



*Southern Interior Local  
Government Association*

## **SILGA ANNUAL MEETING**

### **RESOLUTION RULES AND PROCEDURES**

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## **GENERAL RULES**

1. The Annual General Meeting will begin at the scheduled time or as near thereto as is possible.
2. Delegates will use the floor microphones when speaking.
3. All elected officials of a Member municipality or regional board shall be entitled as the Member Representatives to have a voice and vote at the Annual Meeting of the Association. [Bylaw s. 8.7]
4. The Clerk, Secretary-Treasurer and/or Chief Administrative Officer of the Member local governments shall be entitled to attend the meetings but shall not be entitled to vote, nor to address matters placed before the Association unless requested to do so by the President. [Bylaw s. 8.9]
5. A quorum shall be twenty (20) Members present at the Annual Meeting. [Bylaw s. 8.6]

## **VOTING RULES and RULES OF PROCEDURE - GENERAL**

1. Only elected representatives from member municipalities and regional districts are entitled to vote. [Bylaws. 8.7 & 8.9]
2. There is no proxy voting and each Member Representative present at the meeting is be entitled to one vote per question. [Bylaw s. 8.8]
3. All matters placed before a meeting of the Association shall be resolved by a simple majority vote, except for amendments to the Constitution, Bylaws and annual dues which shall require an affirmative three-fifths (60%) vote of the Member Representatives present at the meeting. [Bylaw s. 8.10]
4. In all cases, where the votes of Member Representatives present, including the vote of the Chair, are equal for and against a question, the resolution fails. [Robert's Rules of Order, pp. 392-393]
5. The Chair shall enforce order and strict observance of the Bylaws. Subject to an appeal to the meeting sustained by a majority vote of Member Representatives present, the Chair shall have the right to decide all questions of order and the chair's rulings in this regard shall be final. [Robert's Rules of Order, pp. 625]
6. A Member Representative wishing to move, second or speak to a motion shall rise and address the Chair and shall wait until he or she is recognized before speaking. The delegate must announce his or her name, municipal or regional office and municipality or regional district, or other qualifications each time he or she rises to speak. [Robert's Rules of Order, p. 28]
7. Member Representatives must confine their remarks to a maximum speaking period of 2 minutes.
8. No Member Representative may speak more than once on any one question unless and until all other delegates desiring to speak have been heard. [Robert's Rules of Order, p. 30]
9. The fundamental principles of Roberts Rules of Order shall govern the proceedings of the Association so far as they may be applicable without coming in conflict with the Constitution and Bylaws. [Bylaw s. 13.1]

### **VOTING PROCEDURES – RESOLUTIONS SESSION**

1. For each resolution, the Chair of the Resolutions Committee will introduce the resolution by reading the title and identifying the local government sponsor. [Bylaws 11.1]
2. A member of the Resolutions committee will read the “*therefore be it resolved*” clause. The resolution will now be before the membership and will not require a mover or a seconder.
3. The Chair will then call for discussion from the floor. [Bylaws 11.1]
4. A member of the local government sponsoring the resolution will be given the first opportunity to speak using the “Yay” microphone. Reminders (a) before speaking on the resolution, you must give your name, title and where you are from; (b) only elected officials are eligible to address the convention.
5. Members wishing to speak against a resolution should address the assembly from the “Nay” microphone.
6. No one may speak until they have been acknowledged by the Chair.
7. Each speaker will have 2 minutes to address the assembly.
8. If there is no speaker at the “Nay” microphone after the local government sponsor has spoken, the Chair will call the question.
9. Any amendment or any motion to withdraw a resolution from consideration of the meeting must be moved and seconded from the floor. [Bylaw s. 11.2]. If possible, provide a written copy of a proposed amendment in advance to the Chair of the Resolutions Committee.
10. Voting will be by show of the assigned voting card and the Chair will determine if the motion has been *Carried* or *Defeated*. [Bylaw s. 11.3] The voting result will be by a simple majority. Proxy voting is not permitted.
11. Any member may call for a formal count of the votes and, if seconded, the Chair will call for voting cards to be raised again and local government staff volunteers will conduct a count and report the numbers to the Chair who will then announce the result. [Bylaw s. 11.3]
12. Reconsideration of a resolution is permitted as long as the assembly agrees by a 60% approval that reconsideration is warranted because of relevant additional or clarifying information having come to the attention of the assembly. A resolution may only be reconsidered once. A resolution to be reconsidered may only be brought to the floor after all other resolutions have been considered. [Bylaw s. 11.4]
13. Resolutions considering amendments to the Constitution, Bylaws and annual dues may only be considered at the Annual meeting if the proposed amendments have been given to the Members of the Association at least sixty (60) days in advance of the Annual Convention. [Bylaw s. 12.1(3)]
14. If discussion continues on any resolution for an undue length of time without reasonable agreement being reached, the resolution may be cleared from the floor by a majority vote and the resolution referred back to the Resolutions Committee for further consideration and report.
15. Late resolutions will be considered only after all other resolutions have been debated.

## **SUBMISSION OF RESOLUTIONS**

1. Resolutions submitted by the normal deadline date, no later than sixty (60) days prior to the Annual Meeting, shall be considered first at the Annual Meeting.
2. Resolutions submitted after the normal deadline date (late and emergency resolutions) shall be introduced at the Annual Meeting [Bylaw s. 10.5] only if:
  - the resolutions are of a subject matter which could not have been submitted by the normal deadline date;
  - the resolutions have been received by the Resolutions Committee Chair at least twenty-four (24) hours prior to the commencement of an Annual Meeting and enough copies are supplied in order that they may be circulated to all Member Representatives at the Meeting Registration Desk at the time of registration;
  - consideration has been given to all resolutions submitted by the normal deadline date; and
  - a resolution to allow its debate receives an affirmative vote of two thirds (66%) of the Member Representatives in attendance at the meeting.
3. A resolution to be reconsidered may only be brought to the floor after all other resolutions have been considered.
4. No other resolutions other than those referred to in Sections 1, 2, and 3 may be brought forward from the floor. Any member of the Association may submit a resolution directly to UBCM without endorsement of the Association. [Bylaw s. 11.5]

## **NOTES:**

- Discussion and voting shall proceed in accordance with the Voting Rules and Rules of Procedure – General and Voting Rules and Rules of Procedure – Resolutions.
- Debate and voting are on the resolution, NOT on the recommendation of the Resolutions Committee.
- All references to Robert's Rules of Order are taken from Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition)