

**VAN ANDA IMPROVEMENT DISTRICT
BYLAW 175 – Meeting Procedures**



Deputy Inspector of Municipalities

The Trustees of Van Anda Improvement District ENACT AS FOLLOWS:

1. In this by-law, unless the context otherwise requires:
 - a. "Chair" means the person elected by the Trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires
 - b. "Administrator" means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 695 of the Local Government Act
 - c. "Board" means the Trustees holding office as provided under Section 684 of the Local Government Act including the Trustee elected as Chair.

NOTICE OF MEETINGS

2. Regular board meetings are held on the second Wednesday of the month, or the third Wednesday if the second falls before the 12th. Notice is published in the Community Calendar in the local newspaper and posted on the office window, on the District website and on social media.
3. Notice of board meetings must be given to each member of the board by the Chair or Administrator by e-mail at least 7 days in advance of the meeting. The time period for giving notice of a meeting can be waived by unanimous consent of all Trustees.
4. Board meetings can be extended to future dates if not all subjects are covered.
5. Public notice of the date, time, and place of the Annual General Meeting and a Special General Meeting must be given at least 14 days in advance by mailing a notice to all landowners or advertising in a newspaper or displaying on the VAID notice board at the Firehall.
6. Notice of select and standing committee meetings must be given by the Chair of the committee in writing or by other means 14 days in advance of the meeting.
7. Notice of meetings of other committees composed solely of Trustees must be given by the Chair of the committee in writing or by other means 14 days in advance of the meeting or by a resolution of a majority of Trustees in a Trustee meeting.

MEETING MINUTES

8. Accurate minutes of all board meetings, the annual general meeting, special general meetings, and committee meetings must be recorded in an electronic document. The minutes must be adopted with such corrections as necessary by a majority of Trustees at the following meeting before being certified as correct by the Administrator by having the word "draft" removed from the filename.
9. The minutes of all meetings must be open to public inspection except for those meetings or parts of meetings that are closed. Meeting minutes where the meeting or parts of meetings are not closed will be published to the VAID website.
10. The Administrator must maintain the minutes of meetings and keep them safe.

OPENING PROCEDURES

11. As soon as possible after the time appointed for the meeting, the Chair will call the Trustees to order.
12. If the Chair is not present at the time appointed for the meeting, an acting Chair must be appointed from the Trustees present and will preside until such time as the Chair arrives.



13. If there is no quorum within 15 minutes after the time appointed for the meeting, the Administrator must record in the minutes the names of the Trustees present and that the meeting did not have quorum and that minutes are informational only.
14. After the approval of the Agenda, the minutes of the preceding meeting are to be read by the Administrator so that any mistakes may be corrected. The reading may be dispensed with if each Trustee was provided with a copy of the minutes at least forty-eight hours before the meeting.

AGENDA

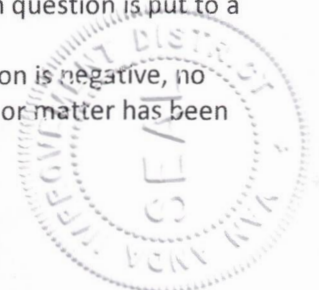
15. Except for regular board meetings, the agenda must be prepared by the Chair or the Administrator and delivered to the place where each Trustee has directed notices to be sent, at least forty-eight hours before the meeting. The delivery requirement may be waived by unanimous consent of the Trustees.
16. Discussion of topics may include but are not limited to:
 - i. Declaration of Conflict of Interest
 - ii. Approval of the Agenda
 - iii. Approval of Last Meetings Minutes
 - iv. Safety Moment
 - v. Water Report
 - vi. Fire Chief Report
 - vii. Old Business and Extended
 - viii. New Business
 - ix. Administration Report
 - x. Financial Review
 - xi. Next Meeting date and time

RULES OF CONDUCT AND DEBATE

17. Personnel shall conduct themselves with decorum at all Board and Committee meetings.
18. Respect for attendees requires that all present show courtesy and not distract from the business of the meeting during presentations or when others have the floor.
19. After a question is finally put by the Chair, no Trustee may speak to the question, nor may any other motion be made until after the result of the vote has been declared.
20. The decision of the Chair as to whether the question has been finally put is conclusive.
21. The Chair determines how things are handled, and if there is an issue, we will revert to Roberts Rules.

MOTIONS

22. Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a committee or an official, to introduce or pass a bylaw, or adjourn) must be put in writing by the Recorder of the Minutes and seconded before being debated or put from the Chair.
23. A motion that has been seconded must be read by the Recorder of the Minutes before debate, if requested.
24. Amendments to a motion must be in writing and must be decided before the main question is put to a vote. Only one amendment is allowed to an amendment.
25. A motion to adjourn the meeting or the debate is always in order, but if such motion is negative, no second motion to the same effect may be made until some intermediate business or matter has been disposed of.



VOTING ON QUESTIONS

26. If a Trustee believes that he or she has a direct or indirect pecuniary interest in a matter before the board of Trustees that is not held in common with electors of the improvement district generally, the Trustee must:
 - a. declare their interest in the matter,
 - b. not take part in the discussion or vote on any question related to the matter, and,
 - c. not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
27. If a Trustee believes they have any other valid reason to recuse themselves from a matter, they must declare their interest in the matter and ask for recusal. The remaining Trustees shall vote on acceptance of the recusal, and if accepted, the recused Trustee shall follow items b. and c. in the above paragraph.
28. If a Trustee refrains from voting when a question is put, for any reason other than that referred to in the preceding 2 paragraphs, he or she must be deemed to have voted in the affirmative and their vote will be counted accordingly. This includes the vote of a Trustee whose recusal was not accepted by the board.
29. All acts authorized or required by the Local Government Act to be done by the board, and all other questions, including questions of adjournment, that may come before the board must, except where otherwise stated, be done, and decided by the majority of the Trustees who are present at a meeting.
30. In all cases where the votes of the members present, including the vote of the Chair, are equal for and against a question, the question is negative, and it is the duty of the Chair to so declare. The names of those who vote for and against the question must be entered upon the minutes whenever a member calls for those in favour and those opposed.
31. When the question under consideration contains distinct propositions, upon request of any Trustee the vote upon each proposition can be taken separately.

POINTS OF ORDER

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

BYLAWS

36. A bylaw must be signed by the corporate officer and the person presiding at the meeting at which the bylaw is passed.
37. The Administrator must maintain all bylaws and keep them safe. Bylaws must be available to the public.

PETITIONS AND DELEGATIONS



- 38. After presentation by a delegation, the board may dispose of the delegation's submission at that meeting, refer the subject matter of the submission to a committee, or take such other action as the Trustees consider appropriate.
- 39. Every petition presented to the board must include the name of each petitioner with their address and a description of the property of which they are the owner or which they occupy in the improvement district. In the case of a corporation, the authority given by the corporation to sign the petition must be produced.

STANDING AND SELECT COMMITTEES

- 40. The board may establish standing and appoint select committees. The Chair of a committee will be determined by a majority of the Trustees.
- 41. The board of Trustees must establish the purpose of a committee by a resolution at the time of the creation of a committee. Upon completion of its assignment, a select committee is automatically dissolved, unless decided otherwise by the board of Trustees.
- 42. In conducting its business, all standing and select committees must adhere as far as possible to the rules established in this bylaw governing board meetings.

REPORTS

- 43. A standing or select committee of the board may report at any regular meeting or must report as required by the board.

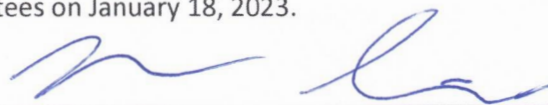
UNPROVIDED CASES

- 44. In all situations not provided for in this bylaw regarding the proceedings of a meeting, Robert's Rules of Order must be followed, to the extent that those Rules are applicable to the circumstances and are not inconsistent with the provisions of this Policy or the Local Government Act.
- 45. This bylaw repeals Bylaw 125.
- 46. This bylaw may be cited as "Meeting Procedure Bylaw No. 176, 2023 ".

INTRODUCED and given a first reading by the Trustees on January 18, 2023.

RECONSIDERED and finally passed by the Trustees on January 18, 2023.

Chair of the Trustees



I hereby certify that this is a true copy of Bylaw No. 176

Administrator

