taken up as set forth in the Agenda. When an item on the Agenda is before the meeting for consideration, discussion should be confined to that item, members who want to make a comment during the formal business of the Meeting, at the appropriate time, or interested to ask a question may do so in several ways:

- by typing your question into the Chat function on your screen and clicking submit. - you may also submit your question by email to our Secretariat at secretariat@crboh.ca in advance of the meeting, or during the meeting. All emails will be responded to after the Meeting.
- when the floor opens for comments during the Members' Discussion portion of the Agenda, members can use the chat function at that time, while remaining muted. Any unanswered questions will be responded to after the Meeting.

2. Only active members (ROH & ROHT), or their duly authorized proxyholder, are entitled to submit questions and vote at the Meeting. Members will not be able to verbally submit questions and will not be asked to verbally vote at the Meeting. Consensus decision making will be used during the Meeting, and the Chat function will be used to express opposition to a motion only, otherwise consensus will be assumed.

3. We welcome questions and comments from our membership. Due to time constraint, we may not be able to answer all questions submitted using the Chat function. The CRBOH is committed to responding by email, after the Meeting has ended, as well as if a member would prefer to ask a question by email.

4. When you use the Chat function to ask a question or comment, be as brief and to the point as possible, and be considerate of others.

5. Members' views, constructive comments, and criticisms are welcome, but the Chair of the Meeting will not address questions and or discuss items that are: a. irrelevant to the business of CRBOH; b. repetitious of statements made by others; c. derogatory references to individuals or that are otherwise in bad taste; or d. related to personal matters, such as individual member relations issues or personal concerns or grievances or that are not matters of interest to the membership generally.



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9. In the event of technical malfunction or other significant problem that disrupts the Meeting, the Chair of the Meeting may adjourn, recess, or expedite the Meeting, or take such other action that the Chair determines is appropriate in light of the circumstances.

10. CRBOH will record the Meeting in the event a member has technical difficulties and is unable to join the meeting. Any other recording of the Meeting is prohibited.

We appreciate your participation. Your fellow members will appreciate your courtesy in observing these procedures.

Please consider watching this how to join a meeting video in preparation for the AGM, as technicians won't be standing by to assist.

https://www.youtube.com/watch?v=Ojl1q_sPrP0&feature=youtu.be

More helpful videos are available here if you are new to GoToMeeting, select Join Meeting on the left-hand side of the webpage:

<https://support.goto.com/meeting/videos>