



SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

ANNUAL MEETING 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. [Bylaw s. 8.7 & 8.9]
2. There shall be no proxy voting, and each Member Representative present at the meeting shall 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 RULES AND RULES OF PROCEDURE – RESOLUTIONS

1. The Chair of the Resolutions Committee shall introduce each submitted resolution and call for discussion from the floor. [Bylaw s. 11.1]

2. Any amendment and any motion to withdraw any resolution from consideration of the meeting must be moved and seconded from the floor. [Bylaw s. 11.2]
3. Voting on resolutions shall be by show of voting card and the Chair's decision as to whether a motion is won or lost shall be final. Any member may call for or demand a count and, if seconded, the Chair must put the question on ordering a count. [Bylaw s. 11.3]
4. Any resolution that has been voted on may be reconsidered at the same meeting provided that the Member Representatives present agree by a majority vote of 60% of those in attendance at the meeting that the reconsideration is warranted because of additional or clarifying information having come to the attention that is directly relevant to the decisions of the Member Representatives in casting their votes. 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]
5. Resolutions considering amendments to the Constitution, Bylaws and annual dues may be considered and voted on by the Association at the Annual meeting provided that not less than sixty (60) days notice has been given to the Members of the Association of the proposed amendments to the Constitution and Bylaws. [Bylaw s. 12.1(3)]
6. Should discussion continue on any resolution for an undue length of time without reasonable agreement being reached, the resolution may be cleared from the floor by a favourable vote to refer the resolution back to the Resolutions Committee for further consideration and report.

HANDLING OF RESOLUTIONS: STEP-BY-STEP RULES

Prior to Annual Meeting

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 three-fifths (60%) 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]

At the Annual Meeting

1. The Chair will read the title and identify the local government sponsor of the resolution to be considered.
2. A Resolutions Committee member will then read the “Therefore Be It Resolved” clause of the resolution in its entirety.
3. The resolution will then require a mover and a seconder, after which the resolution will be properly before the assembly.
4. The Chair shall then call on a Member Representative from the sponsoring municipality or regional district to introduce the resolution.
5. The sponsor is permitted a maximum of two minutes to introduce the resolution.
6. The Chair will then call for discussion from the floor.
7. If there are no speakers opposed to the motion, the Chair may call the question.

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, 10th Edition)