SCOTT POINT WATERWORKS DISTRICT

377 Scott Point Drive, Salt Spring Island,

British Columbia, Canada, V8K 2R2

BY-LAW No. 101

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A BY-LAW TO ESTABLISH THE PROCEDURES FOR THE CALLING OF MEETINGS AND CONDUCTING BUSINESS AT MEETINGS

Whereas Section 739 (1) of the Local Government Act, RSBC 1996 requires that the board of trustees establish by by-law the procedures for the calling of meetings and for the conduct of its business;

The trustees of the Scott Point Waterworks District enact as follows:

1. Definitions

The “Act” means Local Government Act, RSBC 1996 Chapter 323, as amended from time to time.

The “Board” means the trustees holding office as provided under Section 736 of the Act.

The “Chair” means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting.

Meeting Conduct

1. Conduct of meetings will follow the rules contained in the current edition of *Robert's Rules of Order Newly Revised*, unless modified by the Act or this By-Law.

Quorum

1. The quorum for any meeting shall be a majority of trustees.

Regular Board Meetings

1. The Board will hold regular meetings a minimum of 6 times per calendar year.

Notice of Meeting

1. Notice of each Board meeting must be given by the Chair or by a majority of trustees at least 5 days advance of the meeting in writing to trustees, which may be delivered by electronic means, and by posting on the district’s internet site. The first Board meeting following the annual general meeting must be held within 30 days of the annual general meeting.
2. Public notice of the date, time, and place of the annual general meeting and any special general meeting must be given at least 14 days in advance by posting a notice at 3 conspicuous places in the district and publishing in a newspaper circulating therein.
3. Notice of select and standing committee meetings must be given to committee members 5 days in advance by the chair of the committee in writing, including mailing by electronic means, or by other means.

Meeting Minutes

1. Accurate minutes of all Board meetings must be legibly recorded and maintained. The minutes must be adopted with such corrections as necessary by a majority of trustees at the next meeting before being certified as correct by the administrative officer and signed by the Chair.
2. The minutes of all Board meetings are available to the public except for those meetings or parts of meetings that are closed to the public.

Agenda

1. The agenda for all Board meetings must be prepared by the Chair or the administrative officer and delivered to the place where each trustee has directed notices to be sent, at least forty-eight hours before the meeting, unless waived by unanimous consent of trustees. The agenda for regular Board meetings is as follows unless otherwise directed by two-thirds of a the Board members present:
   1. Adoption of minutes of previous meeting
   2. Business arising from the minutes
   3. Petitions and delegations
   4. Financial Report
   5. Other Reports
   6. By-Laws
   7. Resolutions
   8. Complaints
   9. Correspondence
   10. New business
2. The agenda for the annual general meeting is as follows unless otherwise directed by two-thirds of the Board members present at the meeting:
   1. Reports
   2. Presentation of the annual financial statements
   3. Current year’s budget
   4. Election of trustees

Motions

1. Motions at a regular Board meeting must be seconded before being debated or put for a vote by the Chair.
2. Motions, other than routine motions at any special Board meeting, annual general meeting or special general meeting, must be put in writing to the trustees at least 5 days in advance of the meeting and be seconded before being debated or put for a vote by the Chair.

Voting on Questions

1. If a trustee believes that he or she has a direct or indirect pecuniary interest in a matter before the Board that is not held in common with landowners of the improvement district generally, the trustee must:
   1. declare his or her interest in the matter;
   2. not take part in the discussion or vote on any question related to the matter;
   3. immediately leave the meeting or that part of the meeting during which the matter is under consideration; and,
   4. not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
2. All acts authorized or required by the *Act* to be done by the Board, and all other questions that may come before a meeting of the Board must, except where otherwise stated, be decided by the majority of the trustees who are present at a meeting.
3. At any annual general meeting, or special general meeting, any matters requiring approval of landowners as authorized or required by the Act, or authorized by the trustees, including voting for the position of trustee, will be decided by a majority of eligible voters in attendance at the meeting.
4. In all cases where the votes, 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 members who desire their vote for or against the question to be recorded must be entered upon the minutes.

Bylaws

1. Every bylaw must be read a first time upon motion and the title and intended object of the bylaw will be given and the question will be decided without amendment or debate.
2. The provisions of a bylaw may be debated upon second reading and such changes as appear necessary may be made. The bylaw may then be passed.

Delegations

1. No person or group wishing to appear before the trustees may do so unless they have first notified the Chair in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chair.
2. Every delegation is allowed a maximum time of ten [10] minutes to present its petition or submission unless extended by a two-thirds vote of the Board.

Standing and Select Committees

1. The Board may establish standing and appoint select committees by resolution, such resolution to include the purpose of such committee. The Chair will determine the chair of any such committee.

This By-law may be cited as “a By-law to Establish the Procedures for the Calling of Meetings and Conducting Business at Meetings”

Introduced and given first reading by the trustees on 22nd of November, 2012.

Reconsidered and finally passed by the trustees on 28th of December, 2012.

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Chair of the trustees

I hereby certify under the seal of the Scott Point Waterworks District that this is a true copy of By-law 101 of the Scott Point Waterworks District.

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Trustee and Administrative Officer