

Board Procedures Bylaw

Regional District of Central Okanagan Board Meeting

February 10, 2022

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Board Procedures Bylaw Review

- Legislative Changes
 - Regional District Electronic Meetings Regulation
 - Electronic regular board meetings
 - Electronic special board meetings
 - Electronic board committee meetings
 - Electronic participation by members in board and board committee meetings
- Best Practices
 - Ministry of Municipal Affairs/LGMA
 - RD procedures bylaws
- General
 - Current practice
 - Language and clarity

Updates proposed

- Table of proposed changes compares the current bylaw provision (where applicable), with language to consider for a new bylaw
- Generally, two types of updates
 - Minor change in language or an addition for clarity; and
 - Substantive changes with new language, new sections, and/or new criteria

Part 1: Interpretation, and

Part 2: Election of Board Chair and Vice Chair

Minor changes in language or an addition for clarity

- Part 1 – Citation, Application, Definitions
 - ‘Director items’ – moved to Part 5 with the Order of business provisions
 - ‘Specified place’ – required with electronic meetings, provides clarity
- Part 2 – General, Presiding Official, Election of Board Chair, Declaration of Election, Tie Vote, Election of Vice Chair
 - Updated language related to the first meeting in November
 - Added new section headings
 - Included the counting of ballots will be conducted at the meeting location

Part 3: Meetings

Substantive changes with new language, new sections, and/or new criteria

- Regular Meetings
 - provided for 2 regular meetings per month
 - advance notice provided through annual meeting schedule not per meeting
- Electronic Participation
 - expanded to include other meeting types
 - updated criteria to include advance notice to Corporate Officer and an acknowledgement for closed meetings
 - added enhanced procedures related to potential interruptions due to technology.
- Electronic Meetings
 - expanded to include other meeting types
 - updated criteria for public notice and a 'specified place'
 - Maintained requirement for approval of the Chair

Part 5: Meeting Procedures

Substantive changes with new language, new sections, and/or new criteria

- Order of business
 - Updated to include 'Closed' and 'Special' meetings
 - Clarified headings
 - Adoption of Agenda – will include consideration of late Items
 - Correspondence - clarifying type to include on a Board agenda
 - New business – one heading for late, rise and report and/or other committee items
 - Director items – moved here from 'definitions'
- Conduct of business
 - Added sub-sections on voting, motions, amendments and bylaws as current practice
- Minutes
 - Added sections for clarity

Part 6: Keeping Order

Minor changes in language or an addition for clarity

- Conduct and Debate at Meetings – new heading
 - updated section and language for presiding official
 - added language and reference to the Board Respectful Workplace Policy
- Recording Devices
 - updated language

Part 7: Committees & Commissions

Substantive changes with new language, new sections, and/or new criteria

- **Terms of Reference**
 - Added a definition & requirement for all committees
- **Committee of the Whole**
 - Added a new section for clarity; included membership, authority, proceedings, meeting schedule and notice requirements
- **Establishment of Committees & Duties**
 - Combined in a new format with updated language
- **New Sections**
 - Notice Requirements
 - Electronic participation (not meetings)
 - Ex-officio members & quorum
 - Minutes



Discussion

Recommendation

THAT the Regional Board support the proposed changes for a new board procedures bylaw as outlined in the report from the Corporate Officer dated February 10, 2022;

AND THAT staff be requested to prepare a new board procedures bylaw for reading consideration.