



Section: Municipal Act, 2001 (Bill 130)

Subject: Procedural Policy for Meetings  
Proceedings for BIA Board of Management

BIA Policy: 1

Date Approved: December 12<sup>th</sup>, 2007

#### Meetings

1. Monthly Meetings of the BIA Board of Management shall be held on the third Wednesday of each month at 5:15 p.m.
2. The BIA Board of Management may by resolution, alter the date and/or time of their regular meeting provided that adequate notice of the change is posted to the municipal website.
3. The Chair shall preside at all BIA Board of Management meetings.
4. In the absence of the Chair, the Co-Chair shall preside and may exercise all rights, powers and authority of the Chair.
5. Notwithstanding paragraph 4, above, the members may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
6. The Chair, or presiding officer, may expel from a meeting, anyone who engages in improper conduct.
7. (a) All BIA Board of Management meetings shall be open to the BIA Membership and/or the general public.  
  
(b) Notwithstanding paragraph 7(a) above, a meeting of the BIA Board of Management may be closed to the public if the subject matter being considered relates to the following:
  - i) the security of the property of the municipality, or local board;
  - ii) personal matters about an identifiable individual including municipal or local board employees;

- iii) a proposed or pending acquisition of real property for municipal or local board purposes;
  - iv) employee negotiations or labour relations;
  - v) litigation or potential litigation including matters before administrative tribunals, affecting the municipality or a local board;
  - vi) a matter in respect of which the BIA Board of Management has authorized a meeting to be closed under an Act of the Legislature or an Act of Parliament;
  - vii) the receiving of advise that is subject to solicitor/client privilege, including communications necessary for that purpose;
  - viii) educating or training the members of the BIA Board of Management and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the BIA Board of Management members
- c) Before all or part of a meeting is closed to the BIA membership or the public, the BIA Board of Management shall state by resolution:
- i) the fact of the holding of the closed meeting and;
  - ii) the general nature of the matter considered at the closed meeting.
- d) Subject to paragraph 7(e) below, a meeting shall not be closed to the public during the taking of a vote.
- (e) Despite paragraph 7(d) above, a meeting may be closed to the public during a vote if:
- i) paragraph 7(b) permits a meeting to be closed to the public and;
  - ii) the vote is for a procedural matter or for giving direction or instruction to the members of the BIA Board of Management, its employees or persons retained by or under contract with the BIA Board of Management;
  - iii) Meetings or sessions which are closed to the public may be referred to as closed meetings or sessions.

#### Agendas and Supporting Material

8. (a) The BIA Board of Management Secretary shall prepare agendas for the meetings as assigned.
- (b) Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring an amendment to this policy:

Call to Order  
 Disclosure of Pecuniary Interest and the General Nature Thereof  
 Minutes  
 Accounts/Budget  
 Correspondence (Action)  
 Correspondence (Information)

Beautification  
Advertising & Promotion  
Events  
New Business  
Unfinished Business  
Other Items  
Next Meeting  
Adjournment

- (c) The business of the BIA Board of Management shall be taken up in the order as listed on the agenda unless otherwise decided by the Chair.

#### Notice of Meetings

9. The agendas shall be considered as notice of a meeting.
10. The BIA Board of Management Secretary shall cause to be delivered to each member of the BIA Board of Management by personal delivery or electronic mail, an agenda for each meeting of the BIA Board of Management, to the address provided by that BIA Board of Management member. The agenda shall be provided not later than 48 hours before the hour appointed for the holding of such meeting.
11. Notice of a Special Meeting called in accordance with this policy shall be delivered to each member of the BIA Board of Management by personal delivery or electronic mail at the address provided by that BIA Board of Management member. The notice of the Special Meeting shall be provided not later than 24 hours before the hour appointed for the holding of such meeting. Where time is of the essence, notice may be given by telephone call to the members.
12. Notice of a Special Meeting, called in accordance with this policy, shall be posted on the municipal website not later than 24 hours before the hour appointed for the holding of such meeting.
13. No business except the business dealing directly with the purpose mentioned in the agenda shall be transacted at a Special Meeting.
14. Notwithstanding any other provision of this policy, an Emergency Meeting may be held without notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.
15. No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting.
16. Lack of receipt of a notice or an agenda by the BIA Board of Management members shall not affect the validity of the meeting or any action lawfully taken there at.
17. Agendas for meetings shall be made available to the BIA membership, public and media as soon as possible.

18. Items of an urgent matter may be placed on an Addendum to an Agenda if the items are received by the Clerk after the Agenda has been prepared and distributed. The Addendum shall only be added to the Agenda with a majority vote of the members in attendance at the meeting.

#### No Quorum

19. If no quorum is present at the appointed time of the scheduled meeting, the BIA Board of Management Secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next monthly meeting or until rescheduled.

#### Duties of the Chair

20. It shall be the duty of the Chair:
  - (a) to open the meeting by taking the chair and calling the BIA Board of Membership members to order;
  - (b) to announce the business before the BIA Board of Membership members in the order in which it is to be acted upon;
  - (c) to receive and submit, in the proper manner, all motions presented;
  - (d) to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
  - (e) to decline to put to vote motions which infringe upon the rules of procedure;
  - (f) to enforce on all occasions the observance of order and decorum among the members;
  - (g) to authenticate by a signature all motions and minutes of the BIA Board of Management;
  - (h) to adjourn the meeting without question in the case of grave disorder arising; and
  - (i) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the meeting.

#### Conduct of Members of BIA Board of Management and Guests

21. No member shall:
  - (a) use offensive words or unparliamentarily language in or against the BIA Board of Management or against any member, staff or guest;
  - (b) disturb another BIA Board of Management member, staff or guest by any disorderly conduct;
  - (c) resist the rules of the BIA Board of Management or disobey the decisions of the Chair on questions of order or practice or upon the interpretation of the rules of the BIA Board of Management;
  - (d) leave a meeting without first obtaining permission from the Chair;

- (e) be permitted to retake their seat after being order to vacate, having committed a breach of any rule of the BIA Board of Management, until the next meeting and without making an apology to the BIA Board of Management;
  - (f) interrupt the member who has the floor except to raise a point of order.
22. No person shall be allowed to address the BIA Board of Management or speak in debate without permission of the Chair.
23. Delegations shall not:
- (a) Speak disrespectfully of any person;
  - (b) Use offensive words;
  - (c) Speak on any subject other than the subject for which they have received approval to address the BIA Board of Management.
24. Members of the general membership and/or public attending a meeting shall respect the decorum of the BIA Board of Management. The Chair may request that a member or members of the general membership and/or public vacate the meeting if their behaviour is deemed to be disruptive. The Chair may unilaterally suspend the meeting until order is restored.

#### Motions/Rules of Debate

25. Notices of motions shall be given in writing and shall be submitted to the Secretary 72 hours prior to the next monthly meeting so that the matter may be included in the BIA Board of Management agenda package.
26. Any motion may be introduced without notice if a majority of the BIA Board of Management in attendance agrees.
27. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
28. When a motion is presented to the BIA Board of Management members in writing it shall be read, or, if it is an oral motion, stated by the Chair.
29. Once read or stated by the Chair, a motion may not be withdrawn without the consent of the majority of the BIA Board of Management members present at the meeting.
30. Immediately prior to voting on a motion, the Chair shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
31. After a motion as amended if finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared and recorded.

32. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.
33. The Chair, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
34. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
35. Subject to paragraph 7(e) no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.
36. All members, staff and guests shall address the BIA Board of Management through the Chair and only when recognized to do so.
37. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
38. All motions shall be in writing and signed by the mover and the seconder.
39. Each member of the BIA Board of Management shall be responsible for making a determination on how the member voted on a specific matter. The Secretary shall not record or note in the minutes how a member votes unless a request for a recorded vote is made.

#### Points of Order and Privilege

40. The Chair shall preserve order and decide questions of order.

#### Delegations

41. Individuals or Groups wishing to appear before the BIA Board of Management shall advise the Secretary in writing, stating the purpose of the delegation, not later than 72 hours prior to the next monthly meeting.
42. Individuals or groups which are listed on an agenda or are otherwise approved to appear before the BIA Board of Management shall be limited to not more than ten (10) minutes.
43. The Chair may curtail any delegation, any questions of a delegation or debate during the presentation, for disorder or other breach of this policy and if the Chair rules that the delegation if concluded, the person or persons appearing shall withdraw and cease their presentation.

#### Sub Committees

44. There may be Sub Committees as established by the BIA Board of Management from time to time for consideration of matters within the BIA mandate.
45. The Chair of the Sub Committee will be selected by the Sub Committee.

46. Sub Committees shall only have the power to make recommendations to the BIA Board of Management.
47. The Secretary shall be responsible for recording the actions and recommendation made at the Sub Committee meetings and for forwarding a copy of the minutes and/or reports to the BIA Board of Management meeting.

General

48. In all matters and under all circumstances, the BIA Board of Management members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*, or any successor legislation.
49. Any procedure under this policy which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the BIA Board of Management members present.