

POWELL RIVER REGIONAL DISTRICT

BYLAW NO. 479, 2013

BOARD PROCEDURE BYLAW

CONSOLIDATED FOR REFERENCE, MAY, 2017

PART I - INTRODUCTION

Title 1
Definitions 1
Interpretation..... 2
Application 2
Inaugural Meeting 2
Chair and Vice-Chair Positions..... 2
Severability 3
General 3

PART 2- SCHEDULE AND NOTICE OF MEETINGS

Schedule and Location of Meetings 3
Special Meetings 4
Notice of Regular Board and Standing Committee Meetings..... 4
Notice of Special Meetings 4

PART 3 - ELECTRONIC MEETINGS

Participation of Directors..... 5

PART 4 - BOARD PROCEEDINGS

Attendance of Public at Meetings 5
Registered Delegations 6
Unregistered Delegations and Inquiries 6
Quorum 7
Call to Order 7
Adjourning meeting where no quorum..... 7
Agenda 7
Late Items 7
Order of Proceedings 8
Varying Order of Business..... 8
New Business 8
Question Period 8
Voting at meetings 8
Points of Order 9
Rules of Conduct and Debate 9
Motions Generally..... 10
Amendments Generally 10
Reconsideration by Board Member 11
Minutes 11
Release of In-Camera..... 11

PART 5 - BYLAWS AND RESOLUTIONS

Copies of proposed bylaws to Board members..... 12
Form of bylaws 12
Reading and Adoption of bylaws 12
Bylaws must be signed 12
Proposed Resolutions 12

PART 6 - COMMITTEES

Establishment of Committees 12
Schedule and notice of committee meetings..... 13
Quorum 13
Voting..... 13
Procedures, Conduct and Debate 13
Duties of standing committees 13
Duties of select committees..... 13
Minutes 13

PART 7 – REPEAL

..... 14

POWELL RIVER REGIONAL DISTRICT

BYLAW NO. 479, 2013

BOARD PROCEDURE BYLAW

A bylaw to regulate the proceedings of the Board of the Powell River Regional District.

This document is a consolidated version of the “Board Procedure Bylaw No. 479, 2013” and amendments thereto as set out in Bylaw No. 479.1, 2015, Bylaw No. 479.2, 2016, Bylaw No. 479.3, 2016, Bylaw No. 479.4, 2016, Bylaw No. 479.5, 2017 and Bylaw No. 479.6, 2017 consolidated under the authority of Section 139 of the *Community Charter* S.B.C. 2003, c.26 and Powell River Regional District Bylaw No. 309, 1998.

WHEREAS pursuant to the *Local Government Act*, a regional board must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its standing and select committees, including the manner by which resolutions may be passed and bylaws adopted:

AND WHEREAS pursuant to the *Local Government Act*, a regional board must, by bylaw, provide for advance public notice respecting the time, place and date of committee meetings,

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

PART I – INTRODUCTION

Title

1.1 This Bylaw may be cited as “Board Procedure Bylaw No. 479, 2013”.

Definitions

1.2 In this Bylaw

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

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

“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 Regional Board of the Powell River Regional District;

“Commission” means any commission appointed by the Board.

“Committee” means any select committee and any standing committee of the Board, and includes a Committee of the Whole;

“Delegation” means an individual or group of individuals who have requested to make a presentation to the Board;

- “Director” means an elected or appointed official of the Powell River Regional District Board;
- “Member” means a duly appointed or elected representative of the board or a board committee;
- “Notice Board” means the notice board at the Regional District office;
- “Presiding Member” means the person responsible for the conduct and control of a meeting. In the case of Board meetings, the chair of the board is the presiding member (unless otherwise delegated due to the absence of the chair of the board). In the case of committee meetings, the chair of the committee is the presiding member unless otherwise indicated in this bylaw or unless otherwise delegated due to the absence of the chair of the committee;
- “Regional District” means the Powell River Regional District;
- “Regional District Office” means the corporate office of the Powell River Regional District located at #202 - 4675 Marine Ave., Powell River, BC;
- “Vice Chair” means the Director designated as vice chair of the Board under this bylaw;
- “Website” means the information resource found at an Internet address provided by the Regional District;
- “Public Notice Posting Place” means the notice board located at the Regional District office and the website.

Interpretation

- 1.3 Any word or phrase used in the bylaw and not defined in this bylaw has the meaning as defined in the *Local Government Act*.

Application

- 1.4 The provisions of this bylaw govern the proceedings of the Board and all standing and select committees of the Board, as applicable.
- 1.5 In cases not provided for under this bylaw, the Board may determine the appropriate rules of procedure, or may follow the *Local Government Act* or Robert’s Rules of Order (current edition) so long as those rules are applicable in the circumstance.

Inaugural Meeting

- 1.6 An inaugural meeting shall be held at the first meeting of the Board in November ~~December~~ **(BL 479.3 Oct/16)** pursuant to the provisions of the *Local Government Act*.
- 1.7 The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Board Chair has been elected.
- 1.8 Notice of the inaugural 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*.

Chair and Vice-Chair Positions

- 1.9 The Board shall elect a chair from among its members at its inaugural meeting each year. The chair shall fulfill those obligations placed upon this position by legislation and by approved Board policy.
- 1.10 The Chief Administrative Officer will call three times for nominations for the position of Chair of the Board. 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.

- 1.11 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.
- 1.12 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.
- 1.13 If only one candidate is nominated for the position of chair the Chief Administrative Officer will declare the candidate elected by acclamation.
- 1.14 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.
- 1.15 Annually at the inaugural meeting, the Board will designate its members, other than the chair, to serve as the vice-chair on a rotating basis according to the alphabetical order of directors' surnames for two month periods commencing on the date of the inaugural meeting.
- 1.16 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.
- 1.17 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.
- 1.18 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. **(BL479.5 April/17)**
- 1.19 The vice-chair has the same powers and duties as the chair when acting in the place of the chair.

Severability

- 1.20 If any section, sub-section or clause of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

General

- 1.21 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.
- 1.22 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.
- 1.23 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each director 5 days before the meeting at which the amendment is to be introduced.

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 #103 – 4675 Marine Ave. unless the Board resolves to hold meetings elsewhere.

- 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 January 15th.
- 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 2 days' notice.
 - (b) The chair of a standing committee may schedule committee meetings in addition to the regular schedule provided members are given at least 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 and select committee meetings will be held at the Regional District office unless the committee resolves to hold a meeting elsewhere within the Regional District.

Special Meetings

- 2.7 A special meeting of the Board, which is any meeting other than a regular meeting scheduled pursuant to this Part 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 office unless the Chair directs that the meeting be held 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 section 2.1 and 2.3 of this bylaw 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 *Local Government Act*. The schedule shall include the time, date and place of the meeting.
- 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 the meeting time, place and date on the public notice Posting Place.
- 2.11 At least 24 hours before a regular 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 Board District office reception counter, for the purpose of making it available to members of 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 by a unanimous vote of directors 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 section 2.10 and 2.11 of this bylaw; and

- (b) notice shall be given to members of the Board in accordance with the *Local Government Act*.

2.14 The notice under section 2.13 must describe in general terms the purpose of the meeting and be signed by the Chair or the Corporate Administrator.

PART 3 – ELECTRONIC MEETINGS

3.1 Pursuant to B.C. Reg. 281/2012 [Regional Districts Electronic Meetings Regulation], a member of the Board or a member of a Board Committee who is unable to attend a meeting of the Board or Board Committee may participate in the meeting by means of electronic or other communication facilities.

Participation of Directors

3.2 All directors are allowed to participate in Board meetings electronically under the following conditions:

- a) ~~directors must be in the Regional District to participate (BL479.1 Nov/15)~~
- b) directors may participate electronically if an in-person quorum is maintained for un-weighted votes, and the two municipal directors are in attendance (either in-person or electronically) for weighted votes; and
- c) the Corporate Officer is advised in advance of a meeting of a member's intent to participate electronically, in order to ensure an in-person quorum.

PART 4 – BOARD PROCEEDINGS

Attendance of Public at Meetings

- 4.1 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.
- 4.2 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*.
- 4.3 Members of 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.
- 4.4 Persons of the public in attendance at meetings play an important role through observance. They represent the moral compass, advocate for democracy and are the community watchdog. As such, the public is given an opportunity to speak candidly to the Board during Question Period. This time is expressly devoted to questions only and not engaging in debate.
- 4.5 This section, i.e., Part 4, applies to meetings of the bodies referred to in the *Community Charter*, including without limitation:
 - (a) Committee of the Whole
 - (b) Standing and select committees
 - (c) Board of Variance
 - (d) Parcel tax review panel
 - (e) An advisory committee, commission, or other advisory body established by the Board.
- 4.6 Despite Section 4.1, the Chair may expel or exclude any person from the public from a Board meeting or meeting of a body referred to in Section 4.5 in accordance with Section 133 of the *Community Charter*. The Chair may request a Peace Officer to remove the person expelled if that person refuses to leave.

Registered Delegations

- 4.7 A delegation wishing to appear before the Board or Committee shall advise the office of the Corporate Officer no later than ~~ten (10)~~ **seven (7)** days before the scheduled Board or Committee meeting. The request must be in writing, stipulate 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. **(BL479.6 May/17)**
- 4.8 ~~Provided that the subject of the delegation is within the jurisdiction of the Board,~~ The delegation representative will be asked to submit a written report on the subject of the delegation and stating any requests being made of the Board and any recommended Board resolutions to the Office of the Corporate Officer no later than ~~ten (10)~~ **seven (7)** days before the Board meeting. **(BL479.6 May/17)**
- 4.9 The name and subject of registered delegations will be included on the meeting agenda and any written material provided in advance by the delegation will be included with the agenda.
- 4.10 Where the report requested under section 4.8 has not been received as requested, the delegation may address the meeting if approved by the majority of the members present.
- 4.11 ~~Time allocation for consideration of delegations will be held to a maximum of 30 minutes per meeting. With a majority vote, the Board or Committee can extend the time allocation.~~
- 4.11 When preparing the agenda, the Chair and Corporate Officer will consider the delegation reports received as per section 4.7 and 4.8 and allocate time on the agenda at the discretion of the Chair. The time allotted per delegation will be noted on the agenda and the delegation so notified prior to publication. (BL479.6 May/17)**
- 4.12 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

- 4.13 ~~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 on matters either related to an agenda item or matters not listed on the agenda to the maximum time allocation of 30 minutes. With a majority vote, the Board or Committee can extend the time allocation.~~
- 4.13 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. (BL479.6 May/17)**
- 4.14 Where a written report has not been received by the Office of the Corporate Officer as described in section 4.8, an individual or delegation may address the meeting if approved by the majority of the members present.
- 4.15 The Chair must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 4.16 The Corporate Officer may schedule delegations to another meeting or advisory body as deemed appropriate according to the subject matter of the delegation.

Quorum

4.17 A quorum of any body referred to in 4.5 is the majority of the members entitled to vote.

Call to Order

4.18 As soon after the time specified for a Board meeting as 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.

Adjourning meeting where no quorum

4.19 If there is no quorum of the Board 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.

Agenda

4.20 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 the Chair shall review and approve the agenda prior to its publication.

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

4.22 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. Alternate directors will only be afforded items or reports for in-camera 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. (BL479.1 Nov/15)

4.23 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 section 4.24.

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. 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/public interest.

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

4.25 The agenda item submission deadline is 10:00 a.m. five (5) days prior to the scheduled date of the Board meeting.

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

4.27 If an emergent or urgent issue is brought forth by a Director, 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.

4.28 Invariably, in most cases it will be prudent to recognize the late item 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.

Order of Proceedings

4.29 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
- Committee Reports
- Other Reports
- Chair's Report
- Resolutions
- Bylaws
- New Business
- Board Information
- Question Period
- Rise and Report from In-Camera (BL 479.2 Aug/16)**

Varying Order of Business

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

New Business

4.31 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.

Question Period

4.32 Prior to the adjournment of the meeting, the media and members of 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. The Board will not consider questions pertaining to any other matter except with the unanimous agreement of the members.

Voting at meetings

- 4.33 If a Board member considers that he or she is 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, he/she shall act in accordance with the law, including with the provisions of the *Community Charter* and *Local Government Act*.
- 4.34 When debate on a matter is closed the presiding member must put the matter to a vote by asking who is in favour and then who is opposed.
- 4.35 After the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it. The presiding member's decision about whether a question has been finally put is conclusive.
- 4.36 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.
- 4.37 The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- 4.38 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.

- 4.39 Section 4.38 does not apply to the selection of the Board chair.
- 4.40 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.
- 4.41 The results of each vote shall be recorded in the minutes. The name of any member who voted in the negative must be recorded. (BL479.1 Nov/15)**

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 Board member;
 - (d) another member must not question or comment on the rule or authority cited by the presiding member under subsection 4.42(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;
 - (g) the presiding member may reserve the decision until the next meeting.
- 4.43 A member of the Board 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 Conduct and Debate

- 4.44 A member shall speak at a Board meeting only after being recognized by the presiding member, except to raise a point of order.
- 4.45 A member shall address other members of the Board by their title and their surname, as applicable (for example, Chair _____ or Vice-Chair _____ or Director _____).
- 4.46 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.
- 4.47 Debate on any matter shall be strictly relevant to the agenda topic and/or proposed resolution currently before the meeting and the presiding member shall warn speakers who violate this rule and, if necessary, rule them out of order.
- 4.48 The presiding member 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 presiding member shall name the member who shall be first heard.
- 4.49 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.
- 4.50 The presiding member shall have the discretion to call the question on completion of debate and the presiding member shall advise that the debate is closed. Following closure of debate no members shall speak further on the question.
- 4.51 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.

- 4.52 Members must 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
- 4.53 If a member does not adhere to the Rules of Conduct and Debate, the Chair may expel the member from the meeting in accordance with Section 133 of the *Community Charter*; and
- a) If the member refuses to leave, the Chair may request a Peace Officer to remove the member from the meeting; and
 - b) The Board may, by resolution, allow the member to re-take the member's seat.

Motions Generally

- 4.54 The Board may debate and vote on a motion only if it is first made by one Board member and then seconded by another.

A member may make only the following motions, when the Board is considering a question:

- (a) to refer to 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;
- (g) to adjourn.

- 4.55 A motion made under subsections 4.54 (e) to (g) is not amendable or debatable.
- 4.56 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 board during the same meeting at which the motion to table is made.)
- 4.57 The Board must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a member.
- 4.58 Recommendations to the Board from standing and select committees will be included in the Resolutions section of the Board agenda and will be provided in writing with the meeting agenda.

Amendments Generally

- 4.59 A Board member 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 changes its purpose.
- 4.60 An amendment may propose removing, substituting for, or adding to the words of the original motion.
- 4.61 A proposed amendment must be produced in writing by the mover if requested by the presiding member.
- 4.62 A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote.
- 4.63 An amendment may be amended only once, and an amendment once defeated by a vote of the Board cannot be proposed a second time.
- 4.64 A member may propose an amendment to an adopted amendment.

- 4.65 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.

Reconsideration by Board Member

- 4.66 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.
- 4.67 Notwithstanding section 4.68, 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.
- 4.68 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 may be dealt with by the Board by a majority vote.
- 4.69 The Board may only reconsider a matter that has not
- (a) been acted upon by any officer or employee of the Regional District; or
 - (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

- 4.70 Minutes of the proceedings of the Board must be legibly recorded, certified as correct by the Corporate Officer and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- 4.71 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.
- 4.72 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.
- 4.73 Draft minutes of the proceedings of the Board shall be posted to the Regional District website and made available for public inspection at the Regional District office within one week after the date of the meeting.

Release of In-Camera Information

- 4.74 In- Camera information will only be released when a Rise & Report motion has been adopted at an in-camera meeting.
- 4.75 Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.

PART 5 – BYLAWS AND RESOLUTIONS

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 Administrator and the presiding member of the Board meeting at which it was adopted, the Corporate Administrator 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.

Proposed Resolutions

- 5.8 A proposed resolution pertaining to a matter that is not on the agenda of the Board meeting may be introduced with the Board's permission for consideration under New Business, or in the case of a committee meeting, under Other Items of Business.
- 5.9 A proposed resolution must be printed unless all Board members unanimously agree to waive this requirement. Where a written resolution is not provided, the Chair will have the Chief Administrative Officer read the proposed resolution prior to a vote being taken.

PART 6 – COMMITTEES

Establishment of Committees

- 6.1 **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*. (BL479.4 Dec/16)**
- 6.2 In the event the Chair has not established standing committees for the year by **December 31st (BL479.4 Dec/16)**, the standing committees of the previous year shall continue to exist until otherwise directed by the Chair.
- 6.3 The Board may, at any time, by resolution establish a select committee to consider or inquire into any matter and to report its findings and opinion to the Board.
- 6.4 The Board may establish advisory and other committees in accordance with the provisions of the *Local Government Act* and shall adopt terms of reference for such committees.

Schedule and notice of committee meetings

- 6.5 The schedule of standing and select committee meetings will be established pursuant to sections 2.3 to 2.6 of this bylaw.
- 6.6 Notice of committee meetings will be provided in accordance with section 2.9 of this bylaw.

Quorum

- 6.7 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

- 6.8 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, Conduct and Debate

- 6.9 The provisions of this bylaw governing meetings of the Board apply, with the necessary changes, to standing and select committees. 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.
- 6.10 Members of the Board may attend meetings of any Board committee which is open to the public and may participate in discussions, but they may not introduce a resolution or vote on the proceedings.
- 6.11 At its first meeting in January, a standing committee shall elect a chair for that year from among the members of the committee. (BL479.4 Dec/16)**

Duties of standing committees

- 6.12 The general duties of a standing 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.
- 6.13 The Board shall from time to time adopt terms of reference for standing committees which establish specific duties, responsibilities and procedures.
- 6.14 All committees are considered to be advisory in nature except where the Board has, by bylaw, delegated administrative powers to a standing committee.
- 6.15 The Chair of a standing committee shall report on the committee business at each meeting of the Board.

Duties of select committees

- 6.16 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.
- 6.17 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.

Minutes

- 6.18 Minutes of the proceedings of all committee meetings must be legibly recorded and signed by the chair or presiding member of the meeting.
- 6.19 Minutes of standing 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.

6.20 Sections 4.70 to 4.73 of this bylaw apply to committee minutes.

PART 7 – REPEAL

7.1 PRRD Board Procedure Bylaw No. 466, together with any and all amendments to it, is repealed.

READ A FIRST TIME this 28th day of March, 2013.

READ A SECOND TIME this 28th day of March, 2013.

READ A THIRD TIME this 28th day of March, 2013.

RECONSIDERED and ADOPTED THIS 28th day of March, 2013.

Chair

Corporate Officer

I hereby certify that this is a true and correct copy of "Board Procedure Bylaw No. 479, 2013" as RECONSIDERED AND ADOPTED by the Board of Directors of the Powell River Regional District the 28th day of March, 2013

Corporate Officer

Dated at Powell River, B.C. this 2nd day of April, 2013