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# SALT SPRING ISLAND FIRE PROTECTION DISTRICT

## Bylaw No. XXX

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A bylaw to establish the procedures for the calling of meetings of the board and for the conduct of its business.

THE TRUSTEES of the **Salt Spring Island Fire Protection District** ENACT AS FOLLOWS

### Definitions

1. In this bylaw,

"*Chair*" means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires.

"*Administrator*" means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the Local Government Act.

"*Board*" means the trustees holding office as provided under Section 736 of the Local Government Act including the trustee elected as *chair*.

"*Special Meeting*" means a meeting of the Board of Trustees which is not a regularly scheduled meeting, an Annual General Meeting or a Special General Meeting. Such a meeting is held on short notice to deal with urgent matters which are specifically listed in the circulated agenda.

### Inaugural Meeting

2. The inaugural meeting in each year of the board must be held after, but not later than 30 days after, the date in the year on which the annual general meeting has been held.
3. The time and place of the inaugural meeting in each year must be set by the *Administrator*, or by the majority of the trustees.
4. The inaugural meeting shall be chaired by the *Administrator* or a trustee until such time as the *chair* has been elected. The *Administrator* or trustee shall act as the *chair* only for the purpose of conducting the election.

5. The *Administrator* shall call for nominations for the position of *chair* at the inaugural meeting of the board. The trustee with the highest number of votes shall be declared elected as *chair*.

#### **Notice of board meetings**

6. The *Chair* may call a meeting at any time, and is required to call a meeting if requested in writing by a majority of the trustees, or the Inspector of Municipalities. Public notice of the date, time and place of board meetings must be given by publication on Salt Spring Island Fire Protection District website.
7. Most meetings of the board are scheduled at regular intervals. No written notice of the meetings is required if all of the trustees are aware of these dates. The required notice of a *special meeting* of the trustees is at least one week in advance of the meeting unless all trustees are present or those who are absent have given unanimous consent to the meeting to be held in their absence.

#### **Notice of the annual general meeting and special general meeting**

8. Public notice of the date, time and place of the annual general meeting or a special general meeting must be given at least 14 days in advance by advertising in a local newspaper and/or sending by ordinary first class mail.

#### **Attendance of public at meetings**

9. All meetings of the board are open to the public (and no person should be excluded except for improper conduct) except where the board passes a resolution to close the meeting, or a portion of it, to the public. The resolution must state in general terms the reason(s) for closing the meeting.
10. The annual general meeting and special general meetings must be open to all members of the public and no person should be excluded except for improper conduct.

#### **Meeting Minutes**

11. Accurate minutes of all regular board meetings, special board meetings, special general meetings, and the annual general meeting must be legally recorded. The minutes must be adopted with such corrections as necessary by a majority of board members at the following meeting of the board before being certified as correct by the *Administrator* and signed by the *Chair* of the meeting or by the *Chair* presiding at the following board meeting.
12. The minutes of all board meetings are available to the public except for those meetings or parts of meetings that are closed to the public.
13. The *Administrator* must maintain the minutes of the board meetings and keep them safe.

## **Opening Procedures**

14. As soon as possible after the time appointed for the meeting, the *Chair* will call the meeting to order. If the *Chair* does not attend within fifteen minutes after the time appointed for the meeting, an acting *Chair* must be appointed from the trustees present who will preside until such time as the *Chair* arrives.
15. If there is no quorum within thirty minutes after the time appointed for the meeting, the *Administrator* must record in the minute book the names of the trustees present and that the meeting did not convene. A quorum is a majority of all board members.

## **Agenda**

16. Except for regular board meetings, the agenda must be prepared by the *Chair* and/or the *Administrator* and delivered to the trustees' address or email address specified by the trustee at least 3 days before the meeting. The delivery requirement may be waived by unanimous consent of the trustees.
17. The deadline for submissions to be included in the agenda is 7 days prior to the meeting.

## **Order of proceedings and business**

18. Immediately after the *Chair* has called the meeting to order, the minutes of the preceding board meeting are to be read by the *Chair* or the officer assigned responsibility for corporate administration so that any errors or omissions may be corrected. The reading may be dispensed with if each board member received a copy of the minutes at least eight hours before the meeting.
19. The agenda for regular board meetings is as follows unless otherwise directed by two-thirds of the board members present at the meeting:
  - a) Adoption of the minutes of the previous meeting(s)
  - b) Committee Reports
  - c) Correspondence
  - d) Other Reports
  - e) Business arising from the minutes and unfinished business
  - f) Bylaws
  - g) Resolutions
  - h) New business
  - i) Petitions and delegations – requests to address the board
  - j) Adjournment
20. An item of business not included on the agenda must not be considered **unless** introduction of the late item is approved by the board at the time allocated on the agenda for late items. Information pertaining to late items must be distributed to the board members.

## Voting on questions

21. If a board member believes that he or she has a direct or indirect pecuniary interest in a matter before the board that is not held in common with electors of the improvement district generally, the board member must:
  - a) declare his or her interest in the matter;
  - b) not take part in the discussion or vote on any question related to the matter;
  - c) immediately leave the meeting or the part of the meeting during which the matter is under consideration; and,
  - d) not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
22. If a board member refrains from voting when a question is put, for any reason other than that referred to in Section 21, he/she must be deemed to have voted in the affirmative and their vote will be counted accordingly.
23. All acts authorized or required by the Local Government Act to be done by the board, and all other questions, including questions of adjournment, that may come before the board must, except where otherwise stated, be done and decided by the majority of the board members who are present at a meeting.
24. In all cases where the votes of the trustees present, including the vote of the *Chair*, are equal for and against a question, the question is negative, [as provided by Section 738(3) of the Local Government Act] and it is the duty of the *Chair* to so declare. The names of those who vote for and against the question must be entered upon the minutes whenever requested by a board member.
25. When the question under consideration contains distinct propositions, upon request of any trustee, the vote upon each proposition can be taken separately.
26. The following procedures apply to voting at board meetings:
  - a) when debate on a matter is closed the *Chair* must put the matter to a vote of the board members.
  - b) when the board is ready to vote, the *Chair* must put the matter to vote by stating: "Those in favour raise your hands." and then "Those opposed raise your hands."
  - c) when the *Chair* is putting the matter to a vote under paragraphs (a) and (b) a trustee must not: cross or leave the room; make a noise or other disturbance; or interrupt the voting procedure under paragraph (b) unless they are raising a point of order;
  - d) after the *Chair* finally puts the question to a vote under paragraph (b), the trustee must not speak to the question or make a motion concerning it;
  - e) the *Chair's* decision about whether a question has been fully put is conclusive;
  - f) whenever a vote on a matter is taken, each board member must signify their vote by raising their hand; and
  - g) the *Chair* must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

## **Petitions and Delegations**

27. The board may allow an individual or a delegation to address the board at the meeting on the subject of an agenda item provided written application has been received by the *Administrator* by 12:00 noon on the second Friday prior to the meeting. Each address must be limited to ten minutes unless a longer period is agreed by the unanimous vote of the board members present.
28. Where written application has not been received by the corporate office as prescribed in section 27, an individual or delegation may address the meeting if approved by the unanimous vote of the board members present.
29. The *Administrator* may schedule delegations to another board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
30. The *Administrator* may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the board. If the delegation wishes to appeal the *Administrator's* decision, the information must be distributed under separate cover to the board for its consideration.
31. After presentation by a delegation, the board may dispose of the delegation's submission at that meeting, refer the subject matter of the submission to a committee, or take such other action as the trustees consider appropriate.
32. Every petition presented to the board must include the name of each petitioner with their address and a description of the property of which they are the owner or which they occupy in the improvement district. In the case of a corporation, the authority given by the corporation to sign the petition must be produced.

## **Rules of conduct and debate**

33. Every trustee must address the *Chair* before speaking to any question or motion. Trustees must address the *Chair* as "Mr. or Madam *Chair*" and refer to each other as "Trustee". No trustee may speak more than once to the same question without leave of the trustees, except in explanation of a material part of their speech which may have been misconceived, and in doing so they may not introduce any new matter.
34. No board member may interrupt a member who is speaking except to raise a point of order.

35. Board members must use respectful language; must not use offensive gestures or signs; must speak only in connection with the matter being debated; may not speak about a vote of the board only for the purpose of making a motion that the vote be rescinded; and must adhere to the rules of procedure established under this bylaw and to the decisions of the *Chair* and board in connection with the rules and points of order.
36. After a question is finally put by the *Chair*, no trustee may speak to the question, nor may any other motion be made until after the result of the vote has been declared. The decision of the *Chair* as to whether the question has been finally put is conclusive.
37. A board member may speak to a question, or may speak in reply, for longer than a total time of ten minutes only with the permission of the board.

## **Motions**

38. Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a committee or an official, to introduce or pass a bylaw, or adjourn) must be seconded before being debated or put from the *Chair*.
39. A motion that has been seconded must be read by the *Chair* or *Administrator* before debate if requested.
40. When a question is under consideration, no motion will be received except for the following to:
  - a) refer to committee amend
  - b) lay on the table
  - c) postpone indefinitely
  - d) postpone to a certain time
  - e) move the previous question
  - f) adjourn
41. The seven motions listed in Section 40, above, have precedence in the order in which they are named, and the last five are neither amendable nor debatable.
42. A board member may, without notice, move to amend a motion that is being considered at a meeting.
43. An amendment may propose removing, substituting for, or adding to the words of an original motion.
44. Amendments to a motion must be decided before the main question is put to a vote. Only one amendment is allowed to an amendment.

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45. An amendment that has been turned down by a vote of the board cannot be proposed again.
  46. A motion to commit the subject matter to a committee, until it is decided, precludes all amendments of the main question.
  47. A motion to adjourn the meeting or the debate is always in order, but if such motion is negative, no second motion to the same effect may be made until some intermediate business or matter has been disposed of.

### **Points of Order**

48. The *Chair* will preserve order and decide all points of order which may arise, but subject to an appeal of the other trustees present.
49. If a trustee appeals the decision of the *Chair*, the question must be immediately put by the trustee, and decided without debate. "Shall the *Chair* be sustained?" and the *Chair* is governed by the vote of the majority then present (exclusive of himself or herself), and the names of the trustees voting for or against the question "Shall the *Chair* be sustained?" will be recorded on the minutes.
50. If the *Chair* refuses to put the question "Shall the *Chair* be sustained?" the trustees must immediately appoint one of its number to preside temporarily in lieu of the *Chair* and the member so temporarily appointed will proceed in accordance with the prior section.
51. Any resolution or motion carried under the circumstances mentioned above is as effectual and binding as if carried under the precedence of the *Chair*.

### **Bylaws**

52. Bylaws can be passed at any legally convened meeting of the board.
53. Every bylaw must be read a first time upon motion "that the (bylaw citation) now be introduced and read a first time". The title and intended object of the bylaw will be given and the question will be decided without amendment or debate.
54. The provisions of a bylaw may be debated upon second reading with such changes as appear necessary. The bylaw may then be passed upon the motion "that the (bylaw citation) be adopted. The board may give readings and adopt a bylaw at the same meeting.
55. Bylaws must be sealed with the seal of the improvement district, and signed by the *Administrator* and by the *Chair* at the meeting at which the bylaw is passed.

56. The *Administrator* must maintain all bylaws and keep them safe. Bylaws must be available to the public.

### **Standing and Select Committees**

57. The board may establish standing and select committees. The *Chair* of a committee will be determined by a majority of the committee members. The board must establish the purpose of a committee by resolution at the time of the creation of a committee.
58. The board makes the committee appointments. The board may appoint persons who are not trustees to select and standing committees. However, there must be at least one trustee on each committee.
59. The quorum for a committee is a majority of all of its members.
60. A motion made at a meeting of a committee is not required to be seconded.
61. Standing committees must consider, inquire into, report, and make recommendations to the board about matters that are related to the general subject indicated by the name of the committee and matters that are assigned by the board.
62. Standing committees must report and make recommendations to the board when required by the board, or at the next board meeting, if a time is not specified.
63. Select committees must consider, inquire into, report and make recommendations to the board about the matter(s) referred to the committee by the board.
64. Select committees must report and make recommendations to the board at the next board meeting unless the board specifies a different date and time. Upon completion of its assignment, a select committee is dissolved, unless decided otherwise by the board.
65. Notice of select and standing committee meetings must be given by the *Chair* of the committee to the committee members by giving notice in writing or by other means at least three days in advance of the meeting, unless otherwise approved by the majority of the committee members.
66. Accurate minute of all committee meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by the majority of committee members at the following meeting before being certified as correct by the *Administrator* and signed by the *Chair* of the committee meeting or the *Chair* presiding at the following committee meeting.
67. The minutes of all meetings must be open to public inspection except for those meetings or parts of meetings that are closed to the public.

68. The *Administrator* must maintain the minutes of meetings and keep them safe.
69. Meetings of standing and select committees need not be public. Otherwise, in conducting its business, all standing and select committees should adhere as far as practical to the rules established in this bylaw governing board meetings.

### **Unprovided cases**

70. In all situations not provided for in this bylaw regarding the proceedings of a meeting the New Robert's Rules of Order, 2<sup>d</sup>.Edition, 1998, apply to the proceedings to the extent that those Rules are applicable to the circumstances and are not inconsistent with the provisions of this bylaw or the Local Government Act.
71. That bylaw #119 cited as the "Meeting Procedures Bylaw 2012" is hereby repealed.

### **Citation**

72. This bylaw may be cited as the "Meeting Procedures Bylaw 2016".

INTRODUCED and given first reading by the Trustees on the XXX day of XXX 2016

RECONSIDERED and finally passed by the Trustees on the XXX day of XXX 2016