

Organized Hamlet of Sunset View Beach			
Policy Title Board Meeting Policy / Procedure	Adopted by: Sunset View Beach Board	Ref: 03/28/24-002 0301-24	
Origin / Authority Organized Hamlet of SSVB	Jurisdiction RM of Mervin No. 499	Effective Date: 03/28/24 04/08/24	Pages 1 of 8

Purpose: To establish functional, clear, transparent, consistent and accessible rules for conducting business at board meetings, for board members and the public to follow and participate in governing the hamlet.

Board Meeting requirements:

1. Are held a minimum of 4 times per year and a maximum of 120 days apart;
2. Board meetings may be held in person or by any electronic or virtual means that ensures attendance of all board members;
3. The first board meeting is held within 7 days of the AGM to allow for appointing the chairperson and secretary.

Meeting Through Electronic Means:

One or more members of the Hamlet Board may participate in a meeting by electronic means if:

1. The members provide two (2) business days’ notice of their intent to participate in this manner;
2. Members participating in a meeting by electronic means are deemed to be present at the meeting.
3. Notice to public how meeting will be conducted
4. If meeting is to be conducted electronically a link will be provided for Board members and Public

Every person has the right to be present at meetings that are conducted in public unless the person presiding at the meeting expels a person for improper conduct.

Agendas:

1. The Board member responsible for the agenda shall prepare the agenda for all regular and special meetings;
2. The agenda shall include the order of business, all items of business and associated reports, and documents
3. Agendas are delivered to each member no later than 2 days immediately preceding the meeting;
4. Agendas are available to the general public no later than 1 day immediately preceding the meeting.
5. If, for any reason, the deadline mentioned in bullets 3 & 4 cannot be met, the agenda will be prepared and distribute as soon as reasonably possible to allow members an opportunity to review the agenda prior to the meeting;
6. Efforts should be made to ensure all communications, requests, or any other material intended for inclusion in an agenda to be received by the Board Members by 12:00 pm (noon) the day prior to the meeting;

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7. Board members may, on a majority vote, permit additional material on the agenda;
8. Board members may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed;
9. During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation;
10. The Board may only consider a matter of urgent business by a majority vote of members present.

The general order of business of every board meeting shall be as follows:

1. Call to order;
2. Approval / adoption of agenda;
3. Approval of minutes;
4. Delegations;
5. Communications;
6. Board member forum;
7. Unfinished business;
8. New business;
9. Review of action items, timelines
10. Establish next potential meeting date time
11. Adjournment;

Business shall be taken up in the order listed above unless:

1. The Board may determine during the proceedings of the meeting, move forward any agenda item deemed important.

Commencement of Meetings:

1. At the hour set for the meeting, or as soon as all members are present, the Chairperson, call the meeting to order;
2. If a quorum is not present 15 minutes after the time appointed for the meeting, the meeting will stand adjourned until the next meeting
3. Members not attending to notify the Chairperson or Board member as soon as they become aware they will not be attending.

Quorum:

1. A quorum of the board is 2 members;

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2. Any act or proceeding of the board that is adopted at any meeting at which a quorum is not present is invalid.

Minutes:

1. The Secretary shall record the minutes of each meeting without note or comment and shall distribute copies of the minutes for feedback to other board members within 4 days post meeting;
2. The Secretary shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal;
3. The names of the members present at the meeting are to be recorded in the minutes of every meeting;
4. Any member may make a motion amending the minutes to correct any mistakes;
5. The minutes of each meeting are to be approved at the next regular meeting and signed by the presiding member and the Secretary in accordance with the Act. Electronic signature will be accepted.
6. All minutes, once approved, shall be open for inspection by the public.

Communications - Matters on and Not on Agenda:

1. A written communication pertaining to a all matters must be received by the Board Member responsible for the agenda no later than the agenda deadline in order to be included on the board agenda;

Delegations

Definition: *Any person or persons that request to address the Hamlet Board on the meeting agenda.*

Delegations - Matters on Board Agenda:

1. When a person wishes to speak to the board on a matter already on the agenda, person shall notify the Board Member 2 days in advance;
 - a. The name, telephone number and correct mailing address of the spokesperson;
 - b. The subject matter to be discussed and the request being made.
 - i. Delegations will be advised by the Chairperson that they may not be heard unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
 - ii. Delegations speaking shall address their remarks to the stated business:
 1. Will be limited to speaking only once; and

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2. Rebuttal or cross-debate with other delegations shall not be permitted.
- iii. A maximum of 15 minutes shall be allotted for each delegation to present their position of support or opposition.
 1. Only upon a motion to extend the 15-minute limitation adopted by a majority of members shall the 15-minute limit be extended; and
 2. Delegations will not be permitted to assume any unused time allocated to another delegation.
- ii. Upon the completion of a presentation any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:
 1. Board Members shall not enter into debate with the delegation respecting the presentation; and
 2. Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

Delegations - Matters Not on Council Agenda:

1. When a person wishes to speak on a matter not on the agenda, that person shall notify the Chairperson in writing, the notice shall include the following:
 - a. The name and correct contact information of the spokesperson;
 - b. The subject matter to be discussed and the request being made of council.
2. A request to speak must be received by the Chairperson no later than the agenda deadline to be included on the agenda;
3. The Chairperson, who shall consult with the board, may refuse to accept a request to speak the board has, already heard from the person and dealt with the same or substantially the same matter;
4. If a request to speak is refused a copy of the request and reply shall be forwarded to all Board members;
5. If a delegation makes an application after the agenda deadline regarding a subject which is not on the agenda, the Chairperson will bring the request to the other Board members for the approval or denial of the request.

Adjournment:

1. All Board meetings shall stand adjourned when all business as listed on the order of business has been completed or at a predetermined time;

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2. Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

Chairperson:

1. The Chairperson shall:
 - a. Preside at all meetings;
 - b. Preserve order at all meetings;
 - c. Enforce the rules of the board;
 - d. Decide points of privilege and points of order; and
2. The Chairperson shall have the same rights and be subject to the same restrictions when participating in debate as all other members;
3. The Chairperson shall have the same rights and be subject to the same restrictions as all other members to make a motion.

Conduct of Public:

1. All persons in the public gallery at a council meeting shall:
 - a. Refrain from addressing the board or a member unless permitted to do so;
 - b. Maintain quiet and order;
 - c. Refrain from disturbing the proceedings by words, gestures or actions including: applauding, displaying flags, placards or similar material;
 - d. Refrain from talking on cellular telephones;
 - e. Refrain from making audio or video recordings; and
 - f. Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person’s ability to hear or view the proceedings.

Conduct of Delegations:

1. When addressing members at a meeting, a delegation shall refrain from:
 - a. Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b. Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
 - c. Shouting, using an immoderate tone, or profane, vulgar or offensive language.

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Conduct of Members:

1. Members of the board shall ensure they do not interrupt another member.
2. If more than one member wishes to speak at a meeting at the same time, the Chairperson shall indicate which member shall speak first.
3. If a conflict of interest arises the member is required to declare the conflict and are required to remove themselves from the debate or voting on the motion or resolution;
4. When a member is addressing the Board, the member shall refrain from:
5. When a member is addressing the council, all other members shall:
 - a. Remain quiet and seated;
 - b. Refrain from interrupting the speaker; and
 - c. Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
 - d. Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

Motions and Debate:

1. A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses;
2. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking;
3. When a motion is under debate no other motion may be made, except a motion to:
 - a. Refer the motion to a committee;
 - b. Postpone the motion to a fixed date;
 - c. Request the motion be put to a vote;
 - d. Extend the time for the meeting; or
 - e. Adjourn the meeting.
4. Motions need not be seconded;
5. Informal discussion of a subject is permitted while no motion pending;
6. When a proposal is perfectly clear to all Board members, a vote can be taken without a motion having been introduced. All proposed actions must be approved by a vote by a show of hands;

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Debate, Adoption of a Motion, or Action Without a Motion, by Unanimous Consent

Robert's Rules of Order Newly Revised, 12th edition (pp. 102-1013)

1. In cases where there seems to be no opposition in routine business or on questions of little importance i.e. “general consent”
 - a. The method of unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without the formality of a motion;
 - b. To obtain unanimous consent in either case, the chair must state: “If there is no objection or Without objection”;
 - c. If there is no objection, the action is decided upon;
 - d. If objection occurs, the Chair must state the question on the motion and allow any desired debate and put the question a regular manner;
 - e. Unanimous consent does not necessarily imply that everyone is in favor of the proposed action;
 - f. No member should hesitate to object unanimous consent

Motion to Move to a Closed Meeting:

1. A member may make a motion that a meeting moves to a closed meeting;
2. The motion to move to a closed meeting must:
 - a. Be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act;
 - b. Include in general terms the subject of the item(s) to be discussed;
 - c. Include the reason for moving to a closed meeting.

Withdrawal of Motions:

1. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Rescind:

1. A motion to rescind shall apply to resolutions only;

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2. A motion to rescind may be made at any time following the meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken;
3. A motion cannot be rescinded:
 - a. When the making or calling up of a motion to reconsider is in order;
 - b. When action on the motion has been carried out in a way that cannot be undone;
 - c. When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.

Recorded Vote:

1. Before a vote is taken, a member may request that the vote be recorded;
2. If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the motion or abstained.