



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 4700

A Bylaw for the Regulation of Board Proceedings



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COWICHAN VALLEY REGIONAL DISTRICT

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WHEREAS the *Local Government Act* requires the Board, by bylaw, to establish the general procedures to be followed by the Board in conducting its business;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish procedures for the proceedings and conduct of meetings of the Regional Board;

NOW THEREFORE the Board of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

1. CITATION

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4700 – Regional Board Procedures Bylaw, 2025**".

2. DEFINITIONS

In this bylaw:

"Board" means the Board of Directors of the Cowichan Valley Regional District and Cowichan Valley Regional Hospital District.

"Chair" means the person presiding at a meeting of the Board and shall include the Vice Chair or any other person who for the time being is the presiding officer unless the context otherwise requires.

"Charter" means the *Community Charter (CC)*.

"Consent Agenda" means routine business items and reports which require no discussion or debate into one agenda item called the Consent Agenda.

"Corporate Officer" means the person, or that person's deputy, duly appointed by the Board as the person responsible for corporate administration pursuant to legislation, and the Regional District Officer's Establishment Bylaw.

"Delegation" means an individual, group, or organization that is engaged directly or indirectly with the CVRD and its programs or services, that addresses the Board during a meeting;

"Electronic Meeting" means a person who participates in a meeting by means of electronic or other communication facilities;

"Director" means a Director appointed or elected to the Cowichan Valley Regional District Board and Cowichan Valley Regional Hospital District.

"**Officer(s)**" means the Corporate Officer, Financial Officer, or Chief Administrative Officer as described by the *Local Government Act*.

"**Proxy vote**" means a vote cast by one person as a representative of another.

"**Public Notice Posting Place**" means the notice board located at the front entrance of the Regional District Office located at 175 Ingram Street, Duncan, BC.

"**Quorum**" means a majority of Board Directors.

"**Regional District**" means the Cowichan Valley Regional District.

"**Regional District Website**" means the information resource found at an internet address provided by the Regional District.

3. **APPLICATION OF RULES OF PROCEDURE**

- (1) The provisions of this Bylaw govern the proceedings of the Cowichan Valley Regional District Board and the Cowichan Valley Regional Hospital District Board.
- (2) In cases not provided for under this Bylaw, the current edition of Robert's Rules of Order shall apply to the proceedings of the Regional Board to the extent that those Rules are:
 - a) applicable in the circumstances; and
 - b) not inconsistent with provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.

PART 2 – REGIONAL BOARD MEETINGS

4. **INAUGURAL MEETING**

- (1) The Board shall meet in an inaugural meeting during the month of November at such time as shall be advised by the Corporate Officer in writing.
- (2) The presiding officer of the inaugural meeting shall be the Corporate Officer until such time as the Chair has been elected.
- (3) The Corporate Officer shall announce results of elections and confirm that new Directors have completed the Oath of Office set out in the *Local Government Act*, following which the Chair shall be elected from among the Directors of the Board.

5. **ELECTION OF CHAIR AND VICE CHAIR**

- (1) The Corporate Officer shall call for nominations for Chair and Vice Chair, and conduct a vote by secret ballot in which the person receiving a majority vote of those Directors present shall be elected Chair and Vice Chair. Each Director shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.
- (2) Nominations do not need to be seconded and a candidate must consent to the nomination.
- (3) If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting.

- (4) There will then be allotted a maximum of thirty minutes for questions of the candidates from the Directors. Each Director will be allowed to ask one question of one or all of the candidates. If after all Directors have been heard and there is still time remaining, Directors who have already spoken can ask a follow-up question.
- (5) At the conclusion of the candidates' speeches, the Corporate Officer and Deputy Corporate Officer or designate will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Corporate Officer will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection 5(6) below.
- (6) The counting of the ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate.
- (7) Following the counting of the ballots, the Corporate Officer shall advise of the candidate that has received a majority of the votes.
- (8) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
- (9) In the event that there are more than two candidates for the election of Chair or Vice Chair, and if no person receives a majority of the votes of those Directors present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Directors present; unless there is a tie between the two candidates with the least votes of those Directors present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Directors present and is eliminated.
- (10) If the tie for the least number of votes of those Directors present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(3). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Directors present.
- (11) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
 - a) the names of the candidates shall be written on separate pieces of paper and
 - b) placed in a container;
 - c) the Corporate Officer shall be asked to withdraw one paper; and
 - d) the candidate whose name is on the withdrawn paper shall be declared elected.
- (12) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.
- (13) Following the election of the Chair, the CVRD Board shall elect one of its Directors to be Vice Chair. The procedure for determining the Director to be elected Vice Chair shall be as set out in sections 5(1) to (12) for electing the Chair of the Board.

6. TIME AND LOCATION OF REGULAR BOARD MEETINGS

- (1) Regular Board meetings shall be held in the CVRD Board Room, 175 Ingram Street, Duncan, BC, on the fourth Wednesday of each month, commencing at 1:30 p.m.; unless otherwise determined by previous resolution of the Board.
- (2) If a Regular Board meeting agenda contains items that meet the criteria prescribed by Section 90 of the *Community Charter*, the Closed Session of the Regular Board meeting may commence prior to or following the Open Session meeting.
- (3) If a Regular Board meeting falls on a statutory holiday, such meeting shall be held on the next day the Regional District Office is open.
- (4) The Corporate Officer must annually give advance public notice of the time, place and date of the Regular Board meeting by way of a notice posted at the Public Notice Posting Place and on the Regional District website.

7. NOTICE OF SPECIAL BOARD MEETINGS

- (1) In accordance with Section 220 of the *Local Government Act*, on request of the Chair or any two Directors, notice of a Special Board meeting must be issued by the Corporate Officer who will, at least five (5) days before a Special Board Meeting:
 - a) give advance public notice that states the general purpose of the meeting, and the day, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - b) deliver a copy of the notice to each Director at the place to which the Director has instructed that notices be sent.
- (2) In accordance with Section 220 (4) of the *Local Government Act*, the notice of a Special Board Meeting may be waived by a unanimous vote.
- (3) In the case of an emergency, notice of a Special Board Meeting may be given, with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and need not be in writing.

8. ELECTRONIC MEETINGS & ELECTRONIC PARTICIPATION

- (1) A Regular Board meeting or a Special Board meeting may be conducted by means of electronic or other communication facilities.
- (2) Where a Board meeting is to be conducted by electronic or other communication facilities, notice to the public regarding the way in which the meeting is to be conducted, and the place where the public may attend to hear, or watch and hear, proceedings that are open to the public, must be provided by way of a notice posted on the public notice posting place at least 48 hours prior to the meeting.
- (3) A Board Director who is unable to attend a regular or special Board meeting in person, may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.
- (4) A Board Director wishing to participate in a regular or special Board meeting electronically must advise the Corporate Officer in advance of the meeting.

- (5) A Board Director participating in a regular or special Board meeting under this section is deemed to be present at the meeting.
- (6) Meetings may be conducted by either audio only or a combination of audio and visual means but must be conducted in a manner which allows the public to hear or watch and hear the proceedings, unless the meeting is closed to the public under the authority of Section 90 of the *Community Charter*.
- (7) A Board Director participating by audio means only, must indicate their vote verbally.
- (8) Although the Regional District will make every effort to accommodate electronic participation in meetings as required, nothing in this bylaw will be construed to guarantee any Board Director electronic access to a Regional District meeting. Electronic participation in meetings will be restricted by equipment capacity.

PART 3 – BOARD PROCEEDINGS

9. OPEN MEETINGS

- (1) Except as otherwise provided in this bylaw, meetings of the Board shall be open to the public and no person shall be excluded therefrom except for improper conduct.

10. CLOSED MEETINGS

- (1) A meeting or part of a meeting may be closed to the public only if the matter falls under Section 90 of the *Community Charter*.
- (2) As provided under Section 92 of the *Community Charter*, before holding a meeting or part of a meeting that is to be closed to the public, the Board must state, by resolution passed in a public meeting, that the meeting, or part of the meeting, is to be closed, and the basis upon which the meeting is to be closed under the applicable subsection of Section 90 of the *Community Charter*.
- (3) No Board Director may disclose to the public the proceedings of a meeting held in Closed Meeting unless a resolution has been passed at the Closed Meeting which would permit disclosure to the public.
- (4) A Closed Meeting resolution or minute may be made a matter of public record where the Board resolves in Closed Meeting that it is in the public interest to make a Closed Meeting resolution a matter of public record. It shall be the responsibility of the Corporate Officer to ensure that the matter is brought into the public record at the next regular meeting.
- (5) Minutes of a Closed Meeting must be kept in the same manner as a regular meeting, but must be kept in a confidential location and must not be retained with the minutes of regular Open Meetings.
- (6) The Board must not vote on the reading or adoption of a bylaw during a Closed Meeting.
- (7) The Board may exclude all officers or employees from attending all or part of a Closed Meeting. The minutes of any part of a Closed Meeting where all officers or employees are excluded from attending, a resolution must be passed to appoint a

Director as the person responsible for legibly recording and certifying that portion of the closed meeting minutes as correct and must form part of the corporate record.

11. DUTY TO PROTECT CONFIDENTIALITY

In accordance with Section 117 of the *Community Charter* and 205 (1)(d) of the *Local Government Act* Board Directors must, unless specifically authorized by the Board resolution, keep in confidence any record or other matter held in confidence by the Board, until the record or other matter is brought into the public domain and released to the public.

12. MEETING MINUTES TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

- (1) Minutes of the proceedings of the Board must be:
 - a) legibly recorded;
 - b) certified as correct by the Corporate Officer; and
- (2) signed by the Chair or other director presiding at the meeting or at the next meeting at which the minutes are adopted.
- (3) Minutes of the proceedings of the Board, except for the minutes of a Board meeting from which persons were excluded under Section 90 of the *Community Charter*, must be open for public inspection at the Regional District Office during its regular office hours.

13. CALLING MEETING TO ORDER

- (1) 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, when the Chair is absent, the Vice Chair must take the Chair and call such meeting to order.
- (2) If a quorum of the Board is present, but the Chair and the Vice Chair are not in attendance, the Corporate Officer must call to order the Directors present; and the Directors present must choose a director, by resolution, to preside as Acting Chair at the meeting until the Chair or Vice Chair arrives.

14. ADJOURNING MEETING WHERE NO QUORUM

- (1) If there is no quorum of the Board present within twenty (20) minutes of the scheduled time for a Board meeting, the Corporate Officer must record the names of the directors present, and those absent, and the Board shall stand adjourned until the next meeting date or until another meeting is called in accordance with this bylaw.

15. AGENDA

- (1) The Corporate Officer shall prepare an agenda and shall circulate a copy of the agenda to each Director at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24

hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda.

- (2) An item not included on the agenda must not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Introduction of Late Items), by way of a motion carried by a majority vote of Directors. Items that may be considered as late items include matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.

16. ORDER OF PROCEEDINGS AND BUSINESS

- (1) The agenda for all regular Board meetings may contain the following matters in the order in which they are listed below unless otherwise directed by the Chair at the meeting:
 - a) Call to Order;
 - b) Introduction of Late Items;
 - c) Adoption of Agenda;
 - d) Adoption of Minutes;
 - e) Business Arising from the Minutes;
 - f) Public Input Period;
 - g) Delegations;
 - h) Report of the Chairperson;
 - i) Adoption of Consent Agenda;
 - j) Items for decisions;
 - k) Items for information;
 - l) Correspondence;
 - m) Information;
 - n) Committee / Commission Reports (not included in the Consent Agenda);
 - o) Director Reports;
 - p) Staff Reports;
 - q) Public Hearings;
 - r) Bylaws;
 - s) Bylaws – Electoral Area Directors;
 - t) Resolutions;
 - u) Unfinished Business;
 - v) Notice of Motion;
 - w) New Business;
 - x) Question Period;

- y) Closed Session; and,
 - z) Adjournment.
- (2) Business at a Board meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise directed by the Chair.

17. VOTING AT MEETINGS

- (1) Voting on resolutions and bylaws at Board meetings will be conducted in accordance with Section 206 and 207 of the *Local Government Act* or under enabling statute, regulation or Order in Council.
- (2) If a Director who is entitled to vote does not indicate how he or she votes, the Director is deemed to have voted in the affirmative.
- (3) The name(s) of the director who votes against the question shall be entered into the minutes.
- (4) On any question where the number of votes, including the vote of the person presiding, are equal, the question is defeated.

18. ELECTION-PERIOD RESTRICTIONS

- (1) When a general local government election or by-election is held, all meetings are suspended from the first day of the month in which the election occurs until after the election.
- (2) From the close of nominations preceding a general local government election or by-election, the Public Input Period, Question Period, and Reports of the Chair or Director(s) in the order of proceedings of an agenda for a committee, commission or Board shall be suspended until the first meeting following the election.

19. DELEGATIONS

- (1) An individual or a delegation may address the Board at a regular meeting provided a written application on a prescribed form has been received by the Corporate Officer by 1:30 p.m., on the Wednesday prior to the meeting. Each address must be limited to a maximum of ten (10) minutes unless a longer period is agreed to by unanimous vote of those directors present.
- (2) A delegation shall be considered from an individual, group or organization where the delegation is *directly or indirectly* engaged or to be engaged with the CVRD, Board and its programs and services.
- (3) As an alternative, and should an individual group, organization or not-for-profit not be determined to meet the criteria to address the Board as a delegation above, the Corporate Officer shall provide an applicant an alternate opportunity with which to address and communicate with the Board, including:
 - a) Providing written submission of comments for circulation to the Board; and/or
 - b) Participation during Public Input Period and/or Question Period.

- (4) A scheduled delegation must submit a summary of up to two pages of the delegation's presentation for inclusion in the Board agenda package.
- (5) Should a delegation wish to use an audio/visual presentation, this must be provided to the Corporate Officer or designate by 12 noon the day prior to the meeting; presentations will count toward the time limited permitted for a delegation.
- (6) No delegation may appear more than once to the same item except to introduce new and material information.
- (7) 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 pre-requisite to the adoption of the bylaw, or a public hearing that is prohibited under an enactment.
- (8) The Corporate Officer may schedule delegations to another Board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (9) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Board or does meet the criteria set in section 19(4) or (7). If the delegation wishes to appeal the Corporate Officer's decision, the information may be distributed under separate cover to the Board for their consideration.
- (10) The number of delegations permitted at a regular Board meeting is two (2).
- (11) Where written application has not been received by the Corporate Officer prior to the close of the application period, or two delegations have already been received for a regular Board meeting, an individual or delegation may address the meeting if approved by the unanimous vote of the directors present.

20. CONDUCT AND DEBATE

- (1) The Chair shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant and shall ensure that each director is allowed equal opportunity to speak.
- (2) A Board director may speak to a question or motion at a Board meeting by addressing the Chair.
- (3) If more than one Director speaks, the Chair will call on the Director who, in the Chair's opinion, first spoke.
- (4) No director will interrupt a director who is speaking except to raise a point of order or a question of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Director personally).
- (5) The Chair shall preserve order and decorum and shall rule on all points of order, stating their reason(s) and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
 - a) If an appeal be taken from the decision of the Chair, the question, "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Directors present (exclusive of the Chair), and in the

event of the votes being equal, the question shall **pass** in the affirmative. The names of the Directors of the Board voting against the question shall be recorded in the minutes.

- b) If the Chair refuses to put the question, "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Directors, to preside temporarily in lieu of the Chair. The Vice Chair, or Director so appointed, shall proceed in accordance with section 20(2) above.
- (6) A Director 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 Director who is speaking.
 - (7) A Director who is called to order by the Chair must immediately stop speaking.
 - (8) Directors speaking at a Board meeting:
 - a) must use respectful language;
 - b) must not use offensive gestures or signs;
 - c) must speak only in connection with the matter being debated; and
 - d) must adhere to the rules of procedure established under this Bylaw, the Code of Conduct for Board, Committee and Commission Members Policy and to the decisions of the Chair and the Board in connection with the rules and points of order.
 - (9) A Director may speak to a question, or speak in reply, for no longer than ten (10) minutes unless the majority of the votes of the Board support a time extension.
 - (10) A Director may speak more than once in connection with the same question only if:
 - a) every other Director has spoken, or has had the opportunity to speak; and
 - b) if the Director has already spoken for ten (10) minutes, the Director who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.
 - (11) A Director may not speak for longer than a total time of ten (10) minutes unless the Director has done so in accordance with sections 19(9) and (10); and
 - (12) A Director speaking for a second time under section 19(10) shall speak for a maximum of five (5) minutes only.
 - (13) If a director does not adhere to section (8), the Chair may expel the Director from the meeting; and
 - a) if the Director refuses to leave, the Chair may cause the Director to be removed from the meeting by a peace officer; and
 - b) the Board may, by resolution, allow the director to retake the Director's seat.

21. CONSENT AGENDA

- (1) The Consent Agenda shall consist of routine business items and reports which require no discussion or debate.
- (2) Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of the board agenda.
- (3) Items in the Consent Agenda may include:
 - a) Draft minutes of the Board;
 - b) Committee, Commission and Advisory minutes for information, and reports including recommendations; and
 - c) Correspondence for information.
- (4) Approval of the Consent Agenda by Board constitutes approval of each of the motions listed under the Consent Agenda portion of the meeting, subject to any items being removed from the Consent Agenda.
- (5) At any time prior to the vote under section 21(2), a Director may move any item out of the Consent Agenda; a motion or vote is not necessary to request to move an item out of the Consent Agenda. For the purposes of:
 - a) Debate or discussion;
 - b) Voting in opposition to a recommendation appearing on the consent agenda portion of a board agenda; or
 - c) Declaring a conflict of interest with respect to an item on the consent agenda.The item will be considered immediately after consideration of the consent agenda.

22. MOTIONS GENERALLY

- (1) The Board may debate and vote on a motion only if it is first moved by one Director and then seconded by another.
- (2) The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested by a Director.
- (3) After a motion has been made, it is deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- (4) Any Director, once recognized by the Chair, may move to "Call the question" if they believe that debate on a motion has continued beyond that is required. If seconded, the Chair must ask for the vote on closing debate. A motion to "Call the question" requires two-thirds of the votes cast to pass. If carried, the Chair must immediately close debate and call for a vote on the question.
- (5) The Chair shall also have the discretion to call the question on completion of debate on a motion and the Chair shall then advise that the debate is closed. Following closure of debate no Director shall speak further to the question.

23. NOTICE OF MOTION

- (1) Any Board Director desiring to bring a new matter before the Board, other than a point of order, shall do so by way of Notice of Motion.
- (2) The Notice of Motion must be within the Board's mandate as a governing body.
- (3) A Notice of Motion may be presented to the Board by either:
 - a) The Board Director providing it to the Corporate Officer with a written copy of the Notice of Motion during a meeting of the Board, at which time the Notice of Motion shall be read into the record and recorded in the meeting minutes. The Corporate Officer shall be responsible for including the Motion on the next regular Board agenda, or to the Special Meeting agenda scheduled for the purpose of the Notice of Motion; or
 - b) The Board Director may provide the Corporate Officer or deputy with a written copy of the Notice of Motion not later than seven (7) calendar days prior to the scheduled regular Board meeting. The Corporate Officer shall be responsible for including the Motion on the next regular Board agenda.
- (4) A motion under 23(3) shall only be decided at its meeting of introduction if all the following are met:
 - a) The motions subject matter falls into one or more of the following classes:
 - i. Those items with an urgent deadline;
 - ii. Those items of minor organization impact (e.g. simple advocacy or letter of support); or
 - iii. Those items support the position of the Director's local government.
 - b) The Directors present vote with a two-thirds majority to consider it.

24. AMENDMENTS TO MOTIONS GENERALLY

- (1) A Director may, without notice, move to amend a motion that is being considered at a Board meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) 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.
- (4) An amendment may be amended once only.
- (5) An amendment that has been defeated by a vote of the Board cannot be proposed again.
- (6) A Director may propose an amendment to an adopted amendment.

25. RECONSIDERATION

- (1) After a vote has been taken on any motion, except one of tabling or postponing a subject, a Director who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.

- (2) Despite subsection 25(1), a Director who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires a simple majority of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- (4) The Board must not reconsider any motion that:
 - a) has been acted upon by the Regional District;
 - b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - c) has been reconsidered under the *Local Government Act* or subsection (1) of this Bylaw.
- (5) After a motion has been reconsidered, it must not be reintroduced for a period of six (6) months except by unanimous consent of all Directors.

26. CONFLICT OF INTEREST

- (1) In accordance the *Local Government Act* and the *Community Charter*, where a Director considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter because the Director has a direct or indirect pecuniary interest in the matter, or another interest in the matter that constitutes conflict of interest, the Director must declare this and state in general terms why the director considers this to be the case.
- (2) Where a Director considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Director must:
 - a. not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - b. immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - c. not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- (3) Where a Director declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person taking minutes shall record the Director's declaration, the reasons given for it and the time(s) of the Director's departure from the meeting room and, if applicable, of the Director's return.
- (4) Where a Director declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Director is not present at the meeting at the time of any vote on the matter.
- (5) A Director must not participate in the discussion of or vote on a question in respect of a matter in which the Director has a direct or indirect pecuniary interest, except where:

- a) the pecuniary interest of the Director is a pecuniary interest in common with electors of the Regional District generally;
- b) the matter relates to remuneration or expenses payable to one or more Board Directors in relation to their duties as Board Directors; or
- c) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as to likely influence the Director in relation to the matter.

PART 4 – BYLAWS

27. READING AND ADOPTING BYLAWS

- (1) Bylaws shall be passed by the following stages:
 - a) Introduction and first reading shall be decided by the motion "That Bylaw No. ____ be introduced and read a first time".
 - b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.
 - c) Third Reading - A bylaw may be amended at third reading and passed upon the motion "That Bylaw No. ____ (as amended or as presented) be read a third time".
 - d) Despite sections 27(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.
 - e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. ____ be adopted", unless the Board adopts the bylaw in accordance with section 27(2) and Section 228 of the *Local Government Act*.
- (2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other *Act* before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.
- (3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.
- (4) A bylaw is effective on the date it is adopted, unless the bylaw specifies a later effective date.

PART 5 – GENERAL

28. SEVERABILITY

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.

29. REPEAL

This bylaw may not be amended or repealed and substituted unless the Board first gives notice in accordance with section 225(2) of the *Local Government Act*.

"CVRD Bylaw No. 4623 – Regional Board Procedures Bylaw, 2025", and any amendments hereto, is hereby repealed.

NOTICE Per LGA Sec. 225(2) this	<u>26th</u>	day of	<u>November</u> , 2025.
	<u>3rd</u>	day of	<u>December</u> , 2025.
READ A FIRST TIME this	<u>10th</u>	day of	<u>December</u> , 2025.
READ A SECOND TIME this	<u>10th</u>	day of	<u>December</u> , 2025.
READ A THIRD TIME this	<u>10th</u>	day of	<u>December</u> , 2025.
ADOPTED this	<u>10th</u>	day of	<u>December</u> , 2025.



Chairperson



Corporate Officer