

Being a bylaw to regulate the meetings of Board of Trustees and the conduct thereof.

The Trustees of SHAWNIGAN IMPROVEMENT DISTRICT in open meeting assembled, ENACT AS FOLLOWS:

1. CHAIRMAN

- (1) The Trustees shall, at the first meeting of Trustees in each year, following the annual meeting elect one of its members to be Chairman.
- (2) In the event that the office of Chairman becomes vacant, an Acting Chairman shall be elected and shall continue in office until such time as another Chairman shall have been elected.

3. MEETINGS OF THE BOARD

After the first meeting of the Board, the Board shall meet on the second Monday of each and every month at the hour of 7.00 PM, or in case such Monday is a holiday, the meeting shall be held on the following legal day thereafter.

4. (1) A special meeting, being a meeting other than a statutory, regular or adjourned meeting, may be called by the Board, at a meeting of Trustees, or at any time by the Chairman, or upon the request, in writing, of two or more members of the Board. A special meeting may only be called for a specific purpose or purposes.
- (2) In the case the Chairman within twenty-four hours after receiving the written request mentioned in sub-section (1) refuses or neglects to call the special meeting, to be held within seven days after the day upon which the request was received by him, or if the Chairman is absent, then two or more members of Board may call a special meeting.
- (3) The Secretary shall give notice of the day, hour and place of the special meeting at least twenty-four hours before the time of meeting, by posting a copy of the notice at the regular place of meeting of the Board and by leaving one copy of the notice for each Trustee at the place to which he has directed such notice to be sent, unless the notice is waived by unanimous vote of all the members of the Board. Each copy of the notice shall be signed by the Chairman or Secretary or, if the meeting is called pursuant to sub-section (2), by the members of the Board who called the meeting.

5. (1) The regular meetings of the Board shall be open to the public but a person may be excluded for improper conduct.
- (2) If in the opinion of the Board the public interest so require the Board may exclude from a special meeting:
 - (a) persons other than its members and officials; or
 - (b) persons other than its members.

6. MINUTES

- (1) The minutes of the proceedings of all meetings of the Board shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Secretary, and shall be signed by the Chairman or other member presiding at such meeting or at the next meeting at which they are adopted; and, with the exception of the minutes of a special meeting from which persons mentioned in sub-section (2) of section 5 were excluded, the said minutes shall be open for the inspection of any person, who may make copies thereof and extracts therefrom at all reasonable times on payment each time of a fee of \$ 1:00 per page.
- (2) The minutes of the proceedings of standing committees, Courts of Revision and other administrative bodies shall be legibly recorded in a minute book, and shall be signed by the Chairman or member presiding, and, with the exception of the minutes of a standing committee or other administrative body relating to matters for adoption by the Board, the said minutes shall be open for the inspection of any person, who may make copies thereof and extracts therefrom, at all reasonable times, on payment each time of a fee of \$ 1:00 per page.

7. OPENING PROCEDURES

As soon after the hour of meeting as there shall be a quorum present, the Chairman shall take the chair and call the members to order.

8. In case the Chairman does not attend within 15 minutes after the time appointed for a meeting, the Acting Chairman shall take the chair and call the members to order, or if the Acting Chairman is absent, the Secretary shall call the members to order and, if a quorum is present, the members shall appoint an Acting Chairman who shall preside during the meeting or until the arrival and is subject to the same rules as the Chairman.
9. Should there be no quorum present within * 30 minutes after the time appointed for the meeting, the Secretary shall record in the minute book the names of the members present at the expiration of such time and the meeting shall stand adjourned until the next day of meeting.

10. Immediately after the Chairman has taken his seat, the minutes of the preceding meeting shall be read by the Secretary in order that any mistake therein may be corrected by the Board, provided that such reading shall be dispensed with if each member has received a copy of the minutes at least forty-eight hours before the meeting at which they are to be considered.

11. AGENDA

Unless the Chairman or two-thirds of the Board otherwise directs, the business at all regular meetings of the Board shall be proceeded with in the following order:

1. Minutes
2. Business arising from the minutes
3. ~~Petitions and Delegations~~
4. Correspondence
5. Fire Department Report
6. ~~Accounts for approval~~
7. Chairman's Report
8. Secretary-Treasurer's Report
9. Buildings & Grounds Committee Report
10. Fire Committee Report
11. Proposed By-Laws
12. New Business
13. Public Period
14. ~~Adjournment~~

12. The Secretary shall prepare an Agenda before every regular meeting of the Board and shall circulate a copy to each member at least forty-eight hours before the meeting.

13. When any Order, Resolution or Question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the Order, Resolution or Question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Board or Committee under that particular heading.

14. RULES OF CONDUCT AND DEBATE

Every member shall address himself to the Chair before speaking to any question or motion.

15. Members shall address the Chair as "Mr. Chairman" and shall refer to each other as "Trustee".

16. No member may speak more than once to the same question without leave of the Board, except in explanation of a material part of his speech which may have been misconceived, and in doing so he may not introduce any new matter. A reply shall be allowed to a member who has made a substantive motion to the Board, but not to a member who has moved an amendment.

17. After a question is finally put by the Chairman, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairman as to whether the question has been finally put shall be conclusive.

18. POINTS OF ORDER

The Chairman, or the member presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Board then present.

19. (1) If an appeal be taken by a member of the Board from the decision of the Chairman, the question shall be immediately put by him, and decided without debate. "Shall the Chair be sustained?" and the Chairman shall be governed by the vote of the majority of the members of the Board then present (exclusive of himself), and the names of the members of the Board voting for or against the question "Shall the Chair be sustained?" shall be recorded on the minutes, and in the event of the votes being equal, the question shall not pass.
- (2) If the Chairman refuses to put the question "Shall the Chair be sustained?" the Board shall forthwith appoint one of its number to preside temporarily in lieu of such Chairman, as the case may be, and the member of the Board so temporarily appointed shall proceed in accordance with sub-section (1); and in the event of the votes being equal, the question shall not pass.
- (3) Any resolution or motion carried under the circumstances mentioned in sub-section (2) is as effectual and binding as if carried under the precedence of the Chairman.

20. VOTING ON QUESTIONS

Every Trustee who shall be present when a question is put shall be expected to vote thereon unless he is personally interested in the question, provided such interest is resolvable into a personally pecuniary profit or is peculiar to the Trustee and not in common with the citizens at large, and in such cases he shall not vote but shall leave his chair while the vote is being taken and resume it immediately thereafter.

21. Should any Trustee refrain from voting when any question is put, for any reason other than that mentioned in the last preceding section, he shall be regarded as having voted in the affirmative and his vote shall be counted accordingly.

22. (1) All acts whatsoever authorized or required by the "Municipal Act" to be done by the Board, and all other questions, including questions of adjournment, that may come before the Board shall, save where otherwise so expressed, be done and decided by the majority of the members of the Board who shall be present at a meeting.
- (2) In all cases where the votes of the members of the Board then present, including the vote of the Chairman or other person presiding, are equal for and against a question, the question shall be negatived, and it shall be the duty of the member presiding to so declare.
- (3) The names of those who vote for and those who vote against the question shall be entered upon the minutes whenever a member calls for the ayes and nays, and the Secretary shall read aloud the names before the result of the vote has been declared in order that any mistake may be rectified.
23. When the question under consideration contains distinct propositions upon request of any Trustee the vote upon each proposition shall be taken separately.

24. PETITIONS AND DELEGATIONS

No person or group of persons wishing to appear before the Board may do so unless he or they have first notified the Secretary in writing before he has prepared the Agenda and circulated it to the members of the Board, except on extraordinary occasions declared as such by the Chairman.

25. Every delegation shall be allowed a maximum time of five minutes to present its petition or submission unless extended by a two-thirds vote of the Board, after which the Board may dispose of the petition or submission at the meeting, refer the subject matter to a committee or take such other action as is deemed expedient.
26. Every petition presented to the Board shall include the name of each petitioner with his address and a description of the property of which he is the owner or which he occupies in the District. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced in connection therewith.

27. REPORTS

- (1) A standing or select committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.
- (2) A motion that has been seconded shall be read by the Chairman or Secretary before debate.

28.

MOTIONS

- (1) 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) shall be put in writing and seconded before being debated or put from the Chair.
 - (2) A motion that has been seconded shall be read by the Chairman or Secretary before debate.
- 29.
- (1) When a question is under consideration, no motion shall be received except for the following:
 - (a) to commit
 - (b) to amend
 - (c) to lay on the table
 - (d) to postpone indefinitely
 - (e) to postpone to a certain time
 - (f) to move the previous question
 - (g) to adjourn
 - (2) The several motions mentioned in sub-section (1) shall have precedence in the order in which they are named, and the last five shall be neither amendable or debatable.
30. Amendments shall be in writing and shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
31. A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendments of the main question.
32. A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is negative, no second motion to the same effect shall be made until some intermediate business or matter has been disposed of.

33.

BYLAWS

Every bylaw shall be read at least twice.

34.

- (1) Every bylaw shall be read a first time upon motion "... that the (short title) bylaw now be introduced and read a first time". The title and intended object of the bylaw shall be given and the question shall be decided without amendment or debate.
- (2) Second reading of the bylaw shall consist of debate upon the general principles of the bylaw, and if no third reading is required, the bylaw may then be passed upon the motion "... that the (short title) bylaw be now passed", provided that upon request by any member of the Board the whole or any part of the bylaw shall again be read before the motion is put.

35. One copy of every bylaw signed, sealed and bearing evidence of registration in the office of the Inspector of Municipalities, shall be kept among the records of the District.

36. STANDING AND SELECT COMMITTEES

The Chairman shall establish Standing Committees for any purpose which he considers would be better regulated and managed by means of such Committees, and he shall appoint members of the Board thereto. The proceedings of all such Committees shall be subject to the approval of the Board.

37. The Board may, from time to time, appoint a Select Committee, to enquire into any matter and to report its findings and opinion to the Board.

38. Any member of the Board may be placed on a Standing or Select Committee, notwithstanding the absence of such member at the time of being named upon such Committee; the first named of any Committee shall be the Chairman of that Committee.

39. Members of the Board may attend the meetings of any of its Committees and shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority of the Committee.

40. The general duties of all the Standing Committees of the Board shall be as follows:-

(a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the District may require, on all matters referred to them by the Chairman or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.

(b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereupon, but in such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next meeting of the Board thereafter.

(c) To present to the Board at the last regular meeting of the Board, or as soon thereafter as possible, in each and every year, a general report of the state of various matters referred to them respectively during the year and the work or business done through or by each Committee, and such report shall contain such suggestions in regard to the future action of the succeeding Committees as experience may enable the reporting Committee to make in respect of the matters embraced in their report.

41. Every member who shall introduce a motion upon any subject which may require the appointment of a Select Committee shall be one of the Committee.
42. Of the number of members appointed to compose any Standing or Select Committee, a majority shall be a quorum competent to transact business.
43. In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
44. A Select Committee shall, on completion of its assignment or on submitting its report to the Board, be automatically dissolved.


45. UNPROVIDED CASES

In all unprovided cases in the proceedings of the Board or in Committees Robert's Rules of Order shall be followed.


46. This bylaw may be cited as the "Procedure Bylaw".

INTRODUCED and given first reading by the Trustees on the 13th day of February, 1989.

RECONSIDERED and finally passed by the Trustees on the 13th day of February, 1989.




 Chairman of the Trustees



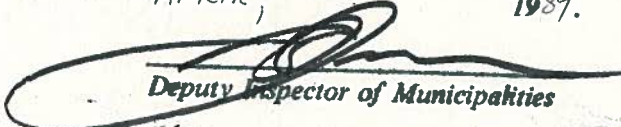
 Secretary of the Trustees

I hereby certify under the seal of
 SHAWNIGAN IMPROVEMENT District that this is a true
 copy of Bylaw No. 70 of SHAWNIGAN IMPROVEMENT District
 passed by the Trustees on the 13th day of February, 1989.



 Secretary of the Trustees

A true copy of By-Law No. 70
 registered in the office of the Inspector
 of Municipalities this 12th day of
 APRIL, 1989.


 Deputy Inspector of Municipalities