



Regional District of Alberni-Clayoquot

Bylaw No. A1075

A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

CONSOLIDATED FOR CONVENIENCE ONLY
NOVEMBER 2, 2021

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1075 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
Bylaw A1075-1, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2016	May 25, 2016 Repealed October 11, 2017
Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017	October 11, 2017
Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021	October 27, 2021

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

WHEREAS the Board of the Regional District of Alberni-Clayoquot, pursuant to section 794 of the *Local Government Act*, must establish the general procedures to be followed by the board and by board committees in conducting their business.

NOW THEREFORE the board of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts as follows:

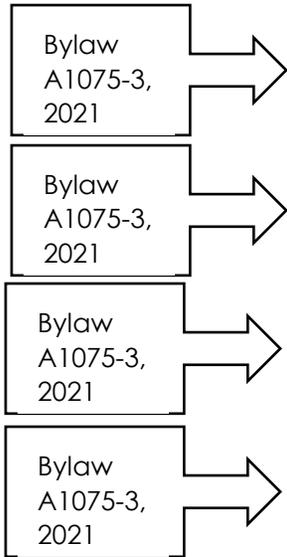
Part 1 – Introduction

1. Citation

- a. This Bylaw may be cited as the “**Regional District of Alberni-Clayoquot Procedures Bylaw No. A1075, 2012.**”

2. Definitions

- a. In this bylaw, unless the context otherwise requires, the following definitions shall apply:
 - i. **Board** means the governing and executive body of the Regional District of Alberni-Clayoquot;
 - ii. **Chair** means the chairperson or vice-chairperson 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;
 - iii. **Chief Administrative Officer (CAO)** means the senior administrative official pursuant to section 197 of the *Local Government Act* as identified in the Regional District Officers Bylaw;
 - iv. **Corporate Administrator** means the officer assigned the responsibilities of corporate administration pursuant to section 198 of the *Local Government Act* and as identified in the Regional District Officers Bylaw;



- v. **Committee** means a standing, select, or other committee or commission of the board;
- vi. **Electronic Meetings** means a meeting where some or all members are electronic participants;
- vii. **Electronic Participant** means a member who participates in a meeting by means of electronic or other communication facilities;
- viii. **Hospital Board** means the governing and executive body of the Alberni-Clayoquot Regional Hospital District;
- ix. **In-Person** means a meeting where all members attend in person;
- x. **Member** means duly appointed or elected representative of the board or a board committee, including their alternate if acting in place of a member;
- xi. **Public Notice Posting Place** means the notice board located at the offices of the Regional District of Alberni-Clayoquot and the Regional District website;
- xii. **Regional District** means the Regional District of Alberni-Clayoquot;
- xiii. **Regional District Offices** means the Regional District Administration Offices located at 3008 Fifth Avenue, Port Alberni, BC;
- xiv. **Vice-Chair** means the member elected as vice-chairperson pursuant to section 792 of the *Local Government Act*; and
- xv. **Website** means the information resource found at the Regional District's website located at www.acrd.bc.ca.

3. Application of Rules of Procedure

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- a. The provisions of this Bylaw govern the proceedings of the board, committees and the hospital board, as applicable.
- b. In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised Edition applies to the proceedings of the Board and Committees to the extent that those rules are:
 - i. Applicable in the circumstances; and
 - ii. Not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

Part 2 – Board Proceedings

4. Inaugural Meeting

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2017

- a. The inaugural meeting of the Board shall be held at the first meeting of the board following November 1 in each year where the Board shall elect a Chair and Vice Chair from amongst its members present.
- b. The inaugural meeting shall be chaired by the CAO until such time as the Chair has been elected. The CAO shall act as the Chair only for the purpose of conducting the election of the Chair. Prior to conducting the elections, the Corporate Administrator shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

5. Election of the Chair and Vice-Chair

- a. The Board shall elect a Chair and a Vice-Chair from amongst its Members pursuant to section 792 of the *Local Government Act* at the inaugural meeting. The Chair and Vice-Chair shall fulfill those obligations placed upon this position by legislation.
- b. The CAO shall call for nominations for the position of Chair of the Board and will do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3)

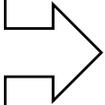
minutes to outline why he/she should be chosen for the position. The election for Chair and Vice-Chair shall be conducted by secret ballot immediately thereafter.

- c. In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.
- d. Only those ballots that indicate an officially nominated candidate will be counted towards the election and be used to determine a clear majority.
- e. In the event of two tie votes, the election of the Chair or Vice-Chair will be determined by the drawing of lots.
- f. An election of Vice-Chair shall then be conducted pursuant to subsections (a) through (e) above.
- g. The Chair shall be the Vice-Chair of the Alberni-Clayoquot Regional Hospital District and the Vice-Chair shall be the Chairperson of the Alberni-Clayoquot Regional Hospital District.

6. Time and Location of Meetings

- a. All Board meetings must take place within the Regional District Offices, except when the Board resolves to hold meetings elsewhere.
- b. Regular Board meetings must:
 - i. Be held twice per month on the second and fourth Wednesday except:
 - 1) July and August, one meeting on the fourth Wednesday and:

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- 2) December, one meeting held on the second Wednesday
 - ii. Begin at 1:30 pm;
 - iii. Be adjourned at 5:30 pm on the day scheduled for the meeting unless the Board resolves by 2/3 majority of Members present to proceed beyond that time in accordance with s. 28;
 - iv. When such meeting falls on a statutory holiday, be held on the next day Regional District Offices are open following which is not a statutory holiday;
 - v. Regular Board meetings may be cancelled by resolution of the Board, provided that two consecutive meetings are not cancelled; and
 - vi. Regular Board meetings may be postponed to a different day, time and place by resolution of the Board.
 - vii. Prior to January 15 of each year the Chair of the Board shall establish a schedule of Board meetings for the year and the Corporate Officer will post in the Public Notice Posting Place.

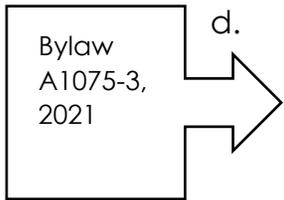
7. Notice of Regular Board and Committee Meetings

- a. At least forty-eight (48) hours before regular meetings of the Board and Committees, the Corporate Administrator must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- b. At least twenty-four (24) hours before a regular meeting of the Board or Committee, the Corporate Administrator must give further public notice of the meeting by:
 - i. Posting a copy of the agenda at the Public Notice Posting Place; and

- ii. 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.

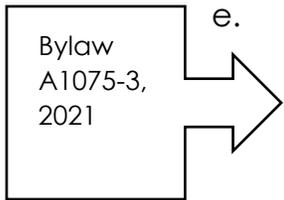
- c. At least forty-eight (48) hours before a regular meeting of the Board or Committee, the Corporate Administrator must deliver a copy of the agenda to each Member at the place at which the Member has directed notices to be sent.

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- d. In the case of board, committee and hospital board meetings being conducted as an electronic meeting, advance public notice must include:
 - i. The way in which the electronic meeting will be conducted by means of electronic or other communication facilities; and
 - ii. The place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

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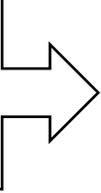


- e. In the event of a change to a regular board, committee or hospital board meeting date, time, place, way in which the electronic meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an electronic meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

8. Notice of Special Meetings

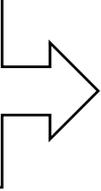
- a. Except where notice of a special meeting is waived by unanimous vote under section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must:
 - i. At least twenty-four (24) hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - ii. At least five (5) days before the date of the meeting, mail or delivery to each Member the notice of the general purpose, time, place and date of the meeting.

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iii. The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an electronic meeting or an in-person meeting.

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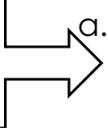
iv. In the case of special board meetings conducted as electronic meetings, notice must include:

- i The way in which the electronic meeting will be conducted by means of electronic or other communication facilities; and
- ii The place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

b. Despite section 8 (a), 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*.

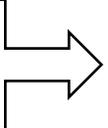
9. Electronic Meetings and Participation

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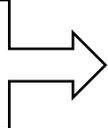
a. Provided the conditions set out in the Regional District Electronic Meetings Regulation are met,

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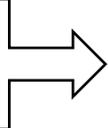
i A member of the board, hospital board, or committee who is unable to attend in-person at a board meeting, special board meeting, committee meeting or a hospital board meeting may participate in the meeting by means of electronic or other communication facilities.

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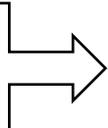
ii A board member wishing to participate electronically in a board, committee or hospital board meeting must advise the Corporate Officer at least 24 hours in advance of the meeting.

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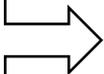
iii A meeting of the board, committee or hospital Board may be conducted as an electronic meeting or an in-person meeting.

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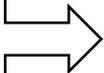
iv Electronic meetings and participation must abide by the rules established by board policies.

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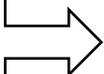
v A board member participating in a meeting under this section is deemed to be present at the meeting.

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vi A board member participating by audio means only must indicate their vote verbally.

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vii Although every effort will be made to accommodate electronic participation in meetings, 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 3 – Board Proceedings

10. Attendance of Public at Meetings

- a. 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.
- b. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in public meeting in accordance with section 92 of the *Community Charter [requirements before the Board meeting is closed]*.
- c. 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:
 - i. Committees;
 - ii. Parcel Tax Review Panel;
 - iii. Board of Variance;
 - iv. Advisory Planning Commission.
- d. Despite section 10(a), the Chair may expel or exclude from a Board meeting, or a meeting of a body referred to in section 10 (c), a

person in accordance with section 21 (h) and section 133 of the *Community Charter [expulsion from meetings]*.

11. Minutes of Meetings to be Maintained and Available to the Public

- a. 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 Administrator.
- b. Subject to subsection 11(c), 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 a body referred to in section 10(c), must be open for public inspection at the Regional District Offices during their regular office hours.
- c. Subsection 11(b) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 10(c) 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]*.

12. Calling Meeting to Order

- a. A quorum for a meeting of the Board shall be the majority of the Members of the Board.
- b. 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.
- c. If a quorum of the Board is present but the Chair or Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
 - i. The Corporate Administrator must call to order the Members present; and

- ii. The Members present must choose a Member to preside at the meeting.

13. Adjourning Meeting Where No Quorum

- a. If there is no quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Corporate Administrator must:
 - i. Record the names of the Members present, and those absent; and
 - ii. Adjourn the meeting until the next scheduled meeting.

14. Agenda

- a. Prior to each Board meeting, the Corporate Administrator must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary.
- b. The Corporate Administrator must make the agenda available to the Members of the Board at least forty-eight (48) hours prior to the meeting and for the public at least twenty-four (24) hours prior to the meeting.
- c. The Board must not consider any matters not listed on the Agenda unless it is first agreed to by a vote of two-thirds (2/3) of those Members present to allow the late business.

15. Order of Proceedings and Business

- a. The agenda for all regular Board meetings contains the following matters and shall proceed in order in which they are listed below:
 - 1. Approval of the Agenda (including late items);
 - 2. Declarations (Conflict of Interest or Gifts);
 - 3. Adoption of Minutes;
 - 4. Petitions, Delegations and Presentations;
 - 5. Correspondence – For Action;
 - 6. Correspondence – For Information;

7. Request for Decisions & Bylaws;
8. Planning Matters (including Planning Bylaws);
9. Reports (including Staff, Committee, Chair and Member reports);
10. Unfinished Business;
11. Late Business; (requires 2/3 majority vote for consideration of late business)
12. Question Period;
13. In-Camera;
14. Recommendations to the Board from In-Camera; and,
15. Adjourn.

- b. Business at a Board meeting must in all cases be taken up in order in which it is listed on the agenda unless otherwise resolved by 2/3 majority of Members present at the Board meeting.

16. Late Items

- a. The Corporate Administrator, shall, if required prepare a late agenda before a meeting of the Board and distribute it to the Directors at the date and time of the meeting.

17. Voting at Meetings

- a. The following procedures apply to voting at Board meetings:
 - i. When debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii. When the Board is ready to vote, the Chair must put the matter to a vote;
 - iii. When the Chair is putting the matter to a vote under subsections (i) and (ii) a Member must not:
 1. Cross or leave the room;
 2. Make a noise or other disturbance, or

3. Interrupt the voting procedure under subsection (ii) unless the interrupting Member is raising a point of order.
- b. After the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it.
 - c. The Chair's decision about whether a question has been finally put in conclusive.
 - d. Subject to sections 5 and 9, whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand.
 - e. The presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
 - f. Where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Corporate Administrator.
 - g. A call for a recorded vote on any question, must be made before the question is put forth.

18. Chief Administrative Officer

- a. The presiding Member shall, prior to asking for debate on a resolution, ask the CAO if he/she has any comments on the matter before the Board. The CAO may speak directly to the matter or may defer that opportunity to one of his/her staff members currently in the meeting room.
- b. Where the CAO has reason to believe that circumstances have changed since placing the matter on the agenda, the CAO may explain those circumstances and ask that the matter be withdrawn from consideration at this time. The presiding Member shall place

that recommendation before the Board and ask that the resolution be considered.

- c. All questions to staff shall be directed through the presiding Member to the CAO who will determine which member of his/her staff ought to respond.

19. Delegations

- a. The Board may, by resolution, allow an individual or a delegation to address the Board at the meeting, provided written application has been received by the Corporate Administrator prior to the agenda being produced. Each address must be limited to ten (10) minutes unless a longer period is agreed to by a vote of 2/3 majority of Members present.
- b. Delegations are limited to 3 per Board or Committee meeting, unless resolved by 2/3 majority of Members present to allow for additional delegations.
- c. Where written application has not been received by the Corporate Administrator as prescribed in section 19(a), an individual or delegation may address the meeting if approved by a vote of 2/3 majority of Members present.
- d. 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 prerequisite to the adoption of the bylaw.
- e. The Corporate Administrator may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation.
- f. The Corporate Administrator 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 Administrator's decision, the information must be distributed under separate cover to the Board for their consideration.

- g. 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:
 - i. Uses offensive words in referring to any Member, staff member or member of the public;
 - ii. Shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;
 - iii. Addresses issues not contained within the written application of the individual or delegation; or
 - iv. Exceeds the ten (10) minutes unless waived as per section 19 (a).

20. Points of Order

- a. Without limiting the Chair's duty under section 218 of the *Local Government Act*, the Chair must apply the correct procedure to a motion:
 - i. If the motion is contrary to the rules of procedure in this bylaw; and
 - ii. Whether or not another Member has raised a point of order in connection with the motion.
- b. When the Chair is required to decide a point of order:
 - i. The Chair must cite the applicable rule or authority if requested by another Member;
 - ii. Another Member must not question or comment on the rule or authority cited by the presiding Member under subsection 20 (b)(i); and
 - iii. The Chair may reserve the decision until the next Board meeting.

21. Conduct and Debate

- a. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- b. Members must address the presiding Member by that person's title of "Mister/Madam Chairperson", "Vice Chairperson" or "Director".
- c. Members must address other non-presiding Members by the title of "Director".
- d. No Member must interrupt a Member who is speaking except to raise a point of order.
- e. If more than one Member speaks the Chair must call on the Member who, in the Chair's opinion, first spoke.
- f. Members who are called to order by the Chair:
 - i. Must immediately stop speaking;
 - ii. May explain their position on the point of order; and
 - iii. May appeal to the Board of its decision on the point of order.
- g. Members speaking at a Board meeting:
 - i. Must use respectful language;
 - ii. Must not use offensive gestures or signs;
 - iii. Must speak only in connection with the matter being debated;
 - iv. May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded or reconsidered; and

- v. 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.
- h. If a Member does not adhere to subsection (g) or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
 - i. 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
 - ii. If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Member's seat.
- i. 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.
- j. The following rules apply to limit speech on a matter being considered at a Board meeting:
 - i. A Member may speak more than once in connection with the same questions only:
 - 1. With the permission of the Board; or
 - 2. If the Member is explaining a material part of a previous speech without introducing a new matter;
 - 3. A Member who has made a substantive motion to the Board may reply to the debate;
 - 4. A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
 - 5. 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.

- k. If the Chair desires to leave the meeting, he/she shall call on the Vice-Chair to take his/her place until he/she returns to the meeting.

22. Motions Generally

- a. The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.
- b. 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.
- c. A Member may make only the following motions, when the Board is considering a question to:
 - i. Refer to Committee;
 - ii. Amend;
 - iii. Table;
 - iv. Postpone indefinitely;
 - v. Postpone to a certain time;
 - vi. Move the previous question; and
 - vii. Adjourn.
- d. The motions listed in subsection (c) have precedence in order in which they appear and a motion made under subsections (c)(iii) to (vii) is not amendable or debatable.
- e. 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.

23. Motion to Commit

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

24. Motion for the Main Question

- a. In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Board.
- b. At a Board meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - i. 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
 - ii. 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.

25. Amendments Generally

- a. A Member may, without notice, move to amend a motion that is being considered at a Board meeting.
- b. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
- d. 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.
- e. An amendment may be amended once only.
- f. An amendment that has been negated by a vote of the Board cannot be proposed again.
- g. A Member may propose an amendment to an adopted amendment.

- h. The Chair must put the main question and its amendments in the following order for the vote of the Board:
- i. A motion to amend a motion amending the main question;
 - ii. A motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (i) is positive; and
 - iii. The main question.

26. Reconsideration by Member

- a. Subject to subsection (e), a Member may:
 - i. Move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - ii. Move to reconsider an adopted bylaw.
- b. A Member who voted affirmatively for a resolution adopted by the Board may at any time move to rescind that resolution.
- c. The Board must not discuss the main matter referred to in subsection (a) unless a motion to reconsider that matter is adopted in the affirmative.
- d. A vote to reconsider must not be reconsidered.
- e. The Board may only reconsider a matter that has not:
 - i. Had the approval or assent of the electors and been adopted;
 - ii. Been reconsidered under subsection (a) or section 219 of the *Local Government Act*; or
 - iii. Been acted on by an officer, employee, or agent of the Regional District.

- f. The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- g. A bylaw, resolution or proceeding that is:
 - i. Reaffirmed under subsection (a) or section 219 of the *Local Government Act* is as valid and has the same effect as it had before reconsideration; and
 - ii. Rejected under subsection (a) is of no effect and is deemed to be repealed.

27. Reports from Committees

- a. The Board may take any of the following actions in connection with a resolution it receives from a Committee:
 - i. Agree or disagree with the resolution;
 - ii. Amend the resolution;
 - iii. Refer the resolution back to the Committee; or,
 - iv. Postpone its consideration of the resolution.

28. Adjournment

- a. A Board may continue a Board meeting after 5:30 pm only by an affirmative vote of 2/3 of the Members present;
- b. 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 immediately preceded at that meeting by the same motion.
- c. Subsection (a) does not apply to either of the following motions:
 - i. A motion to adjourn to a specific day; or
 - ii. A motion that adds an opinion or qualification to a preceding motion to adjourn.

Part 4 – Bylaws

29. Copies of Proposed Bylaws to Members

- a. A proposed bylaw may be introduced at a Board meeting only if a copy of it has been delivered to each Member at the Board meeting.

30. Form of Bylaws

- a. A bylaw introduced at a Board meeting must:
 - i. Be printed;
 - ii. Have a distinguished name;
 - iii. Have a distinguished number; and
 - iv. Be divided into sections.

31. Readings and Adopting Bylaws

- a. The readings of the bylaw may be given by stating its title and object.
- b. A proposed bylaw may be debated and amended at any time during the first three (3) readings unless prohibited by the *Local Government Act*.
- c. In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, the Board may give up to three (3) readings to a proposed bylaw at the same Board meeting.
- d. 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 which the plan or bylaw passed third reading.
- e. Subject to section 794(3) of the *Local Government Act*, the Board may adopt a proposed bylaw at the Board meeting at which it passed 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.

32. Bylaws Must be Signed

- a. After a bylaw is adopted, and signed by the Chair and the CAO at which it was adopted, the Corporate Administrator must have it placed in the Regional District's records for safekeeping and endorse upon it:
 - i. The dates of its readings and adoption;
 - ii. The corporate seal of the Regional District; and,
 - iii. The date of approval by the Minister, Lieutenant Governor in Council or Inspector or approval or assent of the electorate if applicable.

Part 5 - Resolutions

33. Introducing Resolutions

- a. A resolution may be introduced at a Board meeting by a Member either verbally or in writing.
- b. Resolutions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- c. At the request of the Chair or any Member, the Corporate Administrator shall read the resolution.

Part 6 - Committees

34. Committees

- a. The Chair of the Board may establish Standing Committees for matters the Chair considers would be better dealt with by Committee and may appoint members to those standing Committees pursuant to section 795 of the *Local Government Act*.
- b. The Chair of the Board shall make appointments to standing Committees at the first Board meeting in January each year.

- c. The general duties of standing Committees shall be as per the terms of reference approved from time to time by the Board.
- d. In the event the Chair of the Board has not established standing Committees for the year, the standing Committees of the previous year shall continue to exist until otherwise directed by the Chair of the Board.
- e. The Board may appoint a select Committee to consider or inquire into any matter and report its findings and opinion to the Board. Select committees are established by resolution of the Board pursuant to section 795 of the *Local Government Act*.
- f. Unless specified by Committee establishing bylaws, voting on motions at all Committee meetings shall be in accordance with this bylaw and section 791 of the *Local Government Act*.

35. Schedule of Committee Meetings

- a. Meetings of standing and select Committees are at the call of the Chair.
- b. The Corporate Administrator must cause a notice of the day, time and place of a meeting called under section 7 to be given to all Members of the Committee and the public.

36. Attendance at Committee Meeting

- a. Members who are not Members of a Committee may attend the meetings of the Committee.

37. Committee Meetings Minutes to be Maintained & Available to the Public

- a. Minutes of the proceedings of a Committee must be:
 - i. Legibly recorded;
 - ii. Signed by the Member presiding at the Committee meeting; and

- iii. Open for public inspection in accordance with section 794(5) of the *Local Government Act*.

38. Quorum

- a. The Quorum for a Committee is a majority of all of its Members.

39. Conduct and Debate

- a. The rules of the Board procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this Bylaw.
- b. 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.

40. Voting at Meetings

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

41. Chair of Committees

- a. 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.

42. Select Committee Dissolution

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

Part 7 - General

43. General

- a. 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.

- b. This bylaw may not be amended or repealed and substituted unless notice of 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*.

44. Repealed

- a. Bylaw No. A1061, Regional District of Alberni-Clayoquot Board Procedures, 2006 and all amendments thereto are hereby repealed.