

LOCAL SERVICES BOARD OF NOLALU
BY-LAW #2007-03
(as amended by By-law No. 2014-01)

Being a By-law to govern the proceedings of Local Services Board of Nolalu, the conduct of its Members and the calling of meetings.

Therefore the Local Services Board of Nolalu enacts as follows:

1.0 Interpretation

- 1.1 In this by-law
 - (a) “Secretary” means the Secretary/Treasurer of the Local Services Board of Nolalu.
 - (b) “Board” means the Members of the Local Services Board of Nolalu.
 - (c) “Chair” means the Chair of the Local Services Board of Nolalu.
- 1.2 The rules and regulations contained in this By-law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business of the Board, provided that the rules and regulations contained herein may be suspended by a vote of the Board. For any other procedures not covered under this by-law, the Board will follow the Robert’s Rule of Order.
- 1.3 This By-law shall become effective upon the date of enactment.
- 1.4 Where any by-law passed prior to this By-law conflicts with this By-law, the terms of this By-Law shall prevail.

2.0 Meeting Times and Dates

- 2.1 Regular meetings of the Local Services Board of Nolalu will be held monthly at the Nolalu Community Centre at 7:30 p.m. A curfew of 9:00 p.m. is set for the regular monthly meetings only. Meeting dates for the year will be established by the board at the first meeting of a newly elected board
- 2.2 The Board may alter the date and location of a regular meeting provided that no less than two weeks notice of the change is posted in six or more locations in the Board area.
- 2.3 Notice of special meetings of the Board shall be posted no less than two weeks in advance in six or more locations in the Board area.
- 2.4 All meetings of the Board are open to the public.

3.0 Calling of Meeting to Order and Quorum

- 3.1 As soon after the hour fixed for the holding of the Board meeting as quorum is present, the Chair shall call the meeting to order.
- 3.2 If no quorum is present 15 minutes after the time appointed for the meeting of the Board, the Secretary shall records the names of the Members present and the meeting shall stand adjourned until the next meeting is called, or the meeting may proceed with recommendations on the agenda items to be made at the next meeting.

4.0 Duties of the Chair

The Chair shall:

- (a) open the meeting of the Board and call the Members to order,
- (b) announce the business before the Board in the order in which it is to be acted upon,
- (c) receive and submit, in the proper manner, all motions presented by the Members of the Board,
- (d) put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result,
- (e) decline to put to vote motions which infringe the rules of procedure,
- (f) be the deciding vote in the event of a tie,
- (g) restrain the Members when engaged in debate,
- (h) enforce on all occasions the observance of order and decorum among the members,
- (i) receive all messages and other communications and announce them to the Board,
- (j) authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the board,
- (k) represent and support the Board, declaring its will, and implicitly obeying its decisions in all things,

- (l) ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board,
- (m) adjourn the meeting when the business is concluded,
- (n) adjourn the meeting without question but in case of grave disorder arising in the meeting place.

5.0 Conduct of Board Members and Guests

5.1 No person shall:

- (a) use offensive words or gestures against the Board Members or guests,
- (b) speak on any subject other than the subject in debate;
- (c) disturb another Board Member or guest by disorderly conduct disconcerting to the speaker or Board,
- (d) resist the rules of the Board or disobey the decisions of the Chair or presiding Member on questions of order or practice or upon the interpretation of the rules of the Board;
- (e) be permitted to retake their seat after being ordered to vacate having committed a breach of any rule of the Board, until the next meeting and without making an apology to the Board;
- (f) interrupt a Member or guest who has the floor except to raise a point of order;
- (g) be allowed to address the Board or speak in debate without the permission of the Chair or presiding Member.

5.2 No Board Member may leave a meeting without first obtaining permission from the Chair or presiding Member.

5.3 Unless otherwise authorized by the Chair or presiding Member, all Members and guests shall address the Board through the Chair and only when recognized to do so.

5.4 When two or more members seek to address the Board, the Chair or presiding Member shall designate the Member or guest who may speak first.

- 5.5 a) No Board Member may pass out literature at any meeting unless the Board as a whole has seen and agreed to add the matter to the agenda.
- b) Any guest may hand out literature at any meeting, but the matter may not be presented or dealt with at the meeting unless the Board as a whole has seen and agreed to add the matter to the agenda.
- 5.6 Only Members of the Board may;
- (a) make, second and vote on motions while conducting the business of the Board.
- (b) Notwithstanding section 5.6(a), members of the public in the Board area may make motions and vote during the following times:
- (i) at the annual elections during the nominating and voting process;
- (ii) at the levy meeting during the recommendation of levy rate and voting process; and
- (iii) at any other meeting that the Board calls for a decision from the members of the public.
- (c) vote upon the division of the levy among the contracted services and administration needs.
- 5.7 a) All requests by Board Members for information or work to be done by the Secretary/Treasurer must go through the Chair or presiding Member; or
- b) A Board Member may approach the Board as a whole with his or her requests.

6.0 Agenda

- 6.1 The Secretary shall prepare agendas of the Board meetings as assigned.
- 6.2 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be effected without requiring amendment to this By-law.
- (a) Conflict of Interest
- (b) Minutes of the Previous Meeting
- (c) Delegations or Discussion From the Floor
- (d) Financial Reports

- (e) Updates from Contracted Services
 - (f) Unfinished Business
 - (g) New Business
 - (h) Adjournment of Meeting
- 6.3 All submissions for the agenda must be given to the Chair or presiding Member, and must be circulated to the Board Members and Secretary/Treasurer by the Friday before the meeting and before 5:00 p.m.
- 6.4 The business of the Board shall in all cases be taken up in the order which it stands upon the agenda unless otherwise decided by the Board.

7.0 Minutes

- 7.1 The Secretary shall record in the minutes;
- (a) the place, date and time of the meeting;
 - (b) the name of the presiding officer and record of attendance of the Members and members of the public in attendance;
 - (c) the reading, correction and adoption of the minutes of the prior meeting; and
 - (d) all other proceedings of the meeting without note or comment.
- 7.2 The minutes shall be posted as soon as possible after each meeting in six places in the Board area, marked as DRAFT which means;
- (a) that the minutes are not adopted; and
 - (b) that the minutes may contain errors or omissions.

8.0 Suspension of Rules

Any procedure required by this By-Law that is not in provision of the Northern Services Boards Act may be suspended with the consent of a majority of the Board Members.

9.0 Amendment

No amendment or repeal of this By-Law or any part therein shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal has been given at a previous meeting of the Board.

Passed at a meeting of the Local Services Board of Nolalu
this 29th day of January, 2008.

Sharon Low – Chair
Local Services Board of Nolalu

Shari Besselt – Secretary/Treasurer
Local Services Board of Nolalu