

Procedural Rules

Procedural rules to govern the proceedings of the District of Parry Sound Social Services Administration Board.

1. Interpretation

In the *Procedural Rules*,

- (a) "Board" means the District of Parry Sound Social Services Administration Board.
- (b) "Chair" means the Chair of the District of Parry Sound Social Services Administration Board.
- (c) "Vice-Chair" means the Vice-Chair of the District of Parry Sound Social Services Administration Board.
- (d) "Member" means a Member of the District of Parry Sound Social Services Administration Board.
- (e) Committee Chair means the Chair of a Committee of the District of Parry Sound Social Services Administration Board.
- (f) Chief Administrative Officer (CAO) means the CAO of the District of Parry Sound Social Services Administration Board.
- (g) "Rule of Procedure" means the rules and regulations provided in these *Procedural Rules*.

2. Rules of Procedure Adopted

The proceedings of the District of Parry Sound Social Services Administration Board and all Committees thereof, the conduct of the Members and the calling of meetings shall be governed by the provisions of the *Procedural Rules* and the rules and regulations contained in the *Procedural Rules*, provided that the rules and regulations contained herein may be suspended by a vote of not less than eight members of the Board present and voting, excluding the Chair, and except as provided herein, the rules of parliamentary procedure as contained in *Bourinot's Rules of Order* Current Edition, shall be followed for governing the proceedings of the Board and the conduct of its members.

3. Execution of Documents

Whenever to give effect to any resolution or *Procedural Rules* of the Board or to perform any of the statutory duties of the Board the execution of any document is required, the Chair and the CAO are hereby authorized for and in the name of the Board to execute and to affix the seal of the Board, as needed, to such documents.

4. Recording Equipment

- (a) At the meetings of the Board or its Committees, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by any person other than the Administrative Officer of the meeting including but not limited to, members, representatives of any news media whatsoever or members of the public is prohibited unless authorized in advance by the Chair or Committee Chair as the case may be.

- (b) When exercising the discretion to authorize the use of equipment such as described in (a) regard shall be had as to whether the use will be a distraction to the meeting and to whether there is an Administrative Officer of the Board present with the capability of providing a complete record of the meeting.

5. Election of Chair and Vice-Chair

The CAO shall act as Chair and the election shall proceed in the normal manner by resolution of the members present provided that before a vote is taken the person nominated must agree to serve as Chair.

When a Chair has been elected the CAO shall vacate the chair and the Chair shall preside over the election of the Vice-Chair, which shall proceed in a like manner.

6. Chair

The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio a member of all Standing and other Committees of the Board and entitled to vote at those meetings.

7. Vice-Chair

The Vice-Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio a member of all Standing and other Committees of the Board, when acting in place of the Chair and entitled to vote at those meetings.

8. Duties of Chair

It shall be the duty of the Chair or other presiding officer:

- (a) to open the meeting of the Board by taking the Chair and calling the Members to order;
- (b) to announce the business before the Board in the order in which it is to be acted upon;
- (c) to receive and submit, in the proper manner, all motions presented by the Members of the Board;
- (d) to 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) to decline to put to vote, motions which infringe upon the rules of procedure;
- (f) to restrain the Members, when engaged in debate, within the rules of order;
- (g) to enforce on all occasions, the observance of order and decorum among the Members;
- (h) to call by name, any Member persisting in breach of the rules of order of the Board, thereby ordering the member to leave the meeting;
- (i) to receive all messages and other communications and announce them to the Board, with the support of the Administrative Officer;
- (j) to authenticate by their signature, when necessary, all *Procedural Rules*, and resolutions;
- (k) to inform the Board when necessary, or when referred to, for the purpose on a point of order or usage;
- (l) to select Members who are to serve on committees when directed to do so by a resolution of the Board;
- (m) to adjourn the meeting when the business is concluded;
- (n) if they consider it necessary because of grave disorder, the Chair may adjourn the sitting without question put, or suspend the sitting for a time to be named by them.

Board Meetings

9. Place

Meetings of the Board shall be held virtually with in-person meetings being held as required. In-person meetings shall be held at the place designated and used by the Board from time to time for such purposes.

10. Ordinary Meetings

- (a) Virtual meetings of the Board shall be held at the hour of 6:30 PM and in-person meetings shall be held at the hour of 7:00 PM on the second Thursday of every month unless otherwise provided by resolution of the Board or unless such a day shall be a public holiday or civic holiday in which case the Board shall meet at the same hour the next day, which is not a public or civic holiday, unless otherwise provided by resolution of the Board.
- (b) Notice of all meetings of the Board setting forth the matters to be considered shall be given to all members of the Board by electronic means, not less than ***forty-eight*** hours in advance of the time fixed for the meeting.

11. Special Meetings of the Board

- (a) The Chair may at any time summon a special meeting of the Board.
- (b) The CAO may at any time summon a special meeting of the Board, in consultation with the Chair.
- (c) Notice of all special meetings of the Board setting forth the matters to be considered at such special meetings shall be given to all members of the Board by electronic means, not less than ***forty-eight*** hours in advance of the time fixed for the meeting. The Administrative Officer shall give such other notice of the meeting to the members by telephone or otherwise as best can be done within the circumstances.

Order of Proceedings at Board Meetings

12.

- (a) *Presiding Officer:* The Chair shall preside carrying out the duties authorized in Rule 8.
- (b) *Calling to Order:* As soon after the hour fixed for the holding of the meeting of the Board and quorum is achieved, the Chair shall take the Chair and call the meeting to order. A quorum shall be 8 Members of the Board representing at least 4 of the 7 Areas.
- (c) *Absence of Chair:* In the absence of Chair the Vice-Chair shall call the Members to order and shall preside until the arrival of the Chair and while so presiding the Vice-Chair shall have all the powers of the Chair. In the case of the absence of both, an interim Chair shall be appointed.

Board Member Absences: If a Board member is absent for three (3) consecutive meeting they are considered to have forfeited their membership, unless their absence is authorized by the Board.

13. No Quorum

Lack of a quorum for a Board meeting may be resolved by one of the following procedures:

- (a) If no quorum is present to enable a meeting to commence one half hour after the time appointed for a meeting of the Board, the Administrative Officer shall, call the roll and record the names of the members present and the members shall stand discharged from waiting further.
- (b) When in the Chair's opinion, a Board meeting should not convene at the scheduled hour because of unforeseen circumstances on the day of a Board meeting that has been properly called then the Chair may:
 - i. direct the Administrative Officer to notify the members that the meeting will stand adjourned, not cancelled, at the appointed hour to reconvene at the same time of commencement on the next following day, or at such other time and place as the Chair shall then determine; or
- (c) If during the course of a Board meeting a quorum is lost then the Chair may:
 - i. declare the meeting stand adjourned, not ended, to reconvene at such time and place as the Chair shall then determine;
- (d) The Chair shall give notice of any meeting so adjourned and to be reconvened as best can be done within the time available.

14. Order of Business

The routine order of business for the ordinary meetings of the Board shall be as follows:

- Land Acknowledgement
- Declaration of Pecuniary Interest
- Approval of Agenda
- Minutes of Previous Meeting
- Deputations and Presentations
- Reports
- Outstanding Issues
- New Business
- Correspondence

And all business shall be taken up in the order of routine in which it stands as shown on the agenda unless otherwise decided *by the concurring vote of the majority of the Members* of the Board.

Rules of Debate

15.

- (a) Every Member previous to speaking to any question or motion shall address the Chair.
- (b) When two or more Members attempt to speak, the Chair shall designate the Member who has the floor who shall be the Member who, in the opinion of the Chair, first spoke.
- (c) The Chair may on any question or matter request the CAO to respond or to initiate an appropriate response to the Board.

16.

Every Member present at a meeting of the Board when a question is put shall vote thereon.

17.

When a Recorded Vote is requested by a Member, or is otherwise required, the Administrative Officer shall record the name and vote of every member of any matter or question.

18.

If a Member disagrees with the announcement of the Chair that a question is carried or lost they may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require a Recorded Vote to be taken, without any further comment or discussion.

19.

When a Member is speaking no other member shall pass between the speaker and the Chair or make interruption except to raise a point of order.

20.

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

21.

No Member shall speak more than once to the same question without leave of the Board, except that a reply shall be allowed to be made only by a Member of the Board who has presented the motion to the Board, but not by any Member who has moved an amendment or a procedural motion.

22.

No Member, without leave of the Board shall speak to the same question, or in reply, for longer than ten (10) minutes.

23.

- (a) A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated succinctly and asked only of the previous speaker.
- (b) Notwithstanding paragraph (a), when a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Chair or an employee of the Board on the matter under discussion but only for the purpose of obtaining information following which the Member shall speak.
- (c) All motions shall be in writing with the mover and seconder recorded.

Points of Order and Privileges

24.

The Chair shall preserve order and decide questions of order.

Conduct of Members at Board Meetings

25.

No member shall disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board; and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, no amendment, adjournment or debate being allowed, “that such Member be ordered to leave their seat for the duration of the meeting of the Board”: but if *that Member withdraws their remarks, they shall* be permitted to retake their seat.

26.

Members shall conduct themselves in a respectful, professional and ethical manner including conduct among themselves and towards employees of the DSSAB. Members are responsible for setting a positive example and to behave and communicate in a manner which will not offend, embarrass or humiliate others. A respectful workplace values:

- Diversity and human rights of others related to their race, national or ethnic origin, colour, religion, age, sex, marital status, family status, any physical or mental disability and sexual orientation
- The dignity of a person
- Courteous conduct
- Mutual respect, fairness and equality
- Collaborative working relationships

27.

Members shall maintain, at all times the confidentiality of all confidential information and records of the DSSAB concerning matters dealt with In-Camera or that is determined to be confidential by the Chair of the Board. Members shall not make use of or reveal such information or records that are not in the public domain. Members shall comply with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)* at all times.

28.

Members must not accept gifts or personal benefits that are connected with their performance of the duties as a Board member of the DSSAB.

29.

Members shall not misappropriate or use the Board’s assets for personal use and shall ensure that all Board property assigned to them is maintained in good condition and shall be accountable for such property. No members shall bid on or receive any property that has been offered for sale.

Board Agenda

30. Order of Business

The CAO shall have prepared and printed a list of the items in the order of topics set out as the routine of business in Rule 14 hereof, for the use of each Member at an ordinary meeting.

- (a) It shall be the duty of the CAO to ensure that the minutes of the last ordinary meeting, and all Committee meetings held more than five days prior to an ordinary meeting, together with the agenda delivered electronically to each Member not less than forty-eight hours before the hour appointed for the holding of such ordinary meeting.
- (b) Such minutes as referred to in clause (a) of this paragraph may be adopted by the Board without having been read at the meeting considering the question of their adoption.
- (c) Minutes may be amended by the correcting of the record if necessary for accuracy but not otherwise deleting portions thereof.

31. Committee Reports

No action shall be taken with reference to committee report recommendations, until adopted by the Board.

32. Outstanding Issues

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by the Board and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by the Board, unless removed from the agenda by leave of the Board.

Voting on Motions

33.

- (a) *Motion Required:* No discussion shall take place prior to the Chair reading the motion, which has been duly moved and seconded.
- (b) *Question Stated:* Immediately preceding the taking of the vote, the Chair may state the question in the form introduced and shall do so if required by a Member.

34. Vote Not Allowed

A Member not present before the result of the vote on a question is declared, shall not be entitled to vote on that question.

35. Unrecorded Vote

The manner of determining the decision of the Board on a motion shall be at the discretion of the Chair and may be by voice, show of hands, or standing.

Proceedings in Board Meetings

36.

The rules governing the procedure of the Board and the conduct of Members shall be observed so far as they are applicable, provided that:

- (a) no vote shall be recorded, unless requested by a Member;
- (b) the number of times speaking on any question shall not be limited unless a Member moves that the vote be now taken;
- (c) no Member shall speak more than once, except to make an explanation until every Member who desires to speak shall have spoken.

37.

The Chair shall be entitled to vote at meetings thereof as a Member but shall not have a second or casting vote in the event of an equality of votes of any question.

Proceedings in In-Camera Meetings

38.

A Board meeting *may* be In-Camera (closed to the public) when the subject matter under consideration involves;

- i. the security of the property and services of the Board;
- ii. the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or prospective employee of the Board;
- iii. the acquisition or disposal of property;
- iv. a decision in respect of negotiations with employees of the Board;
- v. an opinion of the Board's solicitor, disclosure of which would not be in the public interest;
- vi. decision concerning negotiations for an agreement or contract between the Board and a third party, or
- vii. the consideration of a request under MFIPPA/PIPEDA.

Proceedings in Committee Meetings

39.

- (a) The Committee Chair or in their absence, such other Member of the Committee as may be appointed by the concurring vote of a majority of the Members of the Committee present, shall preside at every meeting and may vote on all questions submitted, but in case of an equal division of votes, the Committee Chair shall not have an extra casting vote and the question shall be deemed to have been decided in the negative.
- (b) In the absence of the Committee Chair for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee or if the Committee Chair leaves a meeting in progress, one of the other Members of the Committee, if there be a quorum present, may be appointed as provided in clause (a) of this paragraph and shall discharge

the duties of the Committee Chair during the meeting or until the arrival or return of the Committee Chair.

- (c) Upon the arrival or return, the Committee Chair shall have the option of assuming the chair. The option shall be exercised immediately following completion of discussion of the item under (d). If there be no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned at the call of the Committee Chair.
- (d) A majority of the Members of the Committee is necessary to constitute a quorum.

40.

Where two (2) or more Committees of the Board meet in joint session and a resolution is passed at such a meeting, the resolution shall be deemed to be a resolution or decision of each committee, provided a quorum of each committee is present. The Chair of a joint session shall be chosen by the majority of the members present. When a member including the Chair is a member of more than one of the Committees meeting in joint session, the member may be counted with each Committee when calculating quorum but when voting in a joint session shall have only one vote.

41.

The CAO or their designate shall be the secretary of each committee and shall forward a copy of the minutes of each committee to the Chair and to the members of the Board as soon as available if necessary or with the agenda for the next regular meeting of the Board.

Amendments

42.

- (a) This by-law shall not be amended or repealed except by a simple majority vote of the Members of the Board other than the Chair.
- (b) No amendment or repeal of the *Procedural Rules* or any part thereof shall be considered at any meeting of the Board unless notice of proposed amendment or repeal has been given at a previous ordinary meeting of the Board and the waiving of this notice by the Board is prohibited.