

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW NO. 2413

PROCEDURES BYLAW

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REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW NO. 2413

PROCEDURES BYLAW

The Board of the Regional District of North Okanagan enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the "Regional District of North Okanagan Procedures Bylaw No. 2413, 2009".

Definitions

2. In this Bylaw,

"Board" means the governing and executive body of the Regional District;

"Committee" means a standing, select, or other committee of the Board, but does not include COTW;

"COTW" means the Committee of the Whole Board;

"Corporate Officer" means the Officer for the Regional District assigned the responsibilities in section 198 of the *Local Government Act*;

"Chair" means the Chairperson or Vice-Chairperson of the Regional District elected pursuant to section 792 of the *Local Government Act* or other Member presiding at a meeting of the Board or committee, as the context requires;

"Member" means a Member of the Board whether a municipal director or an electoral area director and includes their alternates if acting in the place of a Member;

"Public Notice Posting Place" means the notice board at the Regional District Offices and the Regional District Website;

"Regional District" means the Regional District of North Okanagan;

"Regional District Offices" means the Regional District Administration Offices located at 9848 Aberdeen Road, Coldstream, British Columbia;

"Regional District Web Site" means the information resource found at an internet address provided by the Regional District;

"Vice-Chair" means the Member elected as Vice-Chairperson pursuant to section 792 of the *Local Government Act*.

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of the Board, COTW and all standing and select committees of the Board, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 2nd edition, 1998, apply to the proceedings of the Board, COTW, and committees to the extent that those Rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

PART 2 – BOARD MEETINGS**Inaugural Meeting**

4. (1) The inaugural meeting of the Board must be held each year at 4:00 p.m. on the first Wednesday after December 1 in each year.
- (2) The inaugural meeting shall be chaired by the Corporate Officer until such time as the Chair and Vice-Chair have been elected. The Corporate Officer shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

Election of Chair and Vice-Chair

5. (1) The Board shall elect a Chair from amongst its Members pursuant to section 792 of the *Local Government Act* at the inaugural meeting.
- (2) The Corporate Officer shall call for nominations for the position of Chair and Vice-Chair at the inaugural meeting of the Board.
- (3) In the event of a tie vote, a second vote, by secret ballot, will be taken.
- (4) In the event of a second tie vote, the election will be determined by the flip of a coin.

Time and Location of Meetings

6. (1) All Board meetings must take place within Regional District Offices except when the Board resolves to hold meetings elsewhere;
- (2) Regular Board meetings must:
 - (a) be held on the first and third Wednesday of each month except in December when it will be held in accordance with section 4(1);
 - (b) begin at 4:00 p.m.;

- (c) be adjourned at 8:00 p.m. on the day scheduled for the meeting unless the Board resolves to proceed beyond that time in accordance with section 26(1); and
- (3) Regular Board meetings may:
- (a) be cancelled by the Board, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by resolution of the Board, or by the Chair, provided the Corporate Officer is given at least 2 days written notice.

Notice of Regular Meetings

7. (1) At least forty-eight (48) hours before regular meeting of the Board, the Corporate Officer must give public notice of time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a regular meeting of the Board, the Corporate Officer must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.
- (3) At least forty-eight (48) hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each Member at the place at which the Member has directed notices be sent.

Notice of Special Meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all Members under section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer must:
- (a) at least forty eight (48) hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - (b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.
- (2) Despite section 8(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

Notice of Committee Meetings

9. (1) At least forty-eight (48) hours before a regular meeting of a committee or COTW, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a regular meeting of a committee or COTW, the Corporate Officer must give further public notice of the meeting by:
 - (a) posting a copy of the agenda of the meeting at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District Offices for the purpose of making them available to members of the public.
- (3) At least forty-eight (48) hours before a regular meeting of a committee or a COTW, the Corporate Officer must deliver a copy of the agenda and time, date and place of the meeting to each Member of the committee at the place to which the committee Member has directed notices be sent.
- (4) At least twenty-four (24) hours before a special meeting of a committee or a COTW, the Corporate Officer must give public notice of the purpose, time, place and date of the meeting by way of a notice posted

PART 3 – BOARD PROCEEDINGS**Attendance of Public at Meetings**

10. (1) Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all meetings must be open to the public.
- (2) Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter* [requirements before the Board meeting is closed].
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter* [application of rules to other bodies], including without limitation:
 - (a) COTW,
 - (b) committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) advisory planning commissions

- (4) Despite section 10(1), the Chair may expel or exclude from a Board meeting, or a meeting of a body referred to in section 10(3), a person in accordance with section 20(8) and section 133 of the *Community Charter* [expulsion from meetings].

Minutes of Meetings to be Maintained and Available to Public

11. (1) Minutes of the proceedings of the Board must be kept in accordance with section 236 of the *Local Government Act*. For the purposes of section 236(b) of the *Local Government Act*, the designated officer is the Corporate Officer.
- (2) Subject to subsection 11(3), and in accordance with sections 97(1)(b) and (c) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of the Board or of a body referred to in section 10(3) must be open for public inspection at the Regional District Offices during their regular office hours.
- (3) Subsection 11(2) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 10(3) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].

Calling Meeting to Order

12. (1) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- (2) 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 Board meeting to order, however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
- (3) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
 - (a) the Corporate Officer must call to order the Members present, and
 - (b) the Members present must choose a Member to preside at the meeting.

Adjourning Meeting Where No Quorum

13. If there is no quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Corporate Officer must
 - (a) record the names of the Members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Board meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Board meeting Agenda must be 4:30 p.m. on the Monday of the week prior to the week of the meeting.
- (3) The Corporate Officer must make the agenda available to the Members of Board and the public at least forty-eight (48) hours prior to the meeting.
- (4) 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 16.

Order of Proceedings and Business

15. (1) The agenda for all regular Board meetings contains the following matters and shall proceed in the order in which they are listed below:
 - (a) Approval of Agenda
 - (b) Adoption of Minutes
 - (c) Petitions and Delegations
 - (d) Reports
 - (e) Unfinished Business
 - (f) New Business
 - (g) In-Camera
 - (h) Report from In-Camera
 - (i) Adjournment
- (2) Particular business at a Board meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by the Board.

Late Items

16. (1) An item of business not included on the Agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board at the time allocated on the Agenda for such matters.
- (2) If the Board makes a resolution under section 16(1), information pertaining to late items must be distributed to the Members.

Voting at Meetings

17. (1) 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 Members;
 - (b) when the Board is ready to vote, the Chair must put the matter to a 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 subsections (a) and (b) a Member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under subsection (b) unless the interrupting Member is raising a point of order;
 - (d) after the Chair finally puts the question to a vote under subsection (b), a Member must not speak to the question or make a motion concerning it;
 - (e) the Chair's decision about whether a question has been finally put is conclusive; and
 - (f) whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand except for the election of the Chair or Vice-Chair where voting may be by ballot; and
 - (g) the presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;
 - (h) the names of those who vote against the question shall be entered into the minutes.

Delegations

18. (1) An individual or delegation wishing to appear before the Board or a committee shall submit a request to the Corporate Officer on the prescribed form no later than 4:30 p.m. on the Monday of the week prior to the meeting. Each delegation shall be limited to a maximum of ten (10) minutes, unless a longer period is agreed to by unanimous vote of those Members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by two-thirds (2/3) of the Members present.

- (3) The number of delegations per Board meeting shall generally be limited to three (3); however, additional delegations may be allowed if approved by the Chair or by two-thirds (2/3) of the Members present.
- (4) The Board 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.
- (5) The Corporate Officer may schedule delegations to another Board meeting or committee or Commission as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer 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 Corporate Officer's decision, the information must be distributed under separate cover to the Board for their consideration.
- (7) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - (a) uses offensive words in referring to any Member or member of the public;
 - (b) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - (c) addresses issues not contained within the written application of the individual or delegation.

Points of Order

19. (1) Without limiting the Chair's duty under section 218 of the *Local Government Act*, the Chair must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Member has raised a point of order in connection with the motion.
- (2) When the Chair is required to decide a point of order:
 - (a) the Chair must cite the applicable rule or authority if requested by another Member,
 - (b) another Member must not question or comment on the rule or authority cited by the presiding Member under subsection 19(2)(a), and
 - (c) the Chair may reserve the decision until the next Board meeting.

Conduct and Debate

20. (1) A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- (2) Members must address the presiding Member by that person's title of "Mr. or Madam Chairperson, Vice-Chairperson" or "Director".
- (3) Members must address other non-presiding Members by the title "Director".
- (4) No Member must interrupt a Member who is speaking except to raise a point of order.
- (5) If more than one Member speaks the Chair must call on the Member who, in the Chair's opinion, first spoke.
- (6) Members who are called to order by the Chair:
- (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to the Board for its decision on the point of order.
- (7) Members speaking at a Board meeting:
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded, and
 - (e) 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.
- (8) If a Member does not adhere to subsection (7) or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
- (a) if the Member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat , and
 - (b) if the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Member's seat.
- (9) A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.

- (10) The following rules apply to limit speech on matters being considered at a Board meeting:
- (a) a Member may speak more than once in connection with the same question only:
 - (i) with the permission of the Board, or
 - (ii) if the Member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a Member who has made a substantive motion to the Board may reply to the debate;
 - (c) a Member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate; and
 - (d) a Member may speak to a question, or may speak in reply, for longer than a total time of fifteen (15) minutes only with the permission of the Board.
- (11) If the Chair desires to leave the meeting, he or she shall call on the Vice-Chair to take his or her place until he or she returns to the meeting.

Motions Generally

21. (1) The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced with the Board's permission.
- (3) A Member may make only the following motions, when the Board is considering a question to:
- (a) refer to committee;
 - (b) amend;
 - (c) table;
 - (d) postpone indefinitely;
 - (e) postpone to a certain time;
 - (f) move the previous question; and
 - (g) adjourn.
- (4) The motions listed in subsection (3) have precedence in the order in which they appear and a motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested by a Member.

Motion to Commit

22. Until it is decided, a motion made at a Board meeting to refer to committee precludes an amendment of the main question.

Motion for the Main Question

23. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Board.
- (2) At a Board meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a Member moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Board may again debate the question, or proceed to other business.

Amendments Generally

24. (1) A Member may, without notice, move to amend a motion that is being considered at a Board meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of the Board cannot be proposed again.
- (7) A Member may propose an amendment to an adopted amendment.
- (8) The Chair 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; and
 - (c) the main question.

Reports from Committees

25. The Board may take any of the following actions in connection with a resolution it receives from a committee, advisory body, or COTW:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to the committee, advisory body or COTW; or
 - (d) postpone its consideration of the resolution.

Adjournment

26. (1) A Board may continue a Board meeting after 8:00 p.m. only by an affirmative vote of 2/3 of the Members present.
- (2) A motion to adjourn either a Board meeting or the debate at a Board meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 4 – BYLAWS**Copies of Proposed Bylaws to Members**

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

Form of Bylaws

28. A bylaw introduced at a Board meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number; and
 - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

29. The Board must consider a proposed bylaw at a Board meeting either:

- (a) separately when directed by the Chair or requested by another Member, or
- (b) jointly with other proposed bylaws in the sequence determined by the Chair.

Reading and Adopting Bylaws

30. (1) The Chair:
- (a) or the Corporate Officer shall read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act* or the *Community Charter*.
- (4) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], the Board may give up to three readings to a proposed bylaw at the same Board meeting.
- (5) In accordance with section 890(9) of the *Local Government Act* [public hearings], the Board may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (6) Subject to section 794(3) of the *Local Government Act*, the Board may adopt a proposed bylaw at the Board meeting at which it passes third reading, if the motion for adoption receives at least two thirds (2/3) of the votes cast and the bylaw does not require approval, consent or assent under any Act before it is adopted.

Bylaws Must Be Signed

31. After a bylaw is adopted, and signed by the Corporate Officer and the Chair of the Board meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping.

PART 5 - RESOLUTIONS

Introduction of Resolutions

32. A resolution shall be made and seconded before being debated or finally put by the Chair.

Form of Resolution

33. Resolutions shall be presented in written form at the request of the Chair or any member.

PART 6 - COMMITTEE OF THE WHOLE

Going Into Committee of the Whole

34. (1) At any time during a Board meeting, the Board may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all Members are invited to consider but not to decide on matters of the Regional District's business, is a meeting of COTW.

Notice for COTW Meetings

35. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 48 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and
 - (b) leaving a copy of the notice for each Member in the Member's mailbox at the Regional District Offices.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 34, during a Board meeting for which public notice has been given under section 6 or 7.

Minutes of COTW Meetings to be Maintained and Available to Public

36. (1) Minutes of the proceedings of COTW must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the Chair, and
 - (d) open for public inspection in accordance with section 794(5) of the *Local Government Act*.

Presiding Members at COTW Meetings and Quorum

37. (1) The Chair is the presiding Member of the COTW.
- (2) The quorum of COTW is the majority of Members.

Points of Order at Meetings

38. The Chair must preserve order at a COTW meeting and, subject to an appeal to other Members present, decide points of order that may arise.

Conduct and Debate

39. The following rules apply to COTW meetings:

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

Voting at Meetings

- 40. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a Member.
- (2) The Chair must declare the results of voting.

Reports

- 41. (1) COTW may consider reports and bylaws only if:
 - (a) they are printed and the Members each have a copy; or
 - (b) a majority of the Members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to the Board must be decided without debate.
- (3) The COTW's reports to the Board must be presented by the Corporate Officer.

Rising Without Reporting

- 42. (1) A motion made at a COTW meeting to rise without reporting:
 - (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one Member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 34(1), the Board meeting must resume and proceed to the next order of business.

PART 7 – COMMITTEES

Establishment of Committees

- 43. (1) As provided in section 795(1) of the *Local Government Act*:

- (a) The Board may appoint select committees to consider or inquire into any matter and report its findings and opinion to the Board;
 - (b) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those Committees.
- (2) Notwithstanding the provisions of subsection (1), the following committees are hereby established:
- (a) Electoral Area Advisory Committee
 - (b) Greater Vernon Advisory Committee
 - (c) White Valley Parks, Recreation and Culture Advisory Committee
- (3) The terms of reference and membership of the committees established under subsection (2) may be established and amended by resolution of the Board.

Duties of Standing Committees

44. (1) Standing committees must consider, inquire into, report, and make recommendations to the Board about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by the Chair.
- (2) Standing committees must report and make recommendations to the Board at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by the Chair;
 - (i) as required by the Chair, or
 - (ii) at the next Board meeting if the Chair does not specify a time.

Duties of Select Committees

45. (1) Select committees must consider, inquire into, report, and make recommendations to the Board about the matters referred to the committee by the Board.
- (2) Select committees must report and make recommendations to the Board at the next Board meeting unless the Board specifies a different date and time.

Schedule of Committee Meetings

46. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

47. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
- (b) providing a copy of the schedule to each Member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, 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 committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 46(2) to be given to all Members of the committee at least 48 hours before the time of the meeting.

Attendance at Committee Meetings

48. Members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee Meetings to be Maintained and Available to Public

49. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
- (b) signed by the member presiding at the committee meeting, and
- (c) open for public inspection in accordance with section 794(5) of the *Local Government Act*.

Quorum

50. The quorum for a committee is a majority of all of its members.

Conduct and Debate

51. (1) The rules of the Board procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

- (2) Members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

- 52. Members attending a meeting of a committee of which they are not a member must not vote on a question.

Chair of Committees

- 53. The Chair may name the presiding member of a standing or select committee, failing which the committee shall elect its own chair from the members of the committee.

Appointment of Directors to Committee

- 54. The Board may appoint a Director to a standing or select committee even in the absence of the named Director.

Select Committee Dissolution

- 55. A select committee shall, upon completion of its assignment, or upon submitting its report to the Board, be automatically dissolved.

PART 8 – GENERAL

- 56. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 57. This bylaw may not be amended or repealed and substituted unless notice of the proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting at which the amendment or repeal is to be introduced in accordance with section 794(2) of the *Local Government Act*.

58. "Regional Board Procedures Bylaw No. 2340, 2008", and all amendments thereto, is repealed.

READ A FIRST TIME THIS 12th day of August 2009.

READ A SECOND TIME THIS 12th day of August 2009.

READ A THIRD TIME THIS 12th day of August 2009.

ADOPTED THIS 12th day of August 2009.



CORPORATE OFFICER



CHAIR