

**COLUMBIA SHUSWAP REGIONAL DISTRICT**

**Regional District Board and Committee  
Procedures Bylaw No. 5648**

THIS CONSOLIDATED BYLAW IS NOT INTENDED TO BE USED FOR LEGAL PURPOSES

CONSOLIDATED FOR CONVENIENCE ONLY, UP TO AND INCLUDING:

BYLAW NO. 5734

BYLAW NO. 5739

May 17, 2018

## TABLE OF CONTENTS

	<u>Page</u>
PART 1 REPEAL .....	1
PART 2 INTERPRETATION	
Definitions .....	1
Incorporation of Act's Definitions .....	2
Interpretation of Bylaw .....	2
PART 3 REGULAR MEETINGS	
Time and Location of Meetings .....	2
Inaugural Meeting .....	3
Quorum .....	3
Postponement If No Quorum .....	3
PART 4 NOTICE OF REGULAR MEETINGS.....	3
PART 5 NOTICE OF SPECIAL BOARD MEETINGS.....	3
PART 6 NOTICE OF COMMITTEE AND COMMISSION MEETINGS.....	4
PART 7 ATTENDANCE OF PUBLIC AT MEETINGS .....	4
PART 8 ELECTRONIC PARTICIPATION AT MEETINGS .....	5
PART 9 OTHER MATTERS REGARDING MEETINGS	
Cancellation of Meeting .....	5
PART 10 PROCEDURE FOR MEETINGS	
Chair to Open Meetings.....	6
Appointment of Vice Chair .....	6
Order of Business at Regular Meetings .....	6
Meeting Agenda.....	7
Addition of Agenda Items.....	7
Procedure If Sponsoring Director Absent.....	7
Notice to Corporate Officer Delegations.....	7
Time Allowed For Delegations.....	8
Adding Correspondence .....	8

	<u>Page</u>
PART 11 MINUTES	
Recording and Certification of Minutes .....	8
Adoption and Distribution.....	8
Inspection of Minutes .....	8
PART 12 RULES OF CONDUCT AND DEBATE	
Decorum in Debate .....	8
Questions of Order.....	9
Voting .....	10
Recording Votes .....	10
Effect of Not Voting.....	10
PART 13 POINTS OF ORDER AND PRIVILEGE .....	10
Points of Privilege .....	11
Robert's Rules of Order .....	11
PART 14 MOTIONS	
Mover and Seconded .....	11
Consideration of Motions .....	11
Withdrawal of Motion .....	11
Amendment of Motions.....	11
Affect of Motion to Amend .....	12
Effect of Question under Consideration .....	12
Motion to Postpone a Question .....	12
Motion to Table .....	12
Inadmissible Motion .....	12
Motion to Adjourn.....	13
Recording and Reading of Motions .....	13
PART 15 BYLAWS	
Reading and Adoption at One Meeting .....	13
Signature of Bylaws .....	13
PART 16 ELECTION OF CHAIR AND VICE CHAIR	
Chief Administrative Officer to Preside Over Election.....	13
Statements By Candidates .....	13
Determination of Winner .....	14
Chief Administrative Officer to Declare and Record Winner.....	14
Destruction of Ballots.....	14
Election of Vice Chair .....	14
Vacancy .....	14
PART 17 STANDING AND SELECTION COMMITTEES	
Creation of Standing Committees.....	15
Creation of Select Committees.....	15
Quorum of Select Committees .....	15
Procedures Governing Standing and Select Committees .....	15
Reporting to Board by Select Committees .....	15
Procedures Relating to Select Committees .....	15

PART 18	IN CAMERA .....	16
	In Camera Agendas.....	16
	Recording of Minutes of In Camera Meetings.....	16
	Release of In Camera Material.....	16
PART 19	CITATION .....	17

**INFORMATION SHEET ON THE BYLAWS**  
**WHICH WERE CONSOLIDATED INTO BYLAW NO. 5648**

**Bylaw No. 5734 – Adopted October 20, 2016**

- Deleting Section 8, Part 3 and replacing Section 8, Part 3.

**Bylaw No. 5739 – Adopted May 17, 2018**

- Amended Section 40, Notice to Corporate Officer of Delegations.
- Amended Section 1, Part 8 by deleting and replacing Section 1, Part 8.

**COLUMBIA SHUSWAP REGIONAL DISTRICT  
BYLAW NO 5648**

A bylaw to establish procedures to regulate the meetings  
of the Columbia Shuswap Regional District Board and its committees

WHEREAS the Regional District must establish the general procedures to be followed at Board and Committee meetings in conducting their business;

NOW THEREFORE the Board of the Columbia Shuswap Regional District in open meeting assembled, HEREBY ENACTS as follows:

**PART 1 - REPEAL**

1. Bylaw No. 5306, cited as "Procedure Bylaw No. 5306" is hereby repealed.

**PART 2 - INTERPRETATION**

Definitions

2. In this bylaw:

"Act" means the Local Government Act.

"Board" means the governing body and executive body of the Columbia Shuswap Regional District.

"Chair" means the Director elected as Chair of the Board.

"Charter" means the Community Charter.

"Chief Administrative Officer" means the individual appointed by the Board as the Chief Administrative Officer of the Columbia Shuswap Regional District.

"Committee" means any standing or select committee.

"Corporate Officer" means the individual appointed by the Board as the officer assigned the corporate administration responsibilities under the Act and includes that officer's deputy or other designate.

"Director" means a member of the Board, whether elected or appointed, as defined in the Act.

"In Camera" means a closed session of a meeting not open to the public.

"Meeting" means either a regular meeting or a special meeting, or both, as the context requires.

"Public notice posting place" means the notice board located at the Regional District office and the Regional District website.

"Regional District" means the Columbia Shuswap Regional District.

"Regular meeting" means a meeting of the Board, other than a special meeting, held under Part 3.

"Special meeting" means a meeting of the Board other than a regular meeting.

"Vice Chair" means the director elected as Vice Chair of the Board.

#### Incorporation of Act's Definitions

3. Any definition in the Act, which is incorporated into this bylaw, has the meaning given to it in the Act as of the date of adoption of this bylaw.

#### Interpretation of Bylaw

4. Reference in this bylaw to:
  - a) a numbered "section" or "part" is a reference to the correspondingly numbered section or part of this bylaw;
  - b) the plural is to be considered to be a reference also to the singular, unless the context otherwise requires, and
  - c) unless the context otherwise dictates, a resolution or vote of the Board is a reference to a resolution or vote passed by the affirmative vote of a majority of the directors present and entitled to vote on the matter.

Note: The use of headings for parts and sections is for convenience of reference only and is not to affect the interpretation of this bylaw.

### **PART 3 - REGULAR MEETINGS**

#### Time and Location of Meetings

5. Regular meetings of the Board will take place at the Regional District office commencing at 9:30 AM unless otherwise posted.
6. Regular meetings for each ensuing year will be established by Board resolution prior to December 31" of the prior year.
7. Regular meetings of the Board may take place elsewhere in the Regional District by placing a notice, at least 72 hours before the meeting, of the meeting place in newspapers circulating in each area of the Regional District.

Inaugural Meeting

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8. An inaugural meeting will be held after November 1<sup>st</sup> in each calendar year.
  9. At each inaugural meeting, the Board will elect, by secret ballot, a Chair and a Vice Chair from amongst its Directors in accordance with Part 16 Election of Chair and Vice Chair.

Quorum

10. A quorum of the Board or any committee is, as the case may be, a majority of the:
  - a) Directors on the Board, or
  - b) Members of a committee or commissionpresent and entitled to vote.

Postponement If No Quorum

11. If there is no quorum of Directors or members at the location for a regular or special meeting within thirty minutes after the scheduled time for the meeting:
  - a) the Corporate Officer will record the names of those present and the meeting will stand adjourned until the next meeting; and
  - b) a new meeting will be scheduled to conduct the business contained on the agenda of the adjourned meeting.

**PART 4 - NOTICE OF REGULAR BOARD MEETINGS**

12. At least 72 hours before a regular meeting of the Board, 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.
13. The Corporate Officer must make available a copy of the agenda to Directors.

**PART 5 - NOTICE OF SPECIAL BOARD MEETINGS**

14. On the request of the Chair or any two Directors, notice of a special meeting must be called by the Chief Administrative Officer or the Corporate Officer that states the general purpose and the day, hour and place of the meeting and mailed at least five days before the date of the meeting to each Director at the address given by the Director to the Regional District for that purpose.
15. Notice of a special meeting may be waived by a unanimous vote of all Board members.

16. On a matter requiring attention prior to the next regular meeting, notice of a special meeting:
  - a) may be given, with the consent of the Chair and two Directors, less than five days before the date of the meeting, and
  - b) need not be given in writing.

#### **PART 6 - NOTICE OF COMMITTEE AND COMMISSION MEETINGS**

17. At least 24 hours before a committee or commission meeting, the Corporate Officer must give advance public notice of the time and date of the meeting by way of a notice posted on the public notice posting place. This advance public notice includes, but is not limited to, the following:
  - a) Board of Variance;
  - b) Court of Revision;
  - c) Advisory Planning Commissions;
  - d) Fire Suppression Committees;
  - e) Waterworks Committees;
  - f) Parks and Recreation Commissions;
  - g) Shuswap Emergency Management Plan Executive Committee;
  - h) Economic Development Committees;
  - i) Electoral Area Directors Committee;
  - j) Milfoil Control Planning Committee; and
  - k) standing and select committees.

#### **PART 7 - ATTENDANCE OF PUBLIC AT MEETINGS**

18. Except where the provisions of the Act and the Charter apply, all Board meetings must be open to the public.
19. Where the Board wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the provisions of the Charter.
20. This section applies to meetings of bodies referred to in the Charter including, without limitation:
  - a) select or standing committees of the Board;
  - b) the Board of Variance;
  - c) the Parcel Tax Review Panel;
  - d) Advisory Planning Commissions; and
  - e) any other committee or commission established by bylaw or resolution.
21. Despite Section 18, the Chair or other presiding member may expel or exclude from a meeting a person who is acting improperly in accordance with the provisions of the Community Charter.

22. A person, other than a Director or an officer or employee of the Regional District, may only address the Board during a meeting if that person is providing a report or presentation that has been scheduled on the agenda for that meeting through an approved delegation request or if invited by the Chair.

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## **PART 8 - ELECTRONIC PARTICIPATION AT MEETINGS**

23. A Director who is unable to attend a Board meeting or a committee member who is unable to attend a committee meeting may participate in the meeting by means of electronic or other communication facilities provided that prior arrangements have been made through communication with the Corporate Officer.
24. i) The number of meetings that may be attended by any Director by means of electronic participation is a maximum of four (4) consecutive regularly scheduled Board meetings;
- ii) The number of meetings that may be attended by any Director or member by means of electronic participation is a maximum of two (2) consecutive regularly scheduled Committee meetings.
25. The facilities must enable the meeting's participants to hear, or to watch and hear, each other.
26. Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or to watch and hear, the meeting at the specified place.
27. The member presiding at the regular, special or committee meeting must not participate electronically.
28. At least one member of the Board or committee must be present in the designated meeting location identified in the public notice.
29. A Director or member participating by audio/electronic means must indicate his or her vote verbally.
30. Nothing in this bylaw shall be construed to guarantee any Director or member electronic access to a meeting. Electronic participation will be restricted by equipment and facility capability. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum.

## **PART 9 - OTHER MATTERS REGARDING MEETINGS**

### Cancellation of Meeting

31. The Board may, by resolution, cancel any regular meeting. The Corporate Officer must give public notice of cancellation of any regular meeting by posting notice in a place accessible to the public at the location for the regular meeting. The notice of cancellation must be posted at least five days before the date on which the regular meeting was to have been held.

**PART 10 - PROCEDURE FOR MEETINGS**Chair to Open Meetings

32. If a quorum is present; the Chair must call the meeting to order. If a quorum is present but the Chair is not present within 15 minutes after the time at which the meeting is to begin, the Vice Chair must take the chair and call the meeting to order.

Appointment of Vice Chair

33. If a quorum is present, but neither the Chair nor the Vice Chair are present within 15 minutes after the time at which the meeting is to begin, the Chief Administrative Officer must call the meeting to order and, by resolution, the Board must appoint a Director to act as Chair for that meeting until the Chair or Vice Chair arrives. The Acting Chair of a meeting has the power and duties of the Chair in respect of that meeting.

Order of Business at Regular meetings

34. Unless the Board otherwise resolves by a two-third majority, business must be dealt with at every regular meeting as follows:
- a) call to order;
  - b) adoption of the minutes of the last regular meeting;
  - c) delegations (at time noted on agenda);
  - d) correspondence (administration);
  - e) business general (administration);
  - f) business by area (administration);
  - g) reports and business arising from those reports (administration);
  - h) bylaws (administration);
  - i) correspondence (development services);
  - j) ALR applications (development services);
  - k) business general (development services);
  - l) business by area (development services);
  - m) business general (planning);
  - n) business by area (planning);
  - o) bylaws (planning)
  - p) release of In Camera items
  - q) at the Board's discretion, questions from the media on agenda items or business conducted at the meeting; and
  - r) adjournment.
35. Notwithstanding the aforementioned, it shall always be in order for the Board to vary the order in which business on the Agenda shall be dealt with by a majority vote of the Directors present.

Meeting Agenda

36. To enable the Corporate Officer to prepare the regular Board agenda, all documents submitted by staff, Directors and the public, and intended for consideration at the regular meeting, must be delivered to the Corporate Officer no later than 12 Noon on the Monday of the week preceding the Board meeting.
37. The Corporate Officer must prepare an agenda for each regular meeting, which must
  - a) be as detailed in Section 33 (Order of Business);
  - b) state the general nature of each item of business to be dealt with at the regular meeting; and
  - c) make the agenda available at least five days prior to the meeting.

Addition Of Agenda Items

38. Any Director or staff member may place an item on the late agenda for a regular meeting by giving written notice of the item, in reasonable detail, to the Corporate Officer at least 24 hours before the time of the regular meeting.

Procedure If Sponsoring Director Absent

39. The Board may not proceed with any item of business on the agenda in the absence of the Director at whose request the item was placed on the agenda unless:
  - a) the written consent of the absent director is presented to the Chair; or
  - b) the Board resolves by a two-third majority to deal with that item of business despite the absence of that director.

Notice to Corporate Officer of Delegations

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40. No later than 12 Noon on the Monday of the week preceding the Board meeting, the Corporate Officer must be informed in writing by any delegation wishing to appear before the Board of the subject of the delegation, the name and address of the speaker of the delegation, and must include a written brief outlining the Intended Presentation,
  41. All delegations must receive approval of the Chair and the Chief Administrative Officer to appear before or be received by the Board.
  42. By a two-thirds majority, the Board may resolve to waive compliance with Sections 39 and 40.
  43. The Board must not permit a delegation to address a Board meeting regarding a bylaw in which a public hearing has been or will be held where the public hearing is a requirement and pre-requisite to the adoption of the bylaw.
  44. The Board is not obligated to deal with any matter presented by a delegation at the meeting to which it is presented.

Time Allowed for Delegations

45. Unless the Board otherwise resolves by a two-third majority, the maximum time for appearance of a delegation before the Board is 15 minutes. Additional time may be available, at the discretion of the Chair, for answering questions from members of the Board. This section does not apply to public meetings conducted by the Board under the Act.

Adding Correspondence

46. The Chair, at any time, may add correspondence to the agenda for a regular meeting.

**PART 11 -MINUTES**Recording And Certification of Minutes

47. The Corporate Officer must cause minutes of every Board meeting and standing committee meeting to be recorded legibly. The minutes of every Board and standing committee meeting must be certified as correct by the Chief Administrative Officer and signed by the Chair at that meeting or at the meeting at which the minutes are adopted.

Adoption And Distribution

48. A copy of all minutes of the Board and standing committee meetings will be provided to each member of the Board.
49. The minutes of every Board and standing committee meeting must be adopted by resolution of the Board or the standing committee as the case may be. Each Director will receive a copy of the minutes of the meeting, which may be adopted by resolution of the Board without their being read to the meeting.

Inspection Of Minutes

50. The minutes of every meeting are open for inspection by any person. This section does not apply to a meeting from which the public has been excluded under Part 7 (Attendance of Public at Meetings) of this bylaw.

**PART 12 - RULES OF CONDUCT AND DEBATE**Decorum In Debate

51. Every Director who wishes to speak to any question or motion must raise his or her hand, wait to be recognized by the Chair and must address themselves to the Chair.
52. Members of the Board must address the Chair as "Chairman, Mr. Chair or Madam Chair" as the case may be, and must refer to each other as "the Chair" or by the Director's surname preceded by "Director", as the case may be.
53. Members of the staff must be addressed as Mr., Mrs., or Ms. or else be referred to by their official title.

54. When two or more Directors desire to speak at the same time, the Chair must designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting. If a Director raises his or her hand at the same time as the Chair begins to speak, the Chair may speak first.
55. No member of the Board may speak a second time to the same question as long as any member who desires to speak has not spoken to that question.
56. When the Chair is of the opinion that there has been sufficient debate, he may put the question.
57. Any questions addressed to staff will be put through the Chair, who will refer the matter to the appropriate staff representative, if necessary.

#### Questions of Order

58. Except as otherwise resolved by the Board, a Director may
  - a) speak only to a matter being debated by the Board;
  - b) speak only once to a matter, but a Director may speak more than once to a matter to:
    - i) explain a material part of his or her speech which may have been misunderstood, or
    - ii) ask a question;
  - c) speak for no more than five minutes at a time;
  - d) not speak to a matter already dealt with by the Board; and
  - e) not speak when called to order by the Chair.
59. When a Board member is speaking, no other member may hold discourse that may interrupt the speaker except to raise a point of order. No director may cause a disturbance at or disrupt a meeting.
60. If the Chair considers that anyone, including a Director, is guilty of improper conduct, the Chair may exclude or expel that person from a meeting. If a person resists or disobeys the order to leave a meeting, that person may be removed by a peace officer if the Chair so orders.
61. The Chair may take part in any debate at any time to either explain or clarify the effect of the motion then before the Board.
62. When the question under consideration contains more than one recommendation, any member may request, by motion, that the vote upon each recommendation be taken separately and the Board members must decide by majority vote of the members present how such vote shall be taken,

63. After a question is finally put by the Chair, no member may speak to the question, nor may any other motion be made until after the result of the vote has been declared.
64. The decision of the Chair as to whether the question has been finally put is final.
65. Subject to Part 14 (Motions), a Director may debate any motion other than a motion to table a matter.
66. Any person attending a meeting may only address the Board on any item of business on the agenda if the Chair resolves to allow that person to address it.

#### Voting

67. Whenever a vote of the Board is taken for any purpose, each member present and eligible to vote must signify their vote upon the question, openly and individually, by raising their hand and the Chair shall declare the motion carried or defeated, as the case may be.
68. No vote, other than that for the election of the Chair and Vice Chair, shall be taken in a meeting by ballot or by any other method of secret voting.
69. When the Chair calls for a vote, no Board member may leave the room until the vote has been taken.
70. When the votes for and against a question are equal, the question is to be considered to have failed.
71. Regional District Special Voting Regulations are separate from this bylaw and are applicable to the Regional District Board only.

#### Recording Votes

72. Whenever a vote of the Board is taken for any purpose, any member may require that their vote on any question be recorded by the Corporate Officer. The Corporate Officer must record in the minutes for that meeting the name of the Director and the way in which the director voted on the question.

#### Effect of Not Voting

73. If a Director does not vote on any question, the Director is to be considered to have voted in the affirmative on the question.

### **PART 13 - POINTS OF ORDER AND PRIVILEGE**

74. The Chair is to preserve order at every meeting and has the power to make such rulings as are necessary to do that, including the power to rule on all points of order.
75. At the time any ruling is made by the Chair on a point of order, the Chair must inform the Board of the ground upon which the ruling is made.
76. A Director may appeal to the Board any ruling of the Chair on a point of order. The appeal may only be made by the Director at once putting to the Board the question "Should the

ruling of the Chair be sustained?" The Chair must then put the question to the meeting at once and the Board at once without debate must vote upon the question. The Chair may not vote on the question. If a majority of the Directors other than the Chair vote in the affirmative, the ruling of the Chair is sustained. The Chair is governed by the vote of the Directors on the question.

#### Points of Privilege

77. A Director may:

- a) require the Chair to state the provision of this Bylaw or other rule of order applicable to a point of order, which the Chair must do at once without debate, and
- b) put a question to the Chair regarding any matter connected to the affairs of the Board or the Regional District, which the Chair may require be put in writing.

#### Robert's Rules of Order Apply

78. All matters or order or privilege not provided for in this Bylaw are governed by the rules in the then latest edition of Robert's Rules of Order.

### **PART 14 - MOTIONS**

#### Mover and Second

79. Resolutions, the readings of bylaws and the adoption of bylaws all must be dealt with on a motion put by a Director and seconded by another Director.

#### Consideration of Motions

80. When any motion is under consideration, no other motion may be received, except a motion to amend, refer, table or postpone.

#### Withdrawal of Motions

81. After a motion has been made as provided under Section 79 (Mover and Second), it shall be deemed to be in the possession of the Board, but the motion may be withdrawn at any time before a decision or amendment is made by the mover of the motion provided that the mover has the consent of the seconder.

#### Amendment of Motions

82. A Director may move that a motion be amended but that Director may not move any further amendment to that motion. A Director may move to amend an amendment already moved, but only one motion to amend an amendment may be made by a Director.

83. No motion to amend a motion may be made if the amendment negates the motion that would be amended. If any Director states that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to the Board as if the ruling were on a point of order.

Affect of Motion to Amend

84. If a motion to amend a motion is:

- a) carried, the motion that has been amended is to be voted on as amended; or
- b) defeated, the motion in respect of which the amendment was moved is to be voted on in its original wording.

Effect of Question under Consideration

85. When a question is under consideration, no motion may be made except a motion to:

- a) commit;
- b) postpone the question to a specified time;
- c) amend the question;
- d) refer the question to a committee;
- e) limit or extend debate on the question; or
- f) table the question.

Motion to Postpone a Question

86. A Director may make a motion to postpone consideration of a question until later in the same meeting or to another meeting. A motion to postpone until later in the same meeting must be put to the vote without debate. A motion to postpone until another meeting may be debated and, if that motion is passed, the question that is postponed may not be considered again during that Meeting.

Motion to Table

87. A Director may make a motion to table a matter at any time unless a motion to adjourn has already been made. The Board may debate the motion to table, but may not debate the matter that is the subject of the motion to table.

Inadmissible Motion

88. If the Chair considers that a motion is contrary to the Bylaw or the Act, the Chair must inform the Board at once and may refuse to put the question to the vote. The Chair must give reasons for any such refusal at once.

Motion to Adjourn

89. A Director may make a motion to adjourn a meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no further motion to

adjourn may be made unless some business or other matter intervenes between the defeat of the first motion to adjourn and the further motion.

#### Recording and Reading of Motions

90. The Corporate Officer must record in the minutes the text of every motion. After a motion has been moved and seconded, the Chair or the Corporate Officer (or other designate) must read the motion aloud to the meeting before the motion is debated or put to the vote by the Chair. A motion may not be withdrawn after it has been read to the meeting except as provided for in Section 81 (Withdrawal of Motions). A motion may not be withdrawn after it has been voted on by the Board.

### **PART 15 - BYLAWS**

#### Readings and Adoption at One Meeting

91. Subject to this Bylaw and any other law, the Board may give any or all three readings of a bylaw, and may adopt it, at one meeting.

#### Signature of Bylaws

92. Every bylaw enacted by the Board must be signed by the Chair and the Chief Administrative Officer and the corporate seal of the Regional District must be affixed to it.

### **PART 16 - ELECTION OF CHAIR AND VICE CHAIR**

#### Chief Administrative Officer to Preside Over Election

93. The Chief Administrative Officer or other designated Corporate Officer will preside from the chair over the election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this Bylaw and the Act to the extent necessary to conduct the election.
94. The Chief Administrative Officer will call three times for nominations for the position of Chair of the Board. After the calling of nominations three times and all persons nominated have indicated their willingness to allow their name to stand, an election by secret ballot will be held.
95. When only one candidate is nominated, the Chief Administrative Officer will declare the candidate elected by acclamation.

#### Statements by Candidates

96. Each candidate for election as Chair or Vice Chair may make a statement of not more than three minutes duration before the election.

#### Determination of Winner of Election

97. The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for that purpose by the Corporate Officer or a designate.

98. The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
- a) where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
  - b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner'
  - c) Subject to rule d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
  - d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in these rules.

#### Chief Administrative Officer to Declare Winner

99. The Chief Administrative Officer must declare the winner of an election by announcing it to the meeting. The Corporate Officer must record the winner of an election in the minutes for the meeting at which the election is held.

#### Destruction of Ballots

100. Following declaration of the winner by the Chief Administrative Officer and pursuant to a resolution of the Board, the Corporate Officer must destroy the ballots cast in that election.

#### Election of Vice Chair

101. The election of Vice Chair will be held following the election of Chair and will follow the same procedures set out for election of Chair.

#### Vacancy

102. If the office of Chair or Vice Chair becomes vacant, the Board will elect another Chair or Vice Chair from amongst its Directors as soon as reasonably possible after the vacancy occurs.

### **PART 17 - STANDING AND SELECTION COMMITTEES**

#### Creation of Standing Committees

103. The Chair may appoint standing committees for any purpose. The Chair may appoint persons who are not directors to a standing committee, but every standing committee must have at least one member who is a Director.

#### Creation of Select Committees

104. The Board may, by resolution, create a select committee of Directors to consider or inquire into any matter and to report its findings and opinion to the Board.

#### Quorum of Select committees

105. A majority of the Directors appointed to a select committee constitutes a quorum of that select committee.

#### Procedures Governing Standing and Selection Committees

106. The provisions of this Bylaw governing meetings of the Board apply, with the necessary changes, to standing and select committees.
107. The Chief Administrative Officer must call a meeting of a select Committee when either the Board Chair so directs, the committee Chair so directs, or it is directed to meet by resolution of the Board.
108. The Chair is a member of all standing committees and select committees by virtue of the office of Chair.

#### Reporting to Board By Select Committees

109. A select committee may report to the Board at any regular meeting. A select committee must report to the Board when directed by resolution of the Board.

#### Procedures Governing Select Committees

110. The rules of procedure that govern every select committee are as follows:
- a) subject to the other rules contained in this section, the rules of procedure that govern regular meetings govern every select committee;
  - b) a Director may attend any meeting of a select committee and may participate in any debate at the meeting, but only directors who are members of that select-committee may vote on any matter before the select committee;
  - c) a select committee must meet when:
    - i) its Chair so directs;
    - ii) the Board Chair so directs;

- iii) directed to meet by resolution of the Board; or
- iv) a majority of the members of the select committee resolve; and
- v) if the select committee wishes to present a written report to the Board, its Chair must deliver the report to the Corporate Officer on or before 12 Noon on the Monday of the week preceding the next regular meeting and the Corporate Officer must deliver that report to the directors at the next regular meeting of the Board.

## **PART 18 - IN CAMERA**

111. This Part applies to In Camera meetings held in accordance with Part 7 (Attendance of Public at Meetings) of this Bylaw.

### In Camera Agendas

112. The In Camera agenda will be prepared by the Corporate Officer and the agenda cover will be distributed to the Board at least 72 hours before the In Camera meeting.
113. At the end of each In Camera Board meeting, In Camera agendas will be collected by the Corporate Officer or designate and Director's copies will be shredded immediately. All Directors will deliver to the Corporate Officer all In Camera documents unless a specific Board resolution has been obtained to retain an In Camera report or other item.
114. In Camera agenda documents may not be photocopied or otherwise duplicated by Board members after their distribution.

### Recording of Minutes of In Camera Meetings

115. In the event that the staff member normally utilized for the recording of Board minutes is excused from the Board room during discussion periods, the Board will appoint an Acting Secretary from its members for recording purposes.

### Release of In Camera Material

116. The Board may, by motion, passed by a majority vote of the directors present, bring forward to the public portion of the Board meeting, any of the written material marked "In Camera", except where required to be kept confidential by the Act. Any topics to be discussed verbally "In Camera" may also be brought forward, by resolution, to the public session of the Board meeting on a majority vote of the Directors present, except where required to be kept confidential by the Act.
117. The content of "In Camera" Board deliberations will not be released or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the directors present.
118. The release of "In Camera" deliberations will, unless otherwise specified by Board resolution, include the entire content of the relevant section of the appropriate "In Camera" minutes.
119. Directors wishing to explain their personal position on the matter will be given an opportunity to do so in conjunction with the release, or at any time thereafter.

120. A Board member who cannot, or will not, abide by the requirements of this Part concerning the release of confidential information is expected to:
- a) disclose that director's inability or intention to the Board before the discussion of the matter begins at the Board meeting; and
  - b) immediately leave the Board meeting or that part of it during which the matter is under consideration.

## **PART 19 - CITATION**

121. This bylaw may be cited as "Regional District Board and Committees Procedure Bylaw No. 5648'.

READ a first time this 18<sup>th</sup> day of October, 2012.

READ a second time this 18<sup>th</sup> day of October, 2012.

READ a third time this 18<sup>th</sup> day of October, 2012.

ADOPTED this 18<sup>th</sup> day of October, 2012.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
CHAIR

CERTIFIED a true copy of  
Bylaw No. 5648, as adopted.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER