

Table of proposed changes - Board Procedures Bylaw

Part & Heading	Bylaw 1278, 2010	Proposed New Bylaw 1501, 2022	Comment
Part 1 Introduction		Part 1 Interpretation	New heading and sections
Citation	8.2 This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010".	1.1 This bylaw may be cited for all purposes as the "Board Procedure Bylaw No. 1501, 2022"	Moved from part 8 to part 1 and renamed.
Application of rules of procedure	1.5 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if two-thirds (2/3) of the Members present agreed to do so or if there is unanimous consent for doing so.	<p>Application</p> <p>1.4 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case-by-case basis if a minimum two-thirds (2/3) of the Members present agree.</p> <p>1.5 The headings used in this Bylaw are for convenience of reference only and do not form part of this Bylaw to be used in the interpretation of this Bylaw.</p> <p>1.6 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the Bylaw.</p>	<p><i>new section heading</i>, order and numbering;</p> <p>from shall to will</p> <p>added new section 1.5 and 1.6</p>
Definitions	Audio and Video Recording Devices means any equipment enabling the recording or transmission of sound or visual images;	Recording Devices means any equipment enabling the recording or transmission of sound or visual images;	Removed 'audio and video' to reflect current language
	Committee means, as the context requires, a Select committee established by the Board, or a Standing Committee established by the Board Chair;	Committee means a committee established by the Chair or the Board as the context requires;	Removed specific committee type

	Director Items means each Director will have an opportunity to publicly announce events happening within their jurisdictions; acknowledge or thank a person, or organization for contributions made within their jurisdictions; and to recognize outstanding achievements within the region as a whole. For clarity, this opportunity is neither to raise administrative matters nor to introduce "Late Items" or "New Business" to the agenda.	moved to Part 5	Aligned for clarity under Part 5 Meeting Procedures
	Media means radio, television, newspaper, and any electronic communication medium	Deleted in its entirety	Removed; not referenced in the bylaw
	Petition means a formal request submitted to the Board and signed by more than two persons;	Deleted in its entirety	Removed; not referenced in bylaw
	Petition for Services means a petition for electoral area services as defined by the Act;	Deleted in its entirety	Removed; not referenced in bylaw
	Posting Places means the public bulletin board located at the RDCO office;	Posting place means the public bulletin board located in the lobby of the RDCO Administration Building at 1450 KLO Road, Kelowna	Updated the public posting place with the office address
	n/a	Specified Place means the location identified in a notice of electronic meeting where the public can attend to hear or watch and hear an open meeting.	new definition as part of the electronic meeting requirements
Part 2 Election of Board Chair and Vice Chair			
General Provisions	<p>2.1 There shall be a Statutory meeting of the Board held in December of each year pursuant to the provisions of the Act.</p> <p>(1) The Corporate Officer shall call the Statutory meeting to order and administer the necessary oaths and declarations.</p>	<p>2.1 At the first meeting of the Board after November 1 of each year the regular business of the Regional Board will be preceded by an election for Chair and an election for Vice Chair.</p>	<p>Replaced language under section 2.1; update the month of the meeting for election of Chair and vice-chair.</p> <p>-moved election details under a new section</p>

	<p>(2) The Board shall, at the Statutory meeting, elect a Chair and a Vice Chair of the Regional District Board.</p> <p>(3) The Vice Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.</p> <p>(4) If the Board Chair and the Vice Chair are not present at a Meeting of the Board, the Directors present may elect an acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable of the Chair.</p> <p>(5) Each Director present at the Meeting has one vote in each election for an office.</p>		
General Provisions		2.2 In the year of a general local election, and in other years as required, a ceremonial making of oaths of office by Directors will precede the election of Chair and Vice Chair.	<i>new section 2.2</i> to clarify when oaths and declarations are required.
Presiding Official	n/a	Presiding official 2.3 The Corporate Officer will administer the election process and preside until the elections have been completed 2.4 The Chair will preside immediately following the declaration of election results for the position of Vice Chair.	<i>new section heading and sections</i> - clarification for meeting proceedings
Election of Board Chair	<p>2.2 The call for nominations for the office of Board Chair will be conducted by the Corporate Officer.</p> <p>2.3 The Corporate Officer will call for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination. If the nominee is not present at the Meeting, they must have advised</p>	<p>2.5 The Corporate Officer will call for nominations for the office of Board Chair.</p> <p>(a) A director who has not made an oath of office, or an alternate director, is not eligible to be nominated.</p> <p>(b) Each nomination must be seconded, and the nominee must consent to the nomination.</p> <p>(c) If the nominee is not present at the Meeting, they must have advised the</p>	Replaced 2.2 and 2.3 with a <i>new section 2.5</i>

	the nominator of their consent in writing or else such person will not be considered for the position of Board Chair.	nominator of their consent in writing, and the written consent must be provided to the Corporate Officer , or else such person will not be considered for the position of Board Chair.	
Election of Board Chair	<p>2.6 At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot. If a Director is participating in the Meeting electronically under Sections 3.7 to 3.9, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, telephone the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box. When the Meeting location is equipped with electronic communications equipment and the appropriate security is in place, Directors shall vote by secret electronic ballot.</p> <p>2.7 The counting of ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. The number of votes for each candidate will be announced and, immediately thereafter, the ballots will be destroyed.</p>	<p>Declaration of election</p> <p>2.8 At the conclusion of candidates' speeches, an election will be held, and voting will be conducted by secret ballot.</p> <p>(a) Each Director present at the Meeting has one vote in each election for an office.</p> <p>(b) If a Director is participating in the meeting electronically as permitted under this Bylaw, to cast a vote for the office of Board Chair, they will, at the time the vote is being conducted, telephone the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box.</p> <p>2.9 The counting of ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate at the meeting location. The number of votes for each candidate will be announced and, immediately thereafter, the ballots will be destroyed.</p>	<p>new section heading and renumbered 2.8 to 2.9; removed reference to electronic voting</p> <p>2.8 added the counting of ballots will be conducted at the meeting location</p>
Tie Vote	<p>2.9 In the event of a tie vote that makes the election results inconclusive, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election will be determined by lot between those candidates as follows:</p> <p>(a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;...</p>	<p>2.11 In the event of a tie vote that makes the election results inconclusive, the candidates who are tied remain in the election and a new election process will be conducted as outlined in sections 2.5 through 2.9 of this Bylaw.</p> <p>2.12 If a definitive election result cannot be declared after three elections have been held, then the result of the election will be</p>	<p>Separated 2.9 into two sections, 2.11 and 2.12, and updated 2.11 to clarify the election process is repeated in the event of a tie vote;</p>

		determined by lot between those candidates as follows:....	
Election of Vice Chair	2.10 The election for the position of Vice Chair will be conducted following the procedures set out in Sections 2.2 to 2.9 of this Bylaw.	2.12 The election for the position of Vice Chair will be subject to the procedures as set out in Sections 2.5 to 2.10 of this Bylaw and commence immediately following the election of Chair.	Added that the election will immediately follow election of Chair for clarity.
Part 3 Meetings			
Time and location of Meetings	<p>3.1 Regular meetings of the Board shall be held on a Monday evening, commencing at 7:00p.m. and if required, a Regular meeting will be held following the Governance and Services Committee meeting</p> <p>3.2 The annual schedule of meetings for the ensuing year shall be adopted no later than the Statutory meeting of the Board held in December of each year.</p>	<p>Schedule of meetings</p> <p>3.1 Regular meetings will be held twice a month, on a Monday at 7:00pm and a Thursday at 8:30am with the annual schedule of meetings for the ensuing year to be adopted no later than the last meeting of the Board held in November of each year.</p>	new heading; Combined 3.1 and 3.2 clarified regular meeting twice per month, changed annual schedule, and removed reference to Governance & Services Committee, and Statutory meeting.
	3.3 The location of the Regular and Special meetings of the Board shall be in the Woodhaven Boardroom, RDCO, 1450 KLO Road, Kelowna, B.C. unless the Board agrees in advance to hold the Regular Meeting elsewhere.	<p>Location of meetings</p> <p>3.4 All meetings of the Board will be in the Woodhaven Boardroom, RDCO, 1450 KLO Road, Kelowna, B.C. unless the Board agrees in advance to hold the meeting elsewhere.</p>	new heading and simplified to 'all meetings of the Board'
Regular Meetings – advance notice	3.6 Notice of meeting times and location shall be posted on the public notice board in the Regional District Offices 1450 KLO Road, Kelowna B.C. at least seventy two (72) hours prior to the Regular Meeting date	<p>Notice of meetings</p> <p>3.5 For the purposes of advance public notice, the Corporate Officer will post the annual schedule of meetings for the following year to the posting place no later than November 30.</p>	new heading; advance notice now provided by posting annual meeting schedule, not per meeting.
	3.7 Notice of the meeting times and location shall be forwarded electronically to the Board.	3.6 In the event of a change to the time, date, or location of a scheduled meeting, the Corporate Officer will provide notice by amending the annual schedule of meetings and providing the amended schedule to	Notice provided should there be changes to the annual schedule of meetings.

		members of the board electronically and by posting to the posting place.	
Special meetings – calling and conduct	<p>3.12 In accordance with the Act, on request of the Chair or any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:</p> <p>(a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted at the Posting Places; and</p> <p>(b) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if a electronic method is not available, at the place to which the Director has instructed that notices be sent.</p>	<p>3.7 In accordance with the Act, on request of the Chair or any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least twenty-four (24) hours before a Special Meeting:</p> <p>(a) give advance notice stating the general purpose of the Special Meeting, and the day, hour, and place of the Special Meeting to members of the board electronically and by posting at the posting Place.</p>	<p><i>Changed heading to “Special Meetings”</i> and moved to follow 3.6</p> <p>legislative change being introduced by the Province will change to 24hrs; incorporating in bylaw</p> <p>Aligned language for advance notice, electronically to the Board and posting to the posting place;</p>
	3.14 In an emergency, with the consent of the Chair and two Directors, notice of a Special Meeting may be given less than five days before the date of the meeting, and notice of the Meeting need not be given in writing.	3.9 In an emergency, with the consent of the Chair and two Directors, notice of a Special Meeting may be given less than twenty-four (24) hours before the date of the meeting, and need not be given in writing.	Renumbered and updated language with 24hr.
	3.15 With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of electronic or other communication facilities. The Meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.	Delete in its entirety	Will be captured under new ‘Electronic Meetings’ section;
Electronic participation at Regular meetings	Electronic participation at Regular meetings	Electronic participation in meetings	Renamed and moved to follow Special meetings
	3.8 Members who are unable to attend at the Meeting location may participate in a Regular	3.10 Members who are unable to attend at the Meeting location may participate in a Regular,	Added other meeting types and combined criteria; added need for

	<p>meeting by means of electronic or other communication facilities. The meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.</p> <p>3.9 The Board Chair or person presiding over a meeting must be physically present at Regular Meetings. In the event the Board Chair opts to participate electronically, the vice Chair shall assume the chair.</p>	<p>Special or Committee of the Whole meeting by means of electronic or other communication facilities under the following conditions: (a) The Corporate Officer is advised at least twenty-four (24) hours in advance of a member's intent to participate electronically; and (b) The Chair must be physically present at the meeting; (c) In the event the Chair opts to participate electronically, the Vice-Chair, or other member attending in person and selected by the members, will assume the chair; and (d) If a member is attending a closed meeting by electronic or other communication means, the member must state at the beginning of the closed meeting that they have assured adequate privacy for the conversation.</p>	<p>notification to the Corporate Officer, and when in a closed meeting, assurance that the meeting proceedings are private.</p>
	n/a	<p>3.11 A meeting held with electronic participation must enable the meeting's participants, to hear, or watch and hear, the participation of the member.</p>	New section - add the requirements for electronic participation as outlined in the Regulation.
	n/a	<p>3.12 The Chair may disconnect an electronic participant if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.</p>	New section - provides for meeting continuity and an opportunity for the Chair to determine if a participant can be disconnected in this situation.
	<p>3.10 Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any Member electronic access to a</p>	<p>3.13 In the event of an equipment failure or other occurrence which prevents or limits electronic participation in a meeting:</p>	<p>reworded to include procedure to follow, and separated into two sections</p>

	<p>Regular meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Meeting will not be adjourned. Electronic participation in Meetings may be restricted by the capacity or dependability of the equipment employed.</p>	<p>a. The interruption will be treated as if the member had been in attendance physically and left the meeting room;</p> <p>b. The meeting will not be adjourned and may continue provided there is quorum</p> <p>c. If quorum is lost due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present, and those absent, and adjourn the meeting;</p> <p>3.14 Although every effort will be made to accommodate electronic participation, nothing in this Bylaw shall be construed to guarantee any member electronic access to a meeting.</p>	
Electronic Meetings	N/A	Electronic Meetings	<i>New section</i> for electronic meetings
	3.15 With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of electronic or other communication facilities. The Meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings	3.15 With the approval of the Chair, and provided the public notice requirements are met, Regular, Special, Committee of the Whole and Standing committee meetings of the Board may be conducted by electronic or other communication facilities.	Added additional meeting types for electronic meetings.
		3.16 The electronic or other communication facilities for an electronic meeting, except for a meeting that is closed to the public, must enable the public to: (a) hear, or watch and hear, the meeting, and (b)) attend at the specified place to hear, or watch and hear, the proceedings that are open to the public	<i>New section</i> added the requirements for electronic meetings as outlined in the Regulation, including the newly defined 'specified place'

	n/a	<p>3.17 If there is an interruption in the communication link of a meeting participant during an electronic meeting, section 3.13 of this Bylaw will apply.</p> <p>(a) If the Chair of an electronic meeting leaves the meeting due to equipment failure or other occurrence, the Vice Chair will be Chair of the meeting until the Chair returns.</p>	New section to address a communication link issue for participants and loss of the Chair
	n/a	<p>3.18 In the event of an interruption of the electronic meeting proceedings due to an event of equipment failure the Corporate Officer will consider the Board proceedings to be suspended until such time the meeting can be resumed.</p> <p>(a) If the meeting proceedings are suspended due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present at the time the meeting was suspended, and those absent, and adjourn the meeting;</p>	New section to address potential issues with the meeting proceedings.
Notice of Electronic Meetings	n/a	<p>3.19 In addition to the notice requirements for Regular, Special, Committee of the Whole and Standing committee meetings, the notice for an electronic meeting must include:</p> <p>(a) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and</p> <p>(b) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.</p>	New section - advance public notice requirements including a specified place where the public may attend to hear, or watch and hear, the meeting with designated RDCO staff in attendance.
Attendance of public at meetings	3.17 Before closing a Board Meeting or a portion of a Board Meeting to the public, the Board must, in a	3.21 Before closing a meeting or a portion of a meeting to the public, the Board must pass a resolution in an open meeting closing the	Expanded requirement for clarity

	public Meeting, pass a resolution in accordance with the Charter	meeting in accordance with the Charter [Meetings that may or must be closed to the public] and include reference to the section in which the meeting is being closed.	
	3.18 Sections 3.13 and 3.14 apply to meetings of bodies referred to in the Charter, including, without limitation: <ul style="list-style-type: none"> a. standing and select committees; b. board of variance; c. parcel tax roll review panel; d. advisory committees, commissions, or other advisory bodies established by the Board under the Act 	3.22 Sections 3.20 and 3.21 of this Bylaw apply to meetings of bodies referred to in the Charter, including Standing, Select, Advisory committees, Board of Variance, Parcel Tax Roll Review, or others established by the Board under the Act.	Updated section reference and format
Meetings held outside the regional district boundaries	As provided in section 793(6) of the Act, a meeting of the Board may take place outside the boundaries of the regional district if the Board passes a resolution to that effect.	3.23 As provided in the Act, a meeting of the Board may take place outside the boundaries of the regional district if the Board passes a resolution to that effect.	removed the specific legislative reference
Part 5 Meeting Procedures			
Agendas – regular meetings	5.1 The Corporate Officer shall prepare agendas setting out all items for consideration at the Regular Meetings of the Board and Committees. On the Thursday immediately preceding the Regular Meetings, the agendas and supporting documents shall be sent to the Board. Addenda materials shall be sent electronically to the Board by the Monday of the Regular Meeting	Agenda Preparation 5.1 Prior to each meeting, the Corporate Officer will prepare an agenda of all items for consideration at the meeting of the Board for approval by the Chief Administrative Officer. 5.2 Regular board meeting agendas and supporting documents will be provided to each member of the board electronically and the agenda posted to the posting place, a minimum of seventy-two (72) hours prior to the start time for each meeting. 5.3 If required, the Corporate Officer will provide Addenda materials to members of the	new section heading - updated to current practice and formatted into three sections; added a minimum time to provide the regular meeting package to the board and the agenda to the public.

		board electronically by the day of the meeting, with copies available for members and the public at the meeting.	
Order of Business	<p>5.9 Unless otherwise determined by resolution of the Board or Committee, the order of business of all Regular Meetings shall be as follows:</p> <ol style="list-style-type: none"> 1. Call to Order 2. Addition of late items 3. Adoption of the agenda 4. Adoption of the minutes 5. Delegations and invited presentations 6. Correspondence 7. Unfinished business 8. Department Reports to the Board including bylaws 9. Committee recommendations 10. New Business 11. Director Items 12. Closed meeting 13. Matters Arising from Closed Meeting <p>Adjournment</p>	<p>5. Unless otherwise determined by resolution of the Board, the order of business of all meetings will be as follows:</p> <p>(a) Regular Meetings</p> <ol style="list-style-type: none"> 1. Call to Order/Territorial Acknowledgement 2. Adoption of the Agenda 3. Adoption of Minutes 4. Delegations 5. CAO Report (evening meeting or as required) 6. Department Reports & Bylaws 7. Correspondence 8. New Business 9. Director Items 10. Motion to Close the meeting 11. Adjourn <p>(b) Closed</p> <ol style="list-style-type: none"> 1. Call to order 2. Adoption of the Agenda 3. Approval of Minutes 4. Closed Meeting Matters 5. Adjourn and reconvene to open meeting <p>(c) Special</p> <ol style="list-style-type: none"> 1. Call to order and Territorial acknowledgement 2. Motion to Close the meeting 	<p>Updated to current practice; added Territorial acknowledgment and CAO Report; combined unfinished business, committee recommendations, matters arising, under one new heading, New Business.</p> <p>New*Included order of business for closed and special meetings</p>

		3. Adoption of the Agenda 4. Special Meeting Matters 5. Adjourn	
Late agenda items	<p>5.3 Any late items at the Board table would only consist of those items that have previously been dealt with by the Board. Items appearing before the Board for the first time should be a part of the regular agenda package or if they are a late item only be placed before the Board for information and a decision to be made at a future meeting. Only in an emergency or some extreme circumstance should new information be presented as a late item requiring Board action.</p> <p>5.4 A Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The late item may only be added to the agenda if the resolution to do so is adopted by at least (2/3) two-thirds of the votes cast.</p>	<p>Adoption of Agenda</p> <p>5.5 An item not included on the agenda may be introduced at the time adoption of the agenda is being considered, however, a motion to amend the agenda must be adopted by at least (2/3) two-thirds of the majority present.</p> <p>5.6 Items that may be considered as a late addition to a published agenda include: (a) items that have been dealt with previously by the board; (b) items to receive for information with a decision to be made at a future meeting; and (c) items of an emergent nature or circumstance requiring board consideration</p>	New section heading – aligns consideration of late items with adoption of agenda using same criteria; reordered
	n/a	<p>Correspondence</p> <p>5.8 information addressed to the Board from local government organizations or other levels of government; RDCO funded organizations; or other correspondence upon request of a Board member and approval of the Chair.</p>	New section - clarifying type of correspondence that will be included in a Board agenda and that can be further clarified through a correspondence policy.
	n/a	<p>New Business</p> <p>5.9 Items added by amending the agenda, rise and report, and/or committee recommendations or reports.</p>	New section – combined items under one agenda heading to accommodate those not regularly on a Board agenda such as rise/report resolutions, committee recommendations or reports, or late items that may be

			introduced when the agenda is adopted.
	Director Items means each Director will have an opportunity to publicly announce events happening within their jurisdictions; acknowledge or thank a person, or organization for contributions made within their jurisdictions; and to recognize outstanding achievements within the region as a whole. For clarity, this opportunity is neither to raise administrative matters nor to introduce “ Late Items ” or “New Business” to the agenda.	Director Items 5.10 Each Director will have an opportunity to publicly announce events happening within their jurisdictions; acknowledge or thank a person, or organization for contributions made within their jurisdictions; and to recognize outstanding achievements within the region. This opportunity is neither to raise administrative matters nor to introduce “New Business” to the agenda.	New section - moved from Section 1 Definitions;
Adjourn	n/a	5.11 A motion to adjourn will be requested by the Chair who, following a mover and seconder of the motion and a majority vote of the members present, will adjourn the meeting.	New section – confirms a resolution of the Board will be required to adjourn a meeting.
	5.13 A meeting which has been in session for five (5) hours from the time the meeting was convened shall be adjourned unless the Board or Committee resolves to extend the meeting by a majority of the votes of the Members present.	5.12 A meeting which has been in session for three (3) hours from the time the meeting was convened will be adjourned unless the Board or Committee resolves to extend the meeting by a majority vote of the members present.	Changed requirement for a motion to continue a meeting from 5hrs to 3hrs
Conduct of Business		Voting 5.13 When debate on a matter is closed and the Board is ready to vote, the Chair will put the matter to a vote by asking who is in favour of the question, followed by who is opposed. 5.14 Voting will be by a show of hands, by verbal confirmation or as determined by the Chair for electronic participants as permitted under this Bylaw.	Added new section headings and sections to Part 5 – Meeting Procedures, to follow Order of Business; best practice and clarity

		<p>5.15 The Chair will state the names of those members voting in the negative and declare the result of the voting by stating whether the motion is carried or is defeated.</p> <p>5.16 If a member who is present when a vote is taken abstains from voting, the member is deemed to have voted in the affirmative.</p> <p>5.17 Where the votes on a question are equal for and against, the motion is defeated.</p>	
	5.8 All resolutions of the Board shall be moved and seconded by members of the Board before consideration of the business at hand.	<p>Motions Generally</p> <p>5.18 The Board or committee may debate and vote on a motion only if it is first made by one member and then seconded by another.</p>	<p>New Section heading -Updated language</p>
		5.19 At the direction of the Chair, the Board or Committee may vote separately on each distinct part of a question that is under consideration at a meeting.	New section – current practice, added for clarity
		5.20 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion will be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question.	New section – added for clarity, how to deal with a motion on the floor
Amendments Generally	n/a	<p>5.21 Amendments will be voted on in the reverse order to that in which they were moved.</p> <p>5.22 Every amendment submitted will, when requested by any member, be provided verbally by the Corporate Officer, and be</p>	New section heading and sections – added as best practice and for clarity in amending and/or withdrawing a motion

		<p>decided upon or withdrawn before the main question is called.</p> <p>5.23 Amendments will be allowed to the main motion but only one amendment will be allowed to an amendment.</p> <p>5.24 A motion to refer, until it is decided, will take precedence over the main motion and motions to amend the main motion.</p> <p>5.25 With the approval of the Board, a motion or an amendment may be withdrawn at any time before a vote on the motion or amendment is taken. Motions or amendments that were withdrawn will not be entered into the minutes.</p>	
Minutes	5.10 The format of minutes will be as follows: 'decisions-only format' for all Board meeting minutes and an 'anecdotal format' for all Standing and Select Committees and Advisory Body/Commission meeting minutes.	5.27 The minutes for all Board meetings will be a 'decisions-only format and note members who are participating electronically.	Current practice added for clarity; acknowledged electronic participation
	n/a	5.28 The results of each vote will be recorded in the minutes, with the name of any Member who voted in the negative recorded.	5.28 current practice for recording of the vote
	5.11 Minutes of the proceedings of all Meetings shall be recorded and retained in accordance with the Act.	<p>5.29 The Corporate Officer will ensure that a copy of the minutes of each meeting are distributed to each member prior to the meeting at which they are proposed to be adopted, which will, wherever possible, be in the next meeting agenda package.</p> <p>5.30 Minutes adopted by the Board or committee will be available for public</p>	5.29, 5.30 added sections for clarity on legislative requirements for public access and retention of minutes

		inspection at the RDCO office at 1450 KLO Road, Kelowna during regular office hours, except minutes from which the public has been excluded as provided for under the legislation and in this Bylaw.	
Bylaws	5.7 Resolutions regarding readings and adoption of bylaws can be held concurrently.	<p>Bylaws</p> <p>5.31 All bylaws will be read and adopted in accordance with the Act.</p> <p>5.32 Every proposed bylaw will be in written form, have a distinguishing name and distinguishing number and be divided into relevant sections.</p> <p>5.33 A written copy of a bylaw under consideration must be provided to each member of the Board in advance of the meeting at which it is to be considered.</p> <p>5.34 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.</p> <p>5.35 A bylaw is deemed to be read when its title or bylaw number is stated and can be given first, second and third readings at the same meeting by one motion for all three readings.</p> <p>5.36 A bylaw that does not require approval, consent or assent under the Act or any other act before it is adopted, may be adopted at the same meeting at which it passes third reading if the motion for adoption</p>	<i>New section heading and sections</i> best practice, clarity

		<p>receives at least two thirds (2/3) vote of the directors' present.</p> <p>5.37 A motion to adopt a bylaw must be separate from the first three readings.</p> <p>5.38 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting at which it was adopted, it will be placed in the Regional District's records for safekeeping with the dates of its readings, adoption and any required approvals that have been obtained.</p>	
Part 6 Keeping Order			
Conduct of Business	<p>5.5 Any member of the Board who wishes to speak to any question or motion shall address themselves to the Chair.</p> <p>5.6 The Chair shall at all times conduct the manner and order of speaking so that all sides of the question may be as fully presented as the circumstances warrant, and the Chair shall ensure that each member be allowed an equal opportunity to speak.</p>	<p>Conduct and Debate at Meetings</p> <p>6.1 Any member of the Board who wishes to speak to any question or motion will address themselves to the Chair.</p> <p>6.2 The Chair will always conduct the manner and order of speaking so that all sides of the question may be as fully presented as the circumstances warrant, and the Chair will ensure that each member be allowed an equal opportunity to speak.</p> <p>6.3 No member will interrupt another member who is speaking except to raise a point of order, and members will always use respectful language in accordance with the RDCO Board Respectful Workplace Policy.</p>	<p>Moved from Section 5, <i>new heading, and sections</i></p> <p>6.1 updated language</p> <p>6.2 updated language</p> <p>New sections 6.3 added language and reference to Respectful Workplace Policy</p>

		6.4 Once the Chair has put the question to a vote, a member of the Board will not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.	6.4 added for clarity of process
Recording Devices	<p>Use of audio or video recording devices</p> <p>6.3 No person, other than the media, shall use or operate any Audio or Video Recording Devices at a Meeting without the permission of the Chair, and such devices are to be placed in a location designated for that purpose.</p> <p>6.4 Notwithstanding 6.3, audio or visual recording devices must not be used or operated during a closed meeting.</p> <p>6.5 Nothing in this section precludes the person responsible for corporate administration or their designate to record Board or Committee meetings for purposes of taking meeting minutes.</p> <p>6.6 The following items will not be permitted in Chambers during Board meetings:</p> <p>1) Cell phones or pagers (unless they are set to vibrate).</p>	<p>Recording devices</p> <p>6.9 Except for audio or video devices necessary for conducting the business of the Regional Board, such devices may only be used or operated during open meetings in the locations approved for that purpose, or as permitted on a specific basis by the Chair.</p> <p>6.10 Cell phones or other electronic devices must be set to vibrate or be turned off.</p>	Updated heading, language, and content to reflect recording and livestreaming of board meetings.
Part 7 Committees and Commissions			
		In this part Terms of Reference means a written description of a committee's purpose, objectives and procedures that are in addition to any of the requirements under this Bylaw.	New term introduced to emphasize requirement for an approved terms of reference.

		<p>7.1 No Board committee may take up business until the term of reference for that committee have been approved as provided for in this Part.</p>	
		<p>Committee of the Whole (COTW)</p> <p>7.2 The Chair and all members comprise the membership of a committee of the whole.</p> <p>7.3 The authority to pass resolutions is restricted to resolutions of direction to RDCO administration and does not permit a resolution or consideration of a bylaw that is required to be dealt with in an open meeting of the Board.</p> <p>7.4 The Board may resolve to sit as a committee of the whole at any time, upon adoption of a resolution that the Board proceed into Committee of the Whole. (a) While in a committee of the whole, Board proceedings will be considered suspended until the committee meeting is terminated, and the Board has passed a resolution to “rise and report to the Board”; or a resolution to “rise without reporting “</p> <p>7.5 An annual schedule of committee of the whole meetings may be adopted as provided for in section 3.1 to 3.6 of this Bylaw.</p> <p>7.6 A meeting of the committee of the whole may be called, and notice provided, in the same manner for a Special Board meeting as</p>	<p><i>new section heading and sections</i> best practice and clarity</p> <p>-confirms the board may go into a committee of the whole meeting at any time if not scheduled;</p> <p>-may provide for an annual schedule of meetings, or call to convene a COTW at any time according to a TOR, ie: Governance & Services Committee</p>

		provided for in sections 3.7 to 3.9 of this Bylaw.	
Establishment of Committees Duties of Standing Committees Duties of Select Committees	Sections 7.1 to 7.10 deleted in their entirety and replaced with new sections 7.8-7.11	<p>Establishment and Duties of Committees</p> <p>7.7 A Standing committee, and the appointment of Directors as members, is effective when the Board Chair has advised the Board.</p> <p>(a) General duties include inquiring into, reporting on, and making recommendations to the Board on matters identified in a terms of reference, or received through resolution of the Board.</p> <p>(b) A term of reference for a standing committee is approved by the Chair.</p> <p>7.8 A Select committee may be established by resolution of the Board, to consider or inquire into any matter dealing with a specific subject or issue referred by the Board, and to report to the Board following its consideration and inquiry.</p> <p>(a) The Select Committee will cease to exist once it has reported its findings, opinions, and recommendations to the Board.</p> <p>(b) The Board may delegate to the Board Chair the establishment of a Select Committee and the appointment of its members.</p> <p>(c) A term of reference for a select committee is approved by the Board.</p> <p>7.9 Other Committees must consider, inquire into, report on and act in an advisory role to</p>	<i>new section heading and sections</i> combining into one with updated language

		<p>the Regional Board as required and approved by the Board through a terms of reference.</p> <p>7.10 The Board may establish a Commission regarding a service provided by the RDCO within the authorities delegated to it and as mandated by the Board by bylaw.</p>	
		<p>Notice</p> <p>7.11 Notice of Standing, Select and other committee meetings will be provided at least seventy-two (72) hours before a meeting of the committee, by providing to members electronically and posting the time, place, and date of the meeting in the posting place.</p>	<p><i>new section heading and section</i> to clarify committee meeting notice requirement</p>
		<p>Electronic Meetings and Participation</p> <p>7.12 Electronic participation in a standing, select or other committee or commission is permitted in accordance with sections 3.10 to 3.14 of this Bylaw.</p> <p>7.13 Notwithstanding section 7.12, electronic participation in a select or other committee meeting will not exceed a number equal to or greater than quorum and may be further limited in the terms of reference for the committee.</p> <p>7.14 An Electronic Meeting may only be convened for a standing committee, and only in accordance with sections 3.15 to 3.19 of this Bylaw.</p>	<p><i>new section heading and sections</i> to confirm direction on electronic meetings and participation</p> <p>7.13 permit electronic participation, but with a maximum of participants per meeting.</p> <p>7.14 permit an electronic meeting for Standing committee meetings only.</p>
		<p>Quorum</p> <p>7.15 The quorum for any committee will be a majority of the members of that committee.</p>	<p><i>new section heading and sections</i></p>

		<p>7.16 The Board Chair and Board Vice Chair will be ex-officio members of all standing committees but will not be entitled to vote, and will not constitute quorum</p> <p>7.17 Members of the Board who are not members of a committee may attend meetings of the committee and participate by permission of a majority of the Committee members present, but will not be entitled to vote, and will not constitute quorum.</p>	7.16 and 7.17 confirms ex-officio participation and voting entitlement
		<p>Minutes</p> <p>7.18 Minutes of the proceedings of all Committee meetings must be legibly recorded and signed by the Chair of the meeting or Member presiding.</p> <p>7.19 Minutes are to capture key themes of discussion that reflect the decision of the committee as a collective body. For clarity, there will be no verbatim minutes of the committee identifying specific member comments or questions.</p> <p>7.20 Minutes must be open for public inspection as provided in Section 5.30 of this Bylaw.</p>	<p><i>new section heading and sections</i> confirms legislative requirements</p> <p>7.19 provides clarity for minute-taking and manages member expectations.</p> <p>7.20 requirement for public access</p>
General	n/a	7.21 All Standing and Select Committees must include at least one Board Member.	<i>new section</i> reflecting legislation for clarity
	n/a	7.22 An annual schedule of committee meetings may be established as provided in sections 3.1 to 3.6 of this Bylaw	<i>new section</i>

	7.11 All committees are considered to be advisory in nature.	Deleted in its entirety	Duplicates new 7.25 and covered under terms of reference and new 7.9
		7.23 The term of all committees and appointment of members will end with the term of the Board as provided through the General Local Election held every four years. (a) Following the inaugural meeting of a new Board and the election of Board Chair, committees will be established through approval of a terms of reference, as provided in this Bylaw, for the following four-year term.	Ensures a review of each committee term of reference a minimum of once every 4 years.
	7.14 The committee at its first meeting of each year shall appoint the chairperson and vice chair of each Select committee for the next year from among the members of the committee.	7.24 The committee at its first meeting of each year will appoint the Chair and Vice chair from among the members of the committee, or as provided in the term of reference.	Updated language
	7.12 No committee has the power to pledge the credit of the Board or commit the Board to any particular action.	7.25 No recommendation or decision of a committee, except the election of a Committee Chair, will be binding until it has been accepted and approved by the Regional Board, except where the Board has, by bylaw, delegated administrative powers to a Standing Committee.	Updated language and included further context.
	7.13 No member of the committee shall give specific direction to any staff member at any committee meeting. The responsibility of giving specific direction to staff shall reside with the full Board at a duly assembled meeting unless otherwise delegated by the Chief Administrative Officer.	7.26 No member of a committee will give specific direction to any staff member at any meeting beyond the scope provided in the terms of reference of the committee.	Updated language and provided for roles to be addressed in a terms of reference.
	7.15 The Chairperson of each committee shall submit to the Board in writing the report of that committee.	Deleted in its entirety	committee terms of reference to address reporting requirements.