

# Board Procedure Bylaw No. 557, 2020

## Consolidated for Convenience

The following is a consolidated version of the Procedure Bylaw No. 557, 2020 and includes the following amendments:

<b>Bylaw No.</b>	<b>Amendment</b>	<b>Adopted</b>	<b>Purpose</b>
<b>557.1</b>	<b>#1</b>	<b>October 28, 2021</b>	<b>To allow for greater flexibility in conducting electronic meetings.</b>
<b>557.2</b>	<b>#2</b>	<b>August 28, 2024</b>	<b>To change the location of the Regional District Boardroom to #201.</b>

**qathet Regional District**

**BYLAW NO. 557**

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Being a bylaw to regulate Board, Commission and Committee Proceedings of the  
qathet Regional District.  
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**WHEREAS** the Regional District must, by bylaw enacted pursuant to the *Local Government Act*, establish the general procedures to be followed at meetings of the Regional Board, Committees and Commissions including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

**AND WHEREAS** the Regional Board desires its proceedings to be guided by principles of efficiency, accountability and procedural fairness;

**AND WHEREAS** advance notice regarding this bylaw has been provided to each Director in accordance with the *Local Government Act*;

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

**PART 1 – INTRODUCTION**

**Title**

1.1 This Bylaw may be cited as “Procedure Bylaw No. 557, 2020”.

**Definitions**

1.2 In this Bylaw,

“**Assembly**” means a duly called meeting of the Regional Board or a Committee, whether or not a quorum is present.

“**Advisory Committee**” means a select Committee established by the Board to provide advice and recommendations to the Board on any matter.

“**Board**” means the governing and executive body of the Regional District constituted as provided in the *Local Government Act*.

“**Chair**” means the Chair of the Board elected pursuant to the *Local Government Act*, or other person presiding at a Meeting of the Board, Committee or Commission.

**“Chief Administrative Officer”** means the Regional District employee appointed and acting as Chief Administrative Officer of the Regional District.

**“Commission”** means a Commission established by the Board under the authority granted by the *Local Government Act*.

**“Committee”** means any Select, Standing Committee, Advisory or other Committee established by the Board under the Local Government Act, and includes a Committee of the Whole.

**“Committee of the Whole”** means a standing Committee comprised of all the Members of the Board.

**“Corporate Officer”** means the Regional District employee appointed and acting as Corporate Officer of the Regional District.

**“Delegation”** means an individual or group of individuals who have requested to make a presentation to the Assembly.

**“Director”** means an elected or appointed official of the qathet Regional District Board.

**“Member”** means a duly appointed or elected representative of the Board, a Commission or Committee.

**“Public Notice Posting Place”** means the notice Board at the Regional District office and the qathet Regional District official website.

**“Regional District”** means the qathet Regional District.

**“Regional District Office”** means the main corporate office of the qathet Regional District located at #202 - 4675 Marine Ave., Powell River, BC.

**“Regional District Boardroom”** means the meeting space of the qathet Regional District located at #201 - 4675 Marine Ave., Powell River, BC.

**“Select Committee”** means a Committee established by the Board to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry.

**“Standing Committee”** means a Committee established by the Chair of the Board.

**“Vice-Chair”** means the Member designated as Vice-Chair of the Board under

this bylaw.

### **Interpretation**

- 1.3 Any word or phrase used in this bylaw and not defined in this bylaw has the meaning as defined in the *Community Charter or Local Government Act*.
- 1.4 The *Interpretation Act* applies to this bylaw, and the singular includes the plural and vice-versa, unless the context otherwise requires.
- 1.5 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.6 If any section, sub-section or clause of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

### **Application**

- 1.7 The provisions of this bylaw govern the proceedings of the Board, Committees and Commissions and all qathet Regional District Meetings, except as otherwise provided in this bylaw.
- 1.8 In cases not provided for under this bylaw and where the *Community Charter* and the *Local Government Act* are silent, the current edition of Roberts' Rules of Order applies.

### **General**

- 1.9 The Chief Administrative Officer may delegate any duty prescribed by this bylaw to another employee of the Regional District, either generally or in relation to a specified meeting or meetings.
- 1.10 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments are given to each Director five (5) days before the meeting at which the amendment is to be introduced.

### **Inaugural Meeting**

- 1.11 An inaugural Regional Board meeting shall be held at the first meeting of the Board in November pursuant to the provisions of the *Local Government Act*.
- 1.12 The presiding officer of the inaugural Regional Board meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.

- 1.13 Notice of the inaugural Regional Board meeting, including the date, time and location, shall be posted on the Public Notice Posting Place and shall be published in a newspaper in accordance with the requirements for public notice set out in the *Community Charter*.
- 1.14 Inaugural Meetings for all other meetings of the qathet Regional District will be scheduled in accordance with Section 6.14 of this bylaw.

### **Chair and Vice-Chair Positions**

- 1.15 The Assembly shall elect a Chair from among its Members at its inaugural meeting each year.
- 1.16 The Chair shall fulfill the obligations placed upon this position by legislation and by Regional District policy.
- 1.17 The Chief Administrative Officer will call three times for nominations for the position of Chair. After the calling of nominations, for each person nominated who has consented to their nomination an election by secret ballot will be held. Prior to the distribution of ballots, candidates will have the opportunity to address the Board.
- 1.18 The Chief Administrative Officer will declare the winner of an election by announcing it to the meeting. Following this declaration, the Chief Administrative Officer will destroy the ballots if so directed by a unanimous vote of the Board.
- 1.19 In the event of a tie vote, the names of the candidates will be written on separate pieces of paper and placed in a container; the Chief Administrative Officer will withdraw one paper; and the candidate whose name is on the withdrawn paper will be declared elected.
- 1.20 If only one candidate is nominated for the position of Chair, the Chief Administrative Officer will declare the candidate elected by acclamation.
- 1.21 If the office of the Chair becomes vacant, the Board shall elect another Chair from among its Directors at the first practicable regular meeting after the vacancy occurs.
- 1.22 Annually at the inaugural Board meeting, the Board will designate its eligible Members, other than the Chair, to serve as the Vice-Chair on a rotating basis according to the alphabetical order of Directors' surnames for commencing on the date of the inaugural Board meeting. The calculation of period of time served will be the term divided between total eligible Members.

- 1.23 The Vice-Chair is responsible for acting in the place of the Chair when the Chair is absent or otherwise unable to act or when the office of the Chair is vacant, until such time that a new Chair is elected.
- 1.24 If both the Chair and the designated Vice-Chair are absent from the meeting, the Members present must choose a Director to preside at the meeting.
- 1.25 If both the Chair and Vice-Chair are unavailable for any reason including incapacitation, and a State of Local Emergency must be called, the next designated Vice-Chair will act in the place of the Chair.
- 1.26 The Vice-Chair has the same powers and duties as the Chair when acting in the place of the Chair.

## **PART 2 – SCHEDULE AND NOTICE OF MEETINGS**

### **Schedule and Location of Meetings**

- 2.1 The Board will hold regular meetings at least monthly on such dates and times as may be fixed by resolution of the Board from time to time. A regular meeting may be re-scheduled to a different date and time by the Board.
- 2.2 Regular Board meetings shall take place at the Regional District Boardroom unless the Board resolves to hold meetings elsewhere or is meeting electronically.
- 2.3 Meetings of Standing Committees of the Board will be held on the dates and times each year established by agreement of the Members no later than December 31st of each calendar year.
- 2.4 The regular schedule of Standing Committee meetings may be varied as follows:
  - a) A Standing Committee meeting may be cancelled, or rescheduled to a different date and time by the Committee Chair provided that two consecutive meetings are not cancelled, and the office of the Corporate Officer and Committee Members are given at least two (2) days' notice; and
  - b) The Chair of a Standing Committee may schedule Committee meetings in addition to the regular schedule provided Members are given at least ten (10) days' notice unless the majority of Members agree to lesser notice.

- 2.5 The first meeting of a Select Committee of the Board will be scheduled by the office of the Chief Administrative Officer. A regular schedule of meetings of a Select Committee will be decided by the Members at the first meeting of the Committee. The Chair of a Select Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting subject to provision of sufficient notice.
- 2.6 Standing Committee meetings shall take place in the Regional District Boardroom unless the Committee resolves to hold a meeting elsewhere within the Regional District or is meeting electronically.

### **Special Meetings**

- 2.7 A special meeting of the Board, not including a regular meeting scheduled pursuant to this bylaw, or an adjourned meeting, may be called by the Chair or by two Members of the Board in accordance with the provisions of the *Community Charter and Local Government Act*.
- 2.8 Special meetings will be held at the Regional District Boardroom unless the Chair directs that the meeting be held electronically or elsewhere within the Regional District.

### **Notice of Regular Board and Standing Committee Meetings**

- 2.9 The annual schedule of regular Board meetings and Standing Committee meetings established pursuant to Sections [2.1](#) and [2.3](#) shall be available to the public through posting on the Public Notice Posting Place; and notice of the availability of the schedule shall be advertised by January 15th of each year in accordance with the public notice provisions set out in the *Community Charter and Local Government Act*. The schedule shall include the time, date and place of the meetings.
- 2.10 At least 48 hours before a regular Board meeting or a Standing or Select Committee meeting, the office of the Corporate Officer shall confirm if the meeting will take place electronically or in-person, the meeting time, place and date on the Public Notice Posting Place.
- 2.11 At least 24 hours before a regular Board meeting or a Standing or Select Committee meeting, further public notice of the meeting must be given by:
  - a) Posting a copy of the draft agenda at the Public Notice Posting Place; and
  - b) Providing a copy of the draft agenda at the Regional District Office reception counter, for the purpose of making it available to the public.

2.12 Where revisions are necessary to the schedule of regular Board and Standing Committee meetings, the office of the Corporate Officer must, 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 meeting.

### **Notice of Special Meetings**

2.13 Except where notice of a special meeting is waived prior to the commencement of the proposed meeting by a unanimous vote of the Members of the Assembly in accordance with the *Local Government Act*,

- a) Public notice of a special meeting shall be given in the same manner as provided for in this bylaw; and
- b) Notice shall be given to Members of the Board in accordance with the *Community Charter and Local Government Act*.

2.14 The notice for Special Meetings must describe in general terms the purpose of the meeting and be signed by the Chair or the Corporate Officer.

## **PART 3 – ELECTRONIC MEETINGS**

### **Electronic Meetings**

3.1 Pursuant to [Regional Districts Electronic Meetings Regulation], a Member of the Board or a Member of a Committee may participate in the meeting by means of electronic or other communication facilities.

3.2 In this section, electronic participation in a meeting means participating by:

- a) telephone;
- b) audio-conferencing;
- c) video-conferencing; or
- d) other communications technology that provides for meeting participants to:
  - (i) hear one another; or
  - (ii) see and hear one anotherand any of the public in attendance to:
  - (iii) hear; or
  - (iv) see and hear,any Member participating electronically.

Amended BL 577.1
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### **Participation of Members**

- 3.3 All Members are allowed to participate in Board and Committee meetings electronically under the following conditions:
- a) The Corporate Officer is advised in advance of a meeting of a Member's intent to participate electronically;
  - b) The Chair must be physically present at the Meetings. In the event the Chair opts to participate electronically, the Vice-Chair shall assume the Chair.
  - c) Section 3.3 (b) does not apply if the Chair is participating by video-conferencing.

### **Interruption in Communication**

- 3.4 If there is an interruption in the communications link to a Member who is participating electronically:
- a) The meeting may continue provided that there is a quorum; and the interruption shall be treated as if the Member had been in attendance physically and left the meeting room.
  - b) The meeting shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.
  - c) If quorum is lost due to an event of equipment failure for longer than 15 minutes, the Corporate Officer must record the names of the Members present, and those absent, and adjourn the meeting.
  - d) If a Member is attending electronically a closed meeting, the Member attending electronically must state at the beginning of the meeting that they have assured adequate privacy for the conversation.
- 3.5 As far as reasonably practicable, this section applies to all Members at meetings where the venue possesses the appropriate communications infrastructure.

## **PART 4 – ASSEMBLY PROCEEDINGS**

### **Application**

4.1 Part 4 of this bylaw applies to meetings of all bodies provided for in legislation.

### **Attendance of Public at Meetings**

4.2 The Regional District Boardroom will be open for the public to watch, hear and participate in, electronic and in-person open meetings. The public may contact the office of the Corporate Officer for information on attending the meeting electronically.

4.3 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Local Government Act* and *Community Charter*, all meetings must be open to the public.

4.4 Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the *Community Charter*.

4.5 The public in attendance at meetings play an important role through observance and through opportunities to speak directly to the Board during Question Period. As such, they represent the moral compass, advocate for democracy and are the community watchdog.

### **Agenda**

4.6 Prior to each Board meeting, the office of the Corporate Officer shall prepare an agenda setting out all the items for consideration at that meeting and shall share with the Chair prior to its publication.

4.7 Any Director wishing to place an item on the agenda for consideration by the Board shall notify the Corporate Officer in writing prior to completion of the agenda. The Corporate Officer shall place the item on the agenda, under the applicable heading with the Director's name beside it, to indicate that the Director will be speaking to the item at the meeting.

4.8 The agenda will be finalized five (5) days prior to the actual meeting date.

4.9 The agenda item submission deadline is 10:00 a.m. seven (7) days prior to the scheduled date of the meeting.

- 4.10 All items or reports for the agenda of a Board or Committee meeting, other than a special Board meeting, must be available to Directors electronically and in hard copy at least 48 hours prior to the meeting. Closed Agendas will only be provided electronically prior to the meeting. Alternate Directors will only be afforded items or reports for closed meeting agendas if they are replacing their respective absent Director at the meeting and staff have been extended the courtesy and advised of such with sufficient notice.
- 4.11 The Board must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to this bylaw.

### **Registered Delegations**

- 4.12 The subject matter presented by a Delegation must be within the jurisdiction of the Regional District.
- 4.13 A Delegation wishing to appear before the Board or Committee shall advise the office of the Corporate Officer no later than seven (7) days before the scheduled Board or Committee meeting. The request must be in writing, specify the subject on which the Delegation wishes to speak, and include contact information for the representative of the Delegation. Requests may be submitted in person or by mail, fax or e-mail.
- 4.14 The Delegation representative will be asked to submit a written report on the subject of the Delegation that states any requests being made of the Assembly and any resolutions to the office of the Corporate Officer no later than seven (7) days before the meeting.
- 4.15 The name and subject of registered Delegations will be included on the meeting agenda and any material provided in advance by the Delegation may be included with the agenda.
- 4.16 The name, subject, and summary of Delegations will be included in the minutes of the meeting and any material provided by the Delegation could be included with the minutes of the meeting.
- 4.17 Where the report requested under [Section 4.13](#) has not been received as requested, the Delegation may address the meeting if approved by the majority of the Members present.

- 4.18 Delegations shall have up to ten minutes to speak and must restrict their remarks to the topic indicated on the agenda. At the sole discretion of Members, an address may be followed by a question period of up to five (5) minutes in which each Member may ask one clarifying and one follow-up question. Members shall not debate topics with delegates and shall refrain from lengthy preambles. At the discretion of Members, time limits may be extended by majority vote or unanimous consent.
- 4.19 Where the subject matter of the Delegation is within the mandate of a Committee, the Delegation may be requested to appear before the applicable Committee before addressing the Board provided the matter is not urgent. Where the subject of a Delegation has been referred to a Committee, the Board will not resolve the matter until it receives minutes or a report pertaining to the matter from the applicable Committee or staff.

### **Unregistered Delegations and Inquiries**

- 4.20 After hearing registered Delegations, the Chair, with the agreement of the majority of other Members, will grant individuals or groups not listed on the agenda an opportunity to address the Board or Committee. After establishing how many such Delegations are present, the Chair will allot such time to each as considered appropriate. By majority vote, the Board or Committee can extend the time allotment.
- 4.21 Where a written report has not been received by the office of the Corporate Officer as described in [Section 4.13](#) an individual or Delegation may address the meeting if approved by the majority of the Members present.
- 4.22 The Chair must not permit a Delegation to address a meeting of the Board or Committee regarding a bylaw in respect of which a public hearing has been held, but for which the bylaw has not yet been adopted or rejected, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 4.23 The Corporate Officer may schedule Delegations to another meeting or advisory body as deemed appropriate according to the subject matter of the Delegation.

### **Late Items**

4.24 At times there are emergent or urgent items that arise after the above deadlines. This includes items offered by the public or as delegates, or brought forth by a Director. These items are quite often complex in nature. Matters arising will only be considered for inclusion as a late item if one or more of the following criteria are met:

- a) Time sensitive;
- b) Important additional information pertinent to items on the agenda;
- c) Legal issue of importance;
- d) Imminent danger or threat to public safety; and
- e) High community and public interest.

If time permits, a formal agenda report will be completed.

4.25 The Corporate Officer is granted the authority to evaluate all submissions received after the deadline to be included as a late item.

4.26 If an emergent or urgent issue brought forth by a Director is to be included as a late item, the Corporate Officer shall place the item on the agenda, under the applicable heading, with the Director's name beside it indicating that the Director will be speaking to the item at that meeting.

4.27 In most cases it will be prudent to recognize a late item brought forth by a Director as a "Notice of Motion" for placement on an agenda for a future meeting. This will afford staff the appropriate time to source relevant materials and information. Reasonable time to research and investigate on behalf of the Board will allow the Directors to facilitate discussion and contribute to efficient and satisfactory resolution of the matter.

### **Quorum**

4.28 A quorum of any meeting referred to in this bylaw is the majority of the Members entitled to vote.

4.29 If there is no quorum of the Assembly present within 15 minutes of the scheduled time for a meeting, the Corporate Officer must record the names of the Members present, and those absent, and adjourn the meeting until the next scheduled meeting.

### **Call to Order**

- 4.30 As soon after the time specified for a meeting and there is a quorum present, the Chair if present, must take the Chair and call the meeting to order. Where the Chair is absent, the Board Member designated in accordance with this bylaw to act in the Chair's place for that meeting must take the Chair and call the meeting to order.

### **Meeting Decorum**

- 4.31 Meetings shall follow all applicable code of conduct policies of the Board.
- 4.32 All people present, including Directors, staff, the public and delegates shall aspire to attain and maintain the highest degree of dignity and integrity during meetings at all times. They shall conduct themselves in a respectful, orderly and courteous manner. There shall be no disruptive behavior, attempt to intervene or generally disturb the proceedings. All in attendance shall refrain from applause or other expressions of positive or negative emotion whether in favor or opposition to any particular item of debate or question on the floor.
- 4.33 All people present shall at all times use respectful language and shall not use offensive gestures or signs.
- 4.34 The Chair will determine seating arrangements at the meeting table.
- 4.35 The Chair may expel or exclude any person from a qathet Regional District meeting in accordance with the *Community Charter*. The Chair may request a Peace Officer to remove the person expelled if that person refuses to leave.

### **Order of Proceedings**

4.36 The agenda for all regular meetings shall contain the following matters where there are items pertaining to them:

- Approval of Agenda
- Adoption of Minutes
- Delegations and Inquiries
- Unfinished Business
- Correspondence
- Chair's Report
- Directors' Reports
- Consent Agenda
- Resolutions
- Reports
- Bylaws
- New Business
- Board Information
- Question Period
- Closed Meeting Session
- Rise and Report from Closed Meeting
- Adjournment
- FYI
- Committee Minutes

### **Varying Order of Business**

4.37 The order of business shall be as presented on the agenda unless the Members, by resolution, varies the order.

### **New Business**

4.38 Items of new business, which are not included in the agenda and are not of a complex nature may be accepted as verbal reports from any Member of the Board. Items of new business which are not on the agenda and are of a complex nature or that may affect existing Board bylaws and policies shall be introduced as a "Notice of Motion" for placement on an agenda for a future meeting.

4.39 A proposed resolution or motion pertaining to a matter that is not on the agenda of the Board, Commission or Committee meeting may be introduced at adoption of the Agenda for consideration under New Business.

4.40 A proposed resolution or motion must be printed unless all Members unanimously agree to waive this requirement. Where no written resolution is provided, the Chair will have the Corporate Officer read the proposed resolution prior to a vote being taken.

### **Question Period**

4.41 Prior to the adjournment of the meeting, the media and the public will be given an opportunity to ask questions of the Chair or, through the Chair, of any other Member regarding matters of business considered at the meeting. This time is expressly devoted to questions only. Members must not engage in debate, and the Assembly will not consider questions pertaining to any other matter not discussed at the meeting, except with the unanimous agreement of the Members.

### **Points of Order**

4.42 A Member may raise a point of order if the procedural rules appear to have been broken.

When the Chair is required to decide a point of order:

- a) The Chair shall suspend debate on the matter currently before the meeting;
  - b) The person raising the point of order shall define the procedural matter under which the point of order has been raised;
  - c) The Chair shall determine whether the point of order is sustained or overruled and must cite the applicable rule or authority if requested by another Member of the Assembly;
  - d) Another Member must not question or comment on the rule or authority cited by the presiding Member under subsection 4.41(c);
  - e) If the point of order is overruled, the debate resumes on the matter previously suspended;
  - f) If the point of order is sustained, the Chair directs the appropriate corrective action; and
  - g) The presiding Member may reserve the decision until the next meeting.
- 4.43 A Member of the Assembly may appeal the decision of the Chair regarding the preservation of order and decisions on points of order that may arise. The question as to whether the Chair is to be sustained shall be immediately put by the Chair and decided without debate. The Chair cannot vote and the motion passes in the affirmative if votes are equal. The Chair must be governed by the result.

## Rules of Debate

- 4.44 If a Member of the Assembly considers that they are not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, they shall act in accordance with the law, including with the provisions of the *Community Charter and Local Government Act*.
- 4.45 A motion must be moved and seconded before being debated. Discussion of any subject is permitted only with reference to a pending motion; once the Chair has stated the question the motion is on the floor. However, when necessary, a motion can be prefaced by a few words of explanation, which must not become a speech.
- 4.46 Any Member may move or second a motion.
- 4.47 After a question has been stated by the Chair, it shall be deemed to be in possession of the Members, but may be withdrawn at any time before decision or amendment with the unanimous consent of the Members.
- 4.48 A Member shall speak at a Board meeting only after being recognized by the Chair, except to raise a point of order.
- 4.49 A Member shall address other Members of the Board by their title and their surname, as applicable.
- 4.50 No Member shall interrupt another Member who is speaking, except to raise a point of order.
- 4.51 Debate on any matter shall be strictly relevant to the agenda topic and proposed resolution currently before the meeting and the Chair shall warn speakers who violate this rule and, if necessary, rule them out of order.
- 4.52 Members shall keep their comments germane to the matter at hand.
- 4.53 The Chair shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant and shall ensure that each Member is allowed an opportunity to speak. When two or more Members desire to speak, the Chair shall name the Member who shall be first heard.
- 4.54 A Member may require the question being debated at a meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- 4.55 The mover of a motion is entitled to speak first, but not to conclude debate by speaking last.

- 4.56 A Member who wishes to speak for a second time on the same matter or motion, or ask more than one follow-up question, shall wait until all Members wishing to speak for the first time have done so.
- 4.57 Once there is no response by Members to a speaker, the speaker's opportunity to continue to debate is exhausted.
- 4.58 When the Chair is of the opinion that there has been sufficient debate they may put the question.
- 4.59 Following closure of debate no Members shall speak further on the question.
- 4.60 Any Member may discuss or debate a matter pertaining to the policy governing a service even where the electoral area or municipality that the Member represents is not a participating area in that service.
- 4.61 Members must adhere to the rules of procedure established under this bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.

### **Motions Generally**

- 4.62 The Assembly may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- 4.63 Motions shall be phrased in a clear and concise manner so as to express an opinion, direct an action, or achieve a result.
- 4.64 Motions shall be provided to the corporate officer in writing.
- 4.65 A Member may make only the following motions, when the Board is considering a question:
  - a) To refer to staff or Committee;
  - b) To amend;
  - c) To postpone indefinitely;
  - d) To postpone to a certain time;
  - e) To table the main motion;
  - f) To move the previous question; and
  - g) To adjourn.
- 4.66 A motion made under subsections 4.64 (e) to (g) is not amendable or debatable.

- 4.67 A motion to table can only be made when some other matter of immediate urgency must be considered prior to the motion being considered (and must have the matter brought back before the Assembly during the same meeting at which the motion to table is made.)
- 4.68 The Board must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Member.
- 4.69 Recommendations to the Board from Standing Committees will be included in the Resolutions section of the Board agenda.

### **Amendments Generally**

- 4.70 A Member of the Assembly may without notice move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- 4.71 An amendment must propose to strike-out, substitute for, insert or add to the original motion.
- 4.72 A proposed amendment must be produced in writing by the mover if requested by the Chair.
- 4.73 A proposed amendment must be decided or withdrawn before the main motion being considered is put to a vote.
- 4.74 An amendment may be amended only once, and an amendment once defeated by a vote of the Board cannot be proposed a second time.
- 4.75 A Member may propose an amendment to an adopted amendment.
- 4.76 The presiding Member must put the main question and its amendments in the following order for the vote of the Board:
- a) A motion to amend a motion amending the main question;
  - b) A motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - c) The main question.

### **Voting at Meetings**

- 4.77 When debate on a matter is closed the presiding Member must put the matter to a vote by asking who is in favour, followed by asking who is opposed.

- 4.78 After the Chair finally puts the question to a vote, a Member must not speak to the question or make a motion concerning it. The Chair's decision about whether a question has been finally put is final and conclusive.
- 4.79 Should the votes on a question, other than an appeal of a decision of the presiding Member on a point of order, be equal for and against, the motion is defeated.
- 4.80 The Chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- 4.81 All votes pertaining to Board business shall be taken by a show of hands, except that a Member who is participating electronically in a meeting shall indicate her/his vote orally.
- 4.82 Section 4.80 does not apply to the selection of the Chair.
- 4.83 Any Member present who is entitled to vote and who does not clearly and openly signify her/his vote on the question by raising her/his hand shall be recorded as voting in favour.

#### **Reconsideration by Board Member**

- 4.84 After a vote has been taken on any question, except one of tabling or postponing a subject, a Member (except the Chair) who voted in the majority on the matter may move to reconsider the motion at the same or the next regular or special meeting of the Board.
- 4.85 A Member who is absent from a meeting at which a vote was taken on a question, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- 4.86 A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and the original recommendation and any amendments to it will be determined by a majority vote of the assembly.
- 4.87 The Board may only reconsider a matter that has not:
- a) Been acted upon by any officer or employee of the Regional District;
  - b) Received the assent or approval of the electors and been subsequently adopted by the Board; or
  - c) Been reconsidered under the *Local Government Act* provisions pertaining to the Chair's right of reconsideration.

### **Minutes**

- 4.88 The results of each vote shall be recorded in the minutes. The name of any Member who voted in the negative must be recorded.
- 4.89 Names of movers and seconders shall not be recorded in the minutes.
- 4.90 The Corporate Officer shall record the times at which any Member leaves and joins the meeting.
- 4.91 Minutes of the proceedings of the Assembly must be legibly recorded, certified as correct by the Corporate Officer and signed by the Chair, at the meeting or at the next meeting at which the minutes are adopted.
- 4.92 The Corporate Officer shall ensure that a copy of the minutes of every meeting of the Board is distributed to each Member prior to the meeting at which they are proposed to be adopted. Wherever possible, the minutes shall be adopted at the next regular meeting of the Board.
- 4.93 Minutes must be open for public inspection at the Regional District Office during the regular office hours. This requirement does not apply to minutes of a Board meeting, or part of a meeting, from which the public has been excluded under this bylaw.
- 4.94 Draft Minutes of the proceedings of the Board shall be posted to the Regional District website as soon as practicable.

### **Release of Information from Closed Meetings**

- 4.95 Information from closed meetings will only be released when a Rise and Report motion has been adopted at a closed meeting.
- 4.96 As soon as practicable, the Corporate Officer must review and determine whether to seek a Board resolution for the release of closed meeting items and related information that would no longer undermine the reason for discussing it in a closed meeting.
- 4.97 Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.

## **PART 5 – BYLAWS**

### **Copies of proposed bylaws to Board Members**

- 5.1 A proposed bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Member before the meeting, or if all Members unanimously agree to waive these requirements.

### **Form of Bylaws**

- 5.2 A bylaw introduced at a Board meeting must be printed; have a distinguishing name and a distinguishing number; contain an introductory statement of purpose; and be divided into sections.

### **Reading and Adoption of Bylaws**

- 5.3 The Board may adopt a bylaw when all approvals and procedures required by statute prior to adoption have been followed and fulfilled and the Board has given the following readings to the bylaw:
- a) First and second readings; and
  - b) Third reading.
- 5.4 The readings and adoption of the bylaw shall be by resolution stating the bylaw title and purpose.
- 5.5 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.
- 5.6 Subject to the provisions of the *Local Government Act*, the Board may give any or all three readings of a bylaw and adopt it at one meeting.

### **Bylaws must be Signed**

- 5.7 After a bylaw is adopted by the Board and signed by the Corporate Officer and Chair of the meeting at which it was adopted, the Corporate Officer must endorse upon it the dates of its readings, adoption and any required approvals that have been obtained and have it placed in the Regional District's records for safekeeping.

## **PART 6 – COMMITTEES**

### **Application**

- 6.1 Parts 2, 3 and 4 of this bylaw apply to all Regional District meetings. Other rules of procedure may be created by a terms of reference for a Committee or by a resolution of the Committee, but the provisions of this bylaw will prevail over any such rule of procedure if there is any conflict between them.

### **Establishment of Committees**

- 6.2 Prior to December 31st of each year, the Chair of the Board may establish Standing Committees for the coming year and appoint Members to those Committees pursuant to the *Local Government Act*.
- 6.3 In the event the Chair has not established Standing Committees for the year by December 31st, the Standing Committees of the previous year shall continue to exist until otherwise directed by the Chair.
- 6.4 The Board may, at any time, by resolution establish a Select Committee in accordance with the provisions of the *Local Government Act* to consider or inquire into any matter, with duties, responsibilities and procedures defined in terms of reference that shall be adopted by the Board.
- 6.5 The Board may establish Advisory Committees with terms of reference that specify the scope of the matters on which the Board wishes to receive advice and recommendations.
- 6.6 All Standing and Select Committees must include at least one Board Member.
- 6.7 The term of any person who is appointed to a Select Committee who is not a Member of the Board shall not exceed three (3) years.

### **Schedule and Notice of Committee Meetings**

- 6.8 The schedule of Standing Committee meetings will be established pursuant to Sections 2.3 to 2.6 of this bylaw.
- 6.9 Notice of Standing Committee meetings will be provided in accordance with Section 2.9 of this bylaw.
- 6.10 Notice of Select, Advisory, and other Committee meetings will be posted at the Regional District Public Notice Posting Place.

### **Quorum**

- 6.11 The quorum for a Committee is a majority of all of its Members entitled to vote unless otherwise stated in the terms of reference of the Committee.

### **Voting**

- 6.12 Each Member of a Committee who is entitled to vote shall have one vote on all motions of that Committee unless otherwise specified in an establishing bylaw or Committee terms of reference approved by the Board.

### **Procedures**

- 6.13 Members of the Board may attend meetings of any Committee that is open to the public and may participate in discussions, but they may not introduce a resolution or vote on the proceedings.
- 6.14 At its first meeting of the calendar year, a Standing Committee shall elect a chair for that year from among the Members of the Committee.

### **Duties of Committees in General**

- 6.15 All Committees are considered to be advisory in nature except where the Board has, by bylaw, delegated administrative powers to a Standing Committee.
- 6.16 The general duties of a Committee shall be to consider and report and make recommendations to the Board on matters that are within its mandate and matters that are assigned by the Board or the Board Chair.

### **Duties of Standing Committees**

- 6.17 The Board shall from time to time adopt terms of reference for Standing Committees that establish specific duties, responsibilities and procedures.

### **Duties of Select Committees**

- 6.18 The specific duties of a Select Committee shall be set out in the terms of reference approved by the Board at the time the Committee is established.
- 6.19 A Select Committee may report to the Board at any regular Board meeting. A Select Committee must report to the Board within the timeframe specified by Board resolution.

**Committee Minutes**

- 6.20 Minutes of the proceedings of all Committee meetings must be legibly recorded and signed by the Chair of the meeting.
- 6.21 Minutes of Committee meetings shall, whenever possible, be included in the agenda of the first Board meeting following the Committee meeting and said minutes may be in draft form. This provision does not apply to minutes of a meeting, or part of a meeting, that from which Members of the public were excluded.
- 6.22 Sections 4.90 and 4.93 of this bylaw apply to Committee minutes.

**PART 7 – REPEAL**

- 7.1 “Powell River Regional District Board Procedure Bylaw No. 479, 2013” together with any and all amendments to it, is repealed.

READ A FIRST TIME	the 26 day of March, 2020
READ A SECOND TIME	the 26 day of March, 2020
READ A THIRD TIME	the 26 day of March, 2020
ADOPTED	the 26 day of March, 2020

*Signature on file*

*Signature on file*

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Chair

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Corporate Officer