

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 470, 2006

A Bylaw to amend the Rules and Procedures Bylaw 449, 2003 for the Board of the Skeena-Queen Charlotte Regional District

WHEREAS under Section 794 of the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business;

NOW THEREFORE the Board of the Skeena-Queen Charlotte Regional District Board in open meeting assembled enacts as follows:

The Rules and Procedures for the Skeena-Queen Charlotte Regional District Bylaw No. 449, 2003 is amended as follows:

PART 1 - INTERPRETATION

1. In this Bylaw:
"Act" means the *Local Government Act*; and
"Director" includes the Chairperson.

PART 2 - MEETINGS

REGULAR MEETINGS

2. Regular meetings of the Board shall:
 - a) ***commence at 7:00 pm on the third Friday of each month; and***
 - b) be held at least once per year outside the Regional District office at a location established by board resolution, except when:
 - i. a quorum is not present within 30 minutes after the time appointed for commencement of the meeting;
 - ii. the said Friday is a holiday, in which case the Board shall meet the Friday following the holiday at 7:00pm;
 - iii. the Board resolves to continue meeting on subsequent days; or to give notice of a meeting.

SPECIAL MEETINGS

3. Subject to the Act, a special meeting, being a meeting other than a statutory, regular or adjourned meeting may be called by the Board at a meeting of the Board or any time by the Chairperson or upon request, in writing, of a majority of the Directors.
4. The Board shall meet for a special meeting, on the day and at the place and hour specified

in the notice except if a quorum is not present within 30 minutes after the time appointed for the commencement of the meeting.

5. Subject to the Local Government Act, a special board meeting may be conducted by means of electronic or other communication facilities.
 - a) a special board meeting may be conducted by means of electronic or other communication facilities; or
 - b) a member of the board who is unable to attend a meeting of the board may participate in the meeting by means of electronic or other communication facilities if the following conditions are met:
 - i) a procedure bylaw under Section 794 (procedure, bylaws and enforcement) of the Act must authorize the matters set out in a) and b);
 - ii) the meeting must be conducted in accordance with the SQCRD Rules and Procedures Bylaw;
 - iii) the facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - iv) the notice under section 793 (calling and conduct of meetings) of the Act must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;
 - v) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place; and
 - vi) for a meeting referred to in (5) (b), except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the member participating by means of electronic or other communication facilities.

SPECIAL CLOSED MEETINGS IN-CAMERA

5.
 - a) Unless and otherwise owing to extenuating circumstances and as otherwise may be determined by resolution of the board the following matters shall be the only items to be dealt with by the board at Special Meetings in closed session (re: In-Camera).
 - i. Personnel matters;
 - ii. Matters concerning litigation;
 - iii. Purchase, sale and lease of property; and
 - iv. Contracts.
 - b) The Secretary shall, with the approval of the Chairperson (or Vice Chairperson), in the Chairperson's absence, each Wednesday immediately preceding the date

of the regularly scheduled meeting of the Board, ascertain if there are items which should be discussed in confidence at a special meeting as set out in paragraph 1 above and issue notice of a Special Meeting to be called for before any regularly scheduled meeting.

- c) Notice of any Special closed meeting may be waived by an unanimous affirmative vote of all Members of the Board
6. A Special closed meeting during a regular Board meeting shall commence by resolution "That this Board now proceed into a special closed meeting" and upon adjournment of the Special Closed Meeting, the Board may resume its regular meeting.

PUBLIC ATTENDANCE

7. Regular and special meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct.
8. If, in the opinion of the Board, the public interest so requires, the Board may by resolution exclude from any special closed meeting, persons other than its:
- a) Directors or Officers; and
 - b) Directors.

ADJOURNED MEETINGS

9. The Board may by resolution adjourn any meeting to a specified time and place.

NOTICE

10. The Secretary shall give to members 5 day's notice of the date, time and place for every meeting by posting a copy of the notice at the regular Board meeting place and by mailing one copy for each member of the Board to the place to which the member has directed notices to be sent.

CANCELLATION OF MEETINGS

11. The Board may by resolution cancel a regular meeting.

PART 3 - PROCEDURE FOR BOARD MEETINGS

OPEN PROCEEDINGS

12. In the event the Chairperson does not attend within 15 minutes after the time appointed

for a meeting the Vice Chairperson shall take the chair or in his absence the Secretary shall call the Directors to order and if a quorum is present, the Directors shall appoint an Acting Chairperson. Such person appointed as Acting Chairperson shall have all the powers and be subject to the same rules as the Chairperson.

13. Should there be no quorum present within 30 minutes after the time appointed for a meeting, the secretary shall record the names of the members present at the expiration of such 30 minutes and the meeting of the Board shall stand adjourned.

ORDER OF BUSINESS AT REGULAR MEETINGS

14. Except as the Board otherwise resolves, and in any event only to the extent that business exists at a particular meeting under each of these subject headings, the usual order of business at a regular meeting shall be:
 - a) Call to order;
 - b) Minutes and business arising from minute;
 - c) delegations;
 - d) presentation of petitions;
 - e) correspondence;
 - f) reports
 - g) introduction, consideration or reconsideration and adoption or rejection of bylaws and resolutions;
 - h) land referrals;
 - i) new business;
 - j) old business
 - k) notice of motion; and
 - l) adjournment.

AGENDA

15. The secretary shall prepare an agenda for each regular meeting shall mail a copy for each member to the place to which that member had directed notices be sent, so that they will receive it at least 48 hours prior to the meeting.
16. No petition may be presented to or delegation received by the Board unless:
 - a) the Secretary has been informed in writing of the subject matter of the petition or delegation and of the name and address of the spokesperson of each delegation prior to preparation of the agenda;
 - b) in the case of a petition, the petition includes the name and address of each petitioner; and
 - c) the Guidelines for Petitioners and Delegations have been compiled with the presiding member may waive compliance with this section upon a motion of the members in attendance.

ADOPTION OF MINUTES

17. Chairperson may declare if there are no objections the minutes as circulated be adopted without reading the minutes at the meeting if the secretary has provided each member with a printed copy of the minutes in advance.
18. Adoption of minutes is subject to all additions, erasures and corrections members by resolution decide are necessary in order to record accurately the proceedings of the previous meeting or meetings and the secretary shall make all such changes in order to confirm with the terms of the resolution.

REPORTS

19. The Board shall have passed a proposed bylaw when all approvals and procedures required by statute prior to adoption have been followed and the Board has given the following readings to the bylaw:
 - a) first reading, which is by title only;
 - b) second reading, which is by title only unless the Board resolves to read the proposed bylaw;
 - c) third reading, which is by title only; and
 - d) reconsideration and adoption.
20. Subject to the Act, the Board may give any or all three readings of a proposed bylaw and may reconsider and adopt the bylaw at one of its meetings.
21. The Board may reconsider any clause of a proposed bylaw before it is passed.
22. Every bylaw adopted by the Board shall be signed by the Chairperson or other member of the Board presiding at a meeting at which the bylaw has been adopted, and shall be signed by the Secretary, and the Secretary shall affix thereto the Corporation Seal of the Skeena-Queen Charlotte Regional District.

PART 4 - RULES OF CONDUCT AND DEBATE

RECOGNITION

23. A member may speak in a meeting after:
 - a) the member has raised his hand; and
 - b) the presiding member has recognized him.

TITLES OF MEMBERS

24. Members shall address the chair as "Mr. or Madam Chairperson" and shall refer to another member as 'Director'.

CONFLICT OF INTEREST

25. If a director discerns that the matter before the board is a conflict of interest he is to declare. "I declare a conflict of interest regarding the matter before the board". He is to vacate his chair and leave the room until the matter at hand is disposed of. The secretary is to record in the minutes that the director (name) declared a conflict of interest and vacated his chair.

PARLIAMENTARY PROCEDURE

26. All points of order or procedure not provided for in this bylaw shall be decided in accordance with Robert's Rules of Order.

PART 5 - MOTIONS AND AMENDMENTS

MOTIONS

27. All resolutions and all bylaw readings shall be by motion duly moved and seconded by members.
28. The secretary shall record any motion other than procedural motions in writing and, after a member has seconded a motion, if requested to do so, the secretary shall read it aloud prior to the members debating it or the presiding member putting it.
29. Once the secretary has read aloud a motion it may only be withdrawn with permission of the mover and seconder and no member may withdraw a motion once passed.

AMENDMENTS

30. Amendments shall be decided upon before the main question is put to vote. Only one amendment shall be allowed to an amendment.

MOTION TO ADJOURN

31. A member at any time may make a motion to adjourn and the members shall promptly decide the motion without debate and no member shall make a second adjournment motion if the first is defeated unless other proceedings intervene.

MOTION TO TABLE

32. Except when a motion to adjourn has been made, a member may make a motion to table and the members may debate the motion to table when it is made but shall not debate the content of the motion that is the subject of the tabling motion.

MOTION TO POSTPONE

33. Other than in respect of a motion to postpone to a time within the same meeting, members may debate a motion to postpone and if they pass it, the members may not again raise the motion being postponed during that meeting.

PART 6 - VOTING

PUTTING OF QUESTION

34. When debate on a question is closed the presiding member shall immediately put the question to vote.
35. Members shall signify their votes on every question openly and individually by raising of hands and members shall not vote by ballot or any method of secret voting except under Section 42 of this bylaw.

RECORDING OF VOTES

36. Any member may call for his or her vote on any issue to be recorded and each time this request is made, the secretary shall record in the Minute Book the name of the member and the way in which the member voted.
37. Immediately upon the announcement of the result of a vote by the presiding member, any member may call for a division whereupon each member present shall orally announce his or her vote upon the question and the secretary record the result in the Minute Book.
38. Should any member refrain from voting when any question is put, the member shall be regarded as having voted in the affirmative and his vote shall be counted accordingly.

SECTION 7 - ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

1. The election of Chair and Vice Chair will be held at the first meeting after Dec 1st in each year;

2. At the time of the election for an office, the following procedures shall apply;
 - a) the secretary shall conduct the election from the chair and the provisions of this Bylaw and the Act apply where necessary;
 - b. the Secretary shall call for nominations for the appropriate office;
 - c. all directors are eligible to be nominated;
 - d. each director may only nominate one person for any given office-a seconder is not required;
 - e. if necessary, prior to the first poll, each candidate shall be permitted to make a statement not exceeding two minutes' duration;
 - f. voting for candidates shall be by secret ballot; and
 - g. each director shall have one vote.

PART 8 - COMMITTEES

40. The Chair of the Regional District may appoint Standing Committees, and for that purpose, may appoint persons who are not Directors, but each Committee must have at least one member who is a Director.
41. Directors of the Board who are not members of the Committee may attend meetings of the Committee and take part in any discussions or debate with the consent of a majority of the Committee members present.
42. The duties of Standing Committees shall be as follows:
 - a) to consider or inquire into any matters and to report its findings and recommendation to the Board;
 - b) to carry out instructions of the Board defined by resolution;
 - c) to ensure that proper records to be kept of its proceedings and a copy is forwarded to the Regional District
 - d) to provide a report giving a statistical analysis of the success/failure of current years operations;
 - e) to provide a report showing implementation plans for the coming year; and
 - f) a budget for the coming year.
43. A Standing Committee or Select Committee of the Board may report to the Board at any regular meeting or shall report at the request of the Board.
44. The quorum of a Standing or Select Committee shall have a majority of the persons appointed to the Committee.
45. Each member of the Committee shall only have one (1) vote.

PART 9 - TITLE AND TRANSITION

46. This bylaw shall be cited for all purposes as the "Procedure Bylaw No. 470, 2005".

READ A FIRST TIME this 27th day of January, 2006.

READ A SECOND TIME this 27th day of January, 2006.

READ A THIRD TIME this 27th day of January, 2006.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this 24th DAY OF February, 2006.

Secretary

Chair

CERTIFIED A TRUE AND CORRECT COPY of the "Procedure Bylaw No. 470, 2006".

Date

Secretary