

VANCOUVER BOARD OF PARKS AND RECREATION

PROCEDURE BY-LAW

THE BOARD OF PARKS AND RECREATION OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

1. This By-law amends the indicated sections of the Procedure By-law enacted by the Board of Parks and Recreation (in this By-law called the "Board") on September 25, 1995.
2. Delete section 2, and substitute:

“2. If this By-law does not address a procedure, the then current edition of *Robert’s Rules of Order Newly Revised* shall apply to proceedings of the Board in respect of that procedure.”
3. Delete section 3.1, and substitute:

“3.1 (a) The General Manager shall convene the inaugural meeting of the Board at 7:00 p.m. on the first Monday in December after the election of Board members.

(b) Board members shall make the oath of office according to section 140 of the *Vancouver Charter*.”
4. Delete section 3.4, and substitute:

“3.4 (a) Within 7 days after the inaugural meeting, the General Manager shall give to each Board member a calendar setting out the dates and times of all regular meetings for the next calendar year.

(b) The General Manager shall give to each Board member at least 7 days’ prior written or electronic notice of each regular meeting.

(c) The General Manager, upon instruction from the Chair, shall give to each Board member at least 48 hours’ prior written or electronic notice of each special meeting unless the Board members consent unanimously to waiver of that notice.”
5. Delete section 3.5, and substitute:

“3.5 (a) Each Board member shall give the General Manager written or electronic notice of that member’s residential, business, or electronic address for the purpose of receiving any notice required under this By-law, and may give the General Manager similar notice of any change of such address.

(b) The General Manager shall deliver to each Board member all notices required under this By-law at the residential, business, or electronic address of which the Board member has advised the General Manager under section 3.5(a).”

6. Delete section 3.6, and substitute:

“3.6 The Chair may and, upon the written requisition of any two members, shall call a special meeting of the Board to deal with any matter of which notice is given specifying the purpose of the meeting.”
7. Delete section 3.8, and substitute:

“3.8 As soon after the scheduled start time of a meeting as a quorum is present, the Chair shall call the meeting to order.”
8. Delete section 3.10, and substitute:

“3.10 Passage of a resolution at a Board meeting requires the affirmative vote of a majority of those Board members who are present at the meeting unless a provision of the *Vancouver Charter* or of a by-law of the Board requires a greater majority in which case such provision shall govern.”
9. Delete section 3.12, and substitute:

“3.12 The secretary or acting secretary appointed by the General Manager shall record all minutes of all proceedings of the Board.”
10. Delete section 4.2, and substitute:

“4.2 Board members shall elect the Chair by ballot at the first meeting in December of each year. If a tie vote occurs, the General Manager shall remove from the ballot the nominee who received the lowest number of votes. The Board members shall then repeat the same procedure of ballot voting and removal from the ballot of the nominee who received the lowest number of votes until they have elected the Chair.”
11. Delete section 6.7, and substitute:

“6.7 When a member is speaking, no other member shall interrupt, except to raise a point of order or a point of privilege.”
12. Delete section 6.8, and substitute:

“6.8 (a) No member shall speak on any matter other than on the question being debated.

(b) No member shall speak on any matter previously decided by the Board except for the purpose of moving that a vote be rescinded.”

13. Delete section 6.10, and substitute:

“6.10 If any Board member persists in contravening this By-law, a resolution or other by-law of the Board, or a decision of the Chair, the Chair may:

- (a) instruct the secretary to record the member’s unparliamentary language or behaviour including the member’s use of objectionable or disorderly words;
- (b) order the member to leave the meeting but, if the member apologizes for his or her unparliamentary language or behaviour, the Board may resolve to permit the member to remain at the meeting.”

14. Delete section 6.11, and substitute:

“6.11 No persons except members and officers of the Board shall be allowed to approach the table of the Board during the sitting of the Board without the permission of the Chair.”

15. Delete section 7.1, and substitute:

“The general order of business at a regular meeting shall be as follows:

- Adoption of minutes
- Chair’s report
- Delegations
- Unfinished business
- Communications
- Staff reports
- By-laws
- Motions
- Notice of Motion
- Enquiries

16. Delete section 7.2, and substitute:

“7.2 Varying the order of business at a regular meeting shall require a vote of not less than two thirds of the Board members present and without debate.”

17. Delete section 7.4, and substitute:

“7.4 Any member wishing to bring before the Board a matter not specified in the agenda of the meeting shall do so by way of a motion which shall be in writing and presented to the General Manager prior to commencement of the meeting.”

18. Delete section 7.5, and substitute:

“7.5 If at the time the motion referred to in section 7.4 is presented and before debate a member calls for notice of the motion, the resolution portion shall be placed on the agenda of the next meeting of the Board.”

19. Delete section 8.1, and substitute:

“8.1 Before it can be considered or voted upon, a motion must be seconded by another member and stated by the Chair.”
20. Delete section 8.7, and substitute:

“8.7 Any member may give notice of a motion by giving a copy to the Chair during a meeting of the Board and upon being acknowledged by the Chair in a formal session, the resolution portion of the motion shall appear in the minutes of that meeting as Notice of Motion and be placed on the agenda of the next regular meeting of the Board.”
21. Delete section 9.1, and substitute:

“9.1 Sections 9.1 to 9.8 apply to all meetings of the Board and to meetings of committees appointed by the Board.”
22. Delete section 9.2, and substitute:

“9.2 Unless otherwise provided in the *Vancouver Charter*, if the votes of the members present at the meeting at the time of the vote are tied, the motion is defeated and the Chair shall so declare.”
23. Delete subsection (b) of section 9.5, and substitute:

“(b) shall immediately leave the meeting while the Board considers or votes on the matter, and”
24. Delete section 9.6, and substitute:

“9.6 When a declaration required by section 9.4 is made, the General Manager shall record the member’s declaration, the reasons given for it, and the times of the member’s departure from the meeting room and, if applicable, of the member’s return.”
25. Delete section 10.5, and substitute:

“10.5 After the Chair calls the question on a motion, there shall be no further discussion on the motion, nor shall another motion be made until the result of the vote is declared.”
26. Delete section 10.6, and substitute:

“10.6 After the vote has been taken, the Chair shall state the names of those voting in the negative, and the Secretary shall enter them in the minutes.”

27. Delete section 12.1, and substitute:
- “12.1 Any member of the Board has the right to seek information relating to any matter before the Board or related to the business of the Board through the Chair to any other member or to the General Manager.”
28. Delete section 12.4, and substitute;
- “12.4 Replies shall be factual and limited to the terms of the question, and may be made in writing, or answered at the meeting.”
29. Delete section 13, and substitute:
- “13.1 A delegation shall not speak until the Chair recognizes the delegation.
- 13.2 A delegation shall not speak for more than five minutes unless the Board, by a vote of not less than two thirds of the Board members present, otherwise permits.
- 13.3 Any speaker for the delegation shall begin by stating his or her name and the name of the organization the delegation represents.
- 13.4 A delegation shall address all remarks to the Chair.
- 13.5 Board members may question a delegation only to clarify a factual aspect of its presentation.”
30. Delete section 14.1, and substitute:
- “14.1 The Board may appoint a committee of members by resolution and specify the business to be dealt with by the committee.”
31. Delete section 14.2, and substitute;
- “14.2 If no member is appointed by the Board to chair a committee, the committee shall be responsible to choose a chair at the first meeting.”
32. Delete section 14.3, and substitute:
- “14.3 Meetings of a committee shall be held as scheduled by the committee.”
33. Delete section 14.4, and substitute:
- 14.4 Notice of all meetings of the Committee, whether regular or special, shall be given to all members of the Committee by the General Manager no later than 12:00 noon the day before that on which the meeting is to be held.”

34. Delete section 14.5, and substitute:
- “14.5 The General Manager shall deliver all notices of all committee meetings to each committee member at the residential, business, or electronic address of which the committee member has advised the General Manager under section 3.5(a) of this By-law.”
35. Add to the end of section 14.10:
- “(e) otherwise, the rules of procedure set out in this By-law will apply.”
36. Delete section 14.11, and substitute:
- “14.11 All committees appointed by the Board shall report to the Board on all matters.”
37. Delete section 15.2.
38. Delete section 15.6, and substitute:
- “15.6 After discussion and disposing of any amendments, a motion shall be put that the by-law be given second and third readings and the Presiding Officer and General Manager be authorized to sign the by-law.”
39. Delete section 15.8, and substitute:
- “15.8 Where a by-law has been passed by the Board, it shall be signed and retained for safe-keeping by the General Manager.”
40. This by-law is to come into force and take effect on the date of its enactment.

ENACTED by the Board of Parks and Recreation on March 11, 2002

Chair, Park Board

General Manager