

# Bylaw No. 591, 2016

North Coast Regional District Procedure Bylaw

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## NORTH COAST REGIONAL DISTRICT

### BYLAW NO. 591, 2016

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A bylaw to establish procedures for the Board and Board established Committees of the North Coast Regional District

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**WHEREAS** the Board of the North Coast Regional District wishes to establish the general procedures to be followed by the Board and by Board established Committees in conducting their business;

**NOW THEREFORE** the Board of the North Coast Regional District Board in open meeting assembled enacts as follows:

### PART 1 - INTRODUCTION

#### TITLE

1. This bylaw shall be cited for all purposes as the "North Coast Regional District Procedure Bylaw No. 591, 2016."

#### DEFINITIONS

2. In this Bylaw:
  - a) "**Act**" means the *Local Government Act*, R.S.B.C. 2015, c.1, as amended;
  - b) "**Board**" means the Board of Directors of the Regional District;
  - c) "**Chair**" means the Chair of the Board elected pursuant to the *Act*, or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or Board Committee;
  - d) "**Charter**" means the *Community Charter*, S.B.C. 2003, c. 26, as amended;
  - e) "**Committee**" means a select committee established by the Board or a standing committee established by the Board Chair.
  - f) "**COTW**" means the Committee of the Whole Board;
  - g) "**Corporate Officer**" means the officer assigned corporate administration responsibilities under section 236 of the *Act* and that officer's designate;
  - h) "**Director**" means a member of the Board, whether a municipal director or an electoral area director, and their alternates if acting in the place of a Director;
  - i) "**Member**" means a director of the Board, or a person appointed to a Committee, as the context requires;
  - j) "**Public Notice Posting Place**" means the noticed board located in the Regional District Administration Office and the Regional District website;
  - k) "**Quorum**" means a majority of the total number of Board of Directors;
  - l) "**Regional District**" means the North Coast Regional District;
  - m) "**Regional District Administration Office**" means the Regional District Administration Office located at 14-342, 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.;
  - n) "**Regional District Boardroom**" means the Boardroom located at the Coastal Business Resource Centre at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C.;
  - o) "**Regular Meeting**" means a regularly scheduled meeting of the Board; and
  - p) "**Special Meeting**" means a meeting other than a regular or regular adjourned meeting.

## **APPLICATION OF RULES OF PROCEDURE**

3. The provisions of this bylaw govern the meeting proceedings of the Board and all Board established Committees of the Regional District.
4. If any matter relating to proceedings arises which is not governed by a provision of this bylaw, the matter shall be decided by reference to the *New Robert's Rules of Order*, 11<sup>th</sup> edition, 2011, to the extent that those rules are:
  - a) Applicable in the circumstances; and
  - b) Not inconsistent with this bylaw, the *Act* or the *Charter*.

## **SUSPENSION OF RULES OF PROCEDURE**

5. Except for those provisions of this bylaw that are statutorily mandated, the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the Members present.

## **PART 2 – BOARD MEETINGS**

### **INAUGURAL MEETING**

6. Following a general local election, the Board shall meet in an inaugural meeting during the month of December at such time as shall be advised by the Corporate Officer in writing.
7. The presiding officer of the inaugural meeting shall be the Corporate Officer until such time as the Chair has been elected.
8. The Corporate Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Act*.
9. Following which, the Chair and Vice Chair shall be elected from among the Members of the Board.

### **ELECTION OF CHAIR AND VICE CHAIR**

10. The Board shall elect a Chair and Vice Chair at its first Regular Meeting after November 1<sup>st</sup> in each year.
11. The Corporate Officer shall call three (3) times for nominations for the offices of Chair and Vice Chair.
12. If only one Member is nominated for an office, that Member shall be declared elected by acclamation.
13. If more than one Member is nominated for an office, the Corporate Officer shall call an election by voting to be conducted by secret ballot.
14. The Corporate Officer and the Treasurer of the Regional District shall conduct the counting of the secret ballot.
15. The candidate with the most votes for an office shall be declared elected to the office.
16. Immediately after the election of Chair and Vice Chair, the Corporate Officer shall destroy the ballots used for voting.

## **TIE VOTES**

17. In the event of a tie vote for the most votes of two (2) Members, the Members who are tied shall remain in the election.
18. If a definitive election result cannot be declared after three (3) elections have been held, then the result of the election shall be determined by lot between those two (2) candidates as follows:
  - a) The name of each Member is to be written on a separate piece of paper;
  - b) The pieces of paper are to be folded in a uniform manner in such a way that the names of the Members are not visible;
  - c) The pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random;
  - d) A Member who is not a candidate for office shall withdraw one paper from the container; and
  - e) The Member whose name is on the paper that was drawn shall be declared elected to that office.
19. If a definitive election result cannot be declared after three (3) elections have been held, then the result of the election shall be determined by preferential ballot system.

## **TIME AND LOCATION OF MEETINGS**

20. All Board meetings shall take place at the Regional District Boardroom except when the Board resolves to hold meetings elsewhere.
21. Regular Board meetings shall be held at 7:00 p.m. on the third Friday of each month except when:
  - a) The third Friday of the month is a holiday, in which case, the Board shall hold its Regular Meeting the following Friday at 7:00 p.m.; or
  - b) The Board, by resolution, establishes alternate meeting locations and dates.
22. Annually, at least two (2) Regular Board meetings shall be held within the Regional District but outside of the City of Prince Rupert.
23. The Board may, by resolution, cancel a Regular Board meeting.

## **NOTICE OF REGULAR MEETINGS**

24. No later than the last Board meeting held in December in each year, the Corporate Officer shall provide an annual schedule of Regular Board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by the Chair.
25. For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of Regular Board meetings at the Public Notice Posting Place.
26. In the event of a change to a Regular Board meeting date, time or place, the Corporate Officer shall, as soon as possible, post the change to the Public Notice Posting Place.

## **NOTICE OF SPECIAL MEETINGS**

27. Except where notice of a Special Meeting is waived by a unanimous vote of all Members under section 220(3) of the *Act*, the Corporate Officer shall provide notice of the date, time and place of a Special Meeting at least twenty-four (24) hours before the time of meeting by:
- a) Posting a copy of the notice in the Regional District Boardroom;
  - b) Posting a copy of the notice at the Public Notice Posting Place; and
  - c) Mailing one copy of the notice to each Member to the address provided to the Corporate Officer for that purpose.
28. The notice under section 27 must describe in general terms the purpose of the meeting.

## **ELECTRONIC MEETINGS**

29. Subject to section 221 of the *Act*:
- a) Special Meetings may be conducted by means of video or audio electronic communication or other facilities provided such meetings are held at the Regional District Boardroom;
  - b) A Member of the Board or Committee Member who is unable to attend at a Board meeting or Committee meeting, as applicable, may participate in the meeting by means of visual or audio electronic or other communication facilities;
  - c) When a Member is participating in a meeting by electronic means, the presiding Member shall, before the calling of a vote on a motion, ask each Member who is participating electronically:
    - i. That the Member has understood the discussion; and
    - ii. Whether the Member is in favour or in opposition of the motion.
  - d) Electronic participation shall be limited by the availability and necessity of video or audio electronic communication or other facilities.

## **PART 3 – BOARD PROCEEDINGS**

### **ATTENDANCE OF PUBLIC AT MEETINGS**

30. Except where the provisions of section 90 of the *Charter* apply, all Board meetings must be open to the public.
31. Before closing a Board meeting or part of Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Charter*.
32. Sections 30 and 31 apply to all meetings of the following bodies:
- a) Committees;
  - b) Parcel tax review panel;
  - c) Board of variance; and
  - d) Advisory planning commissions.

### **MINUTES**

33. The Corporate Officer shall keep minutes of all Board proceedings pursuant to section 223 of the *Act*.

34. Subject to section 35, the public may inspect minutes of all Board proceedings at the Regional District Administration Office during its regular business hours.
35. Section 34 does not apply to minutes of a Board meeting or that part of a meeting from which persons are excluded under section 90 of the *Charter*.
36. The Board may correct, but not debate or reflect upon, the minutes of a previous meeting at the time that the minutes are considered for adoption.

### **CALLING MEETING TO ORDER**

37. As soon after the time specified for a meeting as there is a quorum present, the Chair, if present, shall take the Chair and call the meeting to order.
38. Where the Chair is absent, the Vice Chair shall take the Chair and call such meeting to order.
39. If a quorum is present but the Chair and Vice Chair do not attend within 30 minutes of the scheduled time for a meeting:
  - a) The Corporate Officer shall call to order the Members present, and
  - b) The Members present shall choose a Member to preside at the meeting.
40. If there is no quorum of the Board present within 30 minutes of the scheduled time for a Board meeting, the Corporate Officer shall:
  - a) Record the names of the Members present, and those absent; and
  - b) Adjourn the meeting until the next scheduled meeting.
41. The proposed meeting agenda shall be carried forward to the next scheduled meeting.

### **AGENDA**

42. Prior to each Board meeting, the Corporate Officer shall prepare an agenda setting out all the items for consideration at that meeting.
43. The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Board meeting agenda shall be 12:00 p.m. on the Friday the week prior to the meeting.
44. The Corporate Officer shall make the agenda available to the Members of the Board and the public five (5) days prior to the meeting.
45. The Board shall not consider any matters not listed on the agenda unless, at the time adoption of the agenda is being considered:
  - a) A Member proposes to place an additional item of an emergent or time sensitive nature on the agenda; and
  - b) A resolution to do so is adopted by at least two thirds (2/3) of the votes cast.

### **ORDER OF PROCEEDINGS AND BUSINESS**

46. The agenda for all Regular meetings of the Board shall contain the following matters in the order in which they are listed below:
  - a) Approval of the agenda;



- b) Adoption of minutes;
- c) Receipt of Committee minutes;
- d) Delegations;
- e) Finance;
- f) Correspondence;
- g) Reports from the Board or staff;
- h) Bylaws;
- i) Land referrals/planning;
- j) New business;
- k) Old business;
- l) Public input;
- m) Resolution to close meeting, and
- n) Adjournment.

47. Particular business at a Board meeting shall, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by the Board.

### **VOTING AT MEETINGS**

48. The following procedures shall apply to voting at Board meetings:

- a) If debate on a matter is closed, the presiding member must put the matter to a vote of Board Members;
- b) If the Board is ready to vote, the presiding member must put the matter to a vote by show of hands;
- c) If the presiding member is putting the matter to a vote under subsections 48(a) and (b), a Member shall not:
  - i. Cross or leave the room;
  - ii. Make a noise or other disturbance; or
  - iii. Interrupt the voting procedure under subsection 48(a) unless the interrupting Member is raising a point of order;
- d) After the presiding member puts the question to a vote under subsection 48(b), a Member shall not speak to the question or make a motion concerning it;
- e) The presiding member's decision about whether a question has been finally put shall be conclusive;
- f) Whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand; and
- g) The presiding member shall declare the result of the voting by stating the question is decided in either the affirmative or the negative.

49. Any Board Member may appeal any decision of the Chair and where this happens:

- a) The Chair shall suspend debate on the matter currently before the meeting and ask the Member appealing the decision to clarify the reasons for the appeal;
- b) The Chair shall explain his or her reasons for the initial decision;
- c) The Chair then allows for a brief discussion regarding the appealed decision;
- d) The Chair then puts the appeal to a vote and follow the vote announces the result; and
- e) A majority vote against the Chair's decision is required to reverse it.

## DELEGATIONS

50. Delegations shall be considered in accordance with the *North Coast Regional District Delegation Policy*, as amended.

## CONDUCT AND DEBATE

51. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the presiding member.
52. Members shall address the presiding member by that person's title of Chair, Vice Chair or Director.
53. Members shall address non-presiding Members by the title Director (Surname).
54. Members shall not interrupt a Member who is speaking except when to raise a point of order.
55. If more than one member speaks, the presiding member shall call on the Member who, in the presiding member's opinion, first spoke.
56. A Member who is called to order by the presiding member:
  - a) Shall immediately stop speaking;
  - b) May explain their position on the point of order; and
  - c) May appeal to the Board for its decision on the point of order in accordance with section 132 of the *Charter*.
57. A Member speaking at a Board meeting:
  - a) Shall use respectful language;
  - b) Shall not use offensive gestures or signs;
  - c) Shall speak only in connection with the matter being debated;
  - d) May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded; and
  - e) Shall adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order.
58. If a Member does not adhere to section 57, the presiding member may order the Member to leave the Member's seat, and:
  - a) If the Member refuses to leave, the presiding member may cause the Member to be removed from his or her seat by a peace officer; or
  - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake his or her seat.
59. A Member may require the question being debated at a Board meeting to be read at any time during the debate, provided that Member does not interrupt another Member who is speaking.

- 60.** The following rules apply to limit speech on matters being considered at a Board meeting:
- a)** A Member may speak more than once in connection with the same question only:
    - i.** With the permission of the Board; or
    - ii.** If the Member is clarifying a material part of a previous speech without introducing a new matter.
  - b)** A Member who has made a substantive motion to the Board may reply to the debate.
  - c)** A Member may speak to a question, or may speak in reply, for longer than a total of five (5) minutes only with the permission of the Board.

## **MOTIONS**

- 61.** The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.
- 62.** The first Member entitled to speak in any debate is the Member who proposed the motion.
- 63.** A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced by resolution of the Board.
- 64.** The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested to do so by a Member.
- 65.** A motion to table can only be made when an emergent matter must be considered prior to the motion being considered.

## **AMENDMENTS**

- 66.** A Member may, without notice, move to amend a motion that is being considered at a meeting.
- 67.** An amendment to a motion may propose removing, substituting for, or adding to the words of an original motion.
- 68.** A proposed amendment to a motion shall be decided upon before the main question is put to a vote.
- 69.** An amendment of a motion shall be put in writing upon the request of the presiding member.
- 70.** An amendment to a motion may be amended only once.

## **RECONSIDERATION**

- 71.** Subject to section 74, a Member may, at the next Board meeting:
- a)** Move to reconsider a resolution on which a vote has been taken; or
  - b)** Move to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.
- 72.** A Member who voted affirmatively for a resolution adopted by the Board may, at any time, move to rescind that resolution.

73. The Board shall not discuss the main matter referred to in section 71 unless a motion to reconsider that matter is adopted in the affirmative.
74. The Board may only reconsider a matter that has not:
- c) Had the approval or assent of the electors and been adopted;
  - d) Been reconsidered under section 71 of this bylaw or section 217 of the *Act*; or
  - e) Been acted on by an officer, employee or agent of the Regional District.
75. If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Board within six (6) months except by way of a new and substantively different motion.
76. A vote to reconsider shall not be reconsidered.
77. A bylaw or resolution that is reconsidered under section 71 of this bylaw or section 217 of the *Act* is as valid and has the same effect as it had before reconsideration.

#### **ADJOURNMENT**

78. The Board may continue a Board meeting after four (4) hours only by an affirmative vote of all Board Members present.
79. A motion to adjourn either a Board meeting or the debate at a Board meeting is always in order if that motion has not been preceded at that meeting by the same motion.
80. Section 79 does not apply to either of the following motions:
- a) A motion to adjourn to a specific day;
  - b) A motion that adds an opinion or qualification to a preceding motion to adjourn.

### **PART 4 – BYLAWS**

#### **COPIES OF BYLAWS TO MEMBERS**

81. A proposed bylaw may be introduced at a Board meeting only if a copy of it has been delivered to each Member at least twenty-four (24) hours before the Board meeting, or all Board Members unanimously agree to waive this requirement.

#### **FORM OF BYLAWS**

82. A bylaw introduced at a Board meeting shall:
- a) Be printed;
  - b) Have a distinguishing name;
  - c) Have a distinguishing number;
  - d) Contain an introductory statement of purpose; and
  - e) Be divided into sections.

## **BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY**

**83.** The Board may consider a proposed bylaw at a Board meeting either:

- a) Separately when directed by the presiding member or requested by another Board member; or
- b) Jointly with other proposed bylaws in the sequence determined by the presiding member.

## **READING AND ADOPTING BYLAWS**

**84.** The Board shall consider bylaws in accordance with Part 6 Division 6 of the *Act*.

**85.** The presiding member of a Board meeting may:

- a) Have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and
- b) Request a motion that the proposed bylaw or group of bylaws be read.

**86.** The readings of a bylaw may be given by stating its title and object.

**87.** A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by legislation.

**88.** Subject to section 477 of the *Act*:

- a) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Board Members present; and
- b) The Board may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

**89.** In accordance with section 228 of the *Act*, the Board may give three readings and adopt a proposed bylaw at the same meeting.

## **BYLAWS MUST BE SIGNED**

**90.** After a bylaw is adopted, and signed by the Corporate Officer and the Chair, the Corporate Officer must have it placed in the Regional District's records for safekeeping.

## **PART 5 - RESOLUTIONS**

### **COPIES OF RESOLUTIONS TO MEMBERS**

**91.** A resolution may be introduced at a Board meeting only if:

- a) the Corporate Officer has delivered a copy of it to each Member at least twenty-four (24) hours before the Board meeting; or
- b) The Board, unanimously, agrees to waive this requirement.

### **FORM OF RESOLUTION**

**92.** A resolution introduced at a Board meeting shall be printed and have a distinguishing number.

## **INTRODUCING RESOLUTIONS**

- 93.** The presiding member of a Board meeting may:
- a)** Have the Corporate Officer read the resolution; and
  - b)** Request a motion that the resolution be introduced.

## **PART 6 - COMMITTEES**

### **DUTIES OF COMMITTEES**

- 94.** Standing Committees shall consider, inquire into, report, and make recommendations to the Board with respect to:
- a)** Matters that are related to the general subject indicated by the name of the Committee;
  - b)** Matters that are assigned by the Board; or
  - c)** Matters that are assigned by the Chair.
- 95.** Standing Committees shall report and make recommendations to the Board at all of the following times:
- a)** In accordance with the schedule of the Committee's meetings;
  - b)** On matters that are assigned by the Board or Chair:
    - i.** as required by the Chair or the Board, or
    - ii.** at the next Board meeting if the Chair or the Board does not specify a time.
- 96.** Select Committees shall be established by resolution of the Board pursuant to section 218 of the *Act* to consider, inquire into, report, and make recommendations to the Board with respect to the matter referred to the Committee by the Board.
- 97.** Select Committees shall report and make recommendations to the Board at the next Board meeting unless the Board specifies a different date and time.

### **SCHEDULE OF COMMITTEE MEETINGS**

- 98.** At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings.
- 99.** The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

### **NOTICE OF COMMITTEE MEETINGS**

- 100.** Subject to section 102, after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, the Corporate Officer shall give notice of the schedule by:
- a)** Posting a copy of the schedule at the Public Notice Posting Place; and
  - b)** Providing a copy of the schedule to each Member of the Committee.
- 101.** If revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer shall, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a Committee meeting.

102. The Chair of a Committee shall cause a notice of the day, time and place of a meeting called under section 99 to be given to all Members of the Committee at least twelve (12) hours before the time of the meeting.

### **MINUTES OF COMMITTEE MEETINGS**

103. Minutes of the proceedings of a Committee shall be:

- a) Kept in accordance with subsection 223(2) of the *Act*; and
- b) Open for public inspection at the Regional District Administration Office during its regular business hours.

### **QUORUM**

104. The quorum for a Committee shall be a majority of all of its Members.

### **CONDUCT AND DEBATE**

105. The rules of the Board procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.

106. Board Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee Members present.

### **VOTING AT MEETINGS**

107. Board Members attending a meeting of a Committee of which they are not a Member must not vote on a question of the Committee.

## **PART 7 – COMMITTEE OF THE WHOLE**

### **GOING INTO COTW**

108. At any time during a Board meeting, the Board may resolve to convene as a COTW.

109. In addition to section 108, a meeting, other than a Standing or Select Committee meeting, to which all Board Members are invited to consider but not to decide on matter of the Regional District's business, is a meeting of the COTW.

### **NOTICE OF COTW MEETINGS**

110. Subject to section 111, the Corporate Officer shall give notice of the day, time and place of a COTW meeting at least twenty-four (24) hours before the time of the meeting by:

- a) Posting a copy of the notice at the Public Notice Posting Place; and
- b) Mailing one copy of the notice for each Member to the address provided to the Corporate Officer for that purpose.

111. Section 110 does not apply to a COTW meeting that is called in accordance with sections 108 and 109.

## **MINUTES OF COTW MEETINGS**

112. Minutes of the proceedings of COTW shall be:

- a) Kept in accordance with subsection 223(2) of the *Act*; and
- b) Open for public inspection at the Regional District Administration Office during its regular business hours.

## **PRESIDING MEMBER AND QUORUM AT COTW MEETINGS**

113. Any Board Member may preside in COTW.

114. Board Members attending a meeting of COTW shall appoint a presiding Member for the COTW meeting.

115. The quorum of COTW shall be the majority of Board Members.

## **CONDUCT AND DEBATE**

116. The following rules apply to COTW meetings:

- a) A motion shall not be required to be seconded;
- b) A motion for adjournment shall be not permitted;
- c) A Member may speak any number of times on the same question; and
- d) A Member shall not speak longer than a total of ten (10) minutes on any one question.

## **VOTING AT MEETINGS**

117. Votes at a COTW meeting shall be taken by a show of hands if requested by a Member.

118. The presiding member shall declare the results of voting.

## **REPORTS**

119. COTW may consider reports and bylaws only if:

- a) They are printed and the Members each have a copy; or
- b) A majority of the Board Members present decide without debate that the requirements of subsection 119(a) do not apply.

120. A motion for COTW to rise and report to the Board shall be decided without debate.

121. The COTW's reports to the Board shall be presented by the Corporate Officer.

## **RISING WITHOUT REPORTING**

122. A motion made at a COTW meeting to rise without reporting:

- a) Shall always be in order;
- b) Shall take precedence over all other motions;
- c) May be debated; and
- d) May not be addressed more than once by any one Member.

123. If a motion to rise without reporting is adopted by COTW at a meeting constituted under sections 108 or 109, the Board meeting must resume and proceed to the next order of business.



## PART 8 – GENERAL

### SEVERABILITY

124. If any section, subsection or clause of this bylaw, as amended, is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion is to be severed and the remainder is to remain valid.

### REPEAL

125. "For certainty, the following bylaws are repealed:

- a) Procedure Bylaw No. 208, 1991;
- b) Procedure Bylaw No. 341, 1997;
- c) Procedure Amendment Bylaw No. 392, 2000;
- d) Procedure Bylaw No. 427, 2002;
- e) Procedure Bylaw No. 449, 2003; and
- f) Procedure Bylaw No. 470, 2006.

Read a FIRST TIME this	16 <sup>th</sup> day of June, 2017.
Read a SECOND TIME this	16 <sup>th</sup> day of June, 2017.
Read a THIRD TIME this	16 <sup>th</sup> day of June, 2017.
ADOPTED this	16 <sup>th</sup> day of June, 2017.

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Corporate Officer

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Chair