



*Adopted March 11, 2002  
Section 2 - Amended September 11, 2006*

## **VANCOUVER BOARD OF PARKS AND RECREATION PROCEDURE BY-LAW**

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## **VANCOUVER BOARD OF PARKS AND RECREATION PROCEDURE BY-LAW**

### **Sections 1 and 2**

The Board of Parks and Recreation of the City of Vancouver in open meeting assembled enacts as follows:

1. This By-law may be cited as the “Procedure By-law” and applies to all meetings of the Park Board and its committees.
2. If this By-law does not address a procedure:
  - (a) the Procedure By-law of the city, except for Section 7, is to apply to proceedings of the Board in respect of that procedure; or
  - (b) if the Procedure By-law of the city does not address a procedure, the most recent edition of Robert’s Rules of Order is to apply to proceedings of the Board in respect of that procedure.

## Section 3

### BOARD MEETINGS

- 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.
- 3.2 At the inaugural meeting of the Board, the General Manager shall recommend a schedule of regular meetings for consideration setting out the pertinent information in connection with the meetings.
- 3.3 The board shall hold regular meetings on such dates and at such times as the Board by resolution determines.
- 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.
- 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).
- 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.
- 3.7 Four members of the Board, of whom the Chair shall count as one, shall constitute a quorum of the Board.
- 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.
- 3.9 If after half an hour, a Board meeting cannot proceed due to the lack of a quorum, the General Manager shall record the attendance and the meeting shall then be adjourned.

- 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.
- 3.11 If both the Chair and the Vice Chair are absent at the appointed time of the meeting but a quorum is present, the General Manager shall call the meeting to order and the Board shall appoint a pro tem Chair to preside until the Chair or Vice Chair arrives.
- 3.12 The secretary or acting secretary appointed by the General Manager shall record all minutes of all proceedings of the Board.
- 3.13 Minutes of previous meetings may be approved either as circulated or as amended.
- 3.14 After the Board minutes have been adopted, they shall be signed by the Chair and the General Manager.
- 3.15 The General Manager shall call the first Board meeting of the year to order and conduct the meeting for election of the Chair or until an acting Chair is appointed. The General Manager shall proceed in the same manner whenever the chair is vacant until the Board fills the vacancy.

## Section 4

### CHAIR

- 4.1 The presiding officer of the Board shall be its Chair who shall be elected by a majority vote from among the Board members present.
- 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.
- 4.3 If a chair is not elected at the first meeting, the Board shall appoint an acting Chair who shall conduct the Board's meetings until a Chair is elected.
- 4.4 The term of the Chair commences on the date of the election as Chair and terminates on the date of the first meeting in December next ensuing or, if in the last year of a term of office as a member of the Board, at the end of the term of office.
- 4.5 If the office of Chair becomes vacant, the Board shall forthwith elect a new Chair on the basis herein described.
- 4.6 The Chair shall vote on all questions submitted and shall have the same rights and be subject to the same restrictions on participating in debate as other members of the Board.

## **Section 5**

### **VICE CHAIR**

- 5.1 There shall be a Vice Chair elected in the same manner and for the same term as the Chair. The Chair shall preside during the election of the Vice Chair.
- 5.2 When the Chair is unable to carry out all or any of the duties of the presiding officer, the Vice Chair of the Board or in the absence of the Vice Chair, such other appointed Board member, shall act for the Chair until such time as the Board makes other arrangements.
- 5.3 If the office of Vice Chair becomes vacant, the Board shall forthwith elect a new Vice Chair on the basis herein described.

## Section 6

### CONDUCT

- 6.1 The Chair shall preserve order, and decide questions of order subject to an appeal to the Board.
- 6.2 No decision or ruling of the Chair shall be overruled except by a vote of not less than two-thirds of the Board members present.
- 6.3 Any rule of order under this By-law may be suspended by a vote of not less than two-thirds of the Board members present.
- 6.4 When the Chair decides a point of order, the rule applicable to the case shall be stated if a member so requests.
- 6.5 A member wishing to speak on any question shall address the Chair, and wait to be recognized before beginning to speak.
- 6.6 When two or more members try to speak at the same time, the Chair shall name the member who is to have the floor.
- 6.7 When a member is speaking, no other member shall interrupt, except to raise a point of order or a point of privilege.
- 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.
- 6.9 No member shall contravene a rule of the Board or disobey the decision of the Chair.
- 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 un-parliamentary 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 un-parliamentary language or behaviour, the Board may resolve to permit the member to remain at the meeting.
- 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.

## Section 7

### ORDER OF BUSINESS

- 7.1 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
- 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.
- 7.3 The Chair, in consultation with the General Manager, shall set the agenda for the Board meeting.
- 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.
- 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.



## Section 8

### MOTIONS

- 8.1 Before it can be considered or voted upon, a motion must be seconded by another member and stated by the Chair.
- 8.2 Prior to a decision on a motion it may be withdrawn with the approval of the Board.
- 8.3 When the question under consideration contains more than one issue, a separate vote on each issue shall be taken at the request of any member.
- 8.4 No member shall speak more than once on the same question without the permission of the Chair and only after each member has taken or passed a turn at speaking.
- 8.5 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt another member.
- 8.6 When a motion is under consideration, no motion shall be received other than a motion to:
  - Refer the motion, or
  - Amend the motion, or
  - Lay the motion on the table, or
  - Postpone the vote, or
  - Adjourn the meeting, or
  - Move that the vote be taken.
- 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.
- 8.8 A motion to adjourn shall always be in order, except that if a motion to adjourn is defeated it shall not be allowed again until at least one other matter has been dealt with.

## Section 9

### VOTING - STATUTORY REQUIREMENTS

- 9.1 Sections 9.1 to 9.8 apply to all meetings of the Board and to meetings of committees appointed by the Board.
- 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.
- 9.3 A member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 9.4 If a member considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member shall declare this and state the general nature of why the member considers this to be the case.
- 9.5 After making a declaration required by section 9.4, the member:
- (a) Shall not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter.
  - (b) Shall immediately leave the meeting while the Board considers or votes on the matter; and
  - (c) Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 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.
- 9.7 Without limiting section 9.4, a member must not participate in the discussion of or vote on a question in respect of a matter in which the member has a direct or indirect pecuniary interest.
- 9.8 Section 9.7 does not apply:
- (b) [sic] if the pecuniary interest of the member is a pecuniary interest in common with electors of the city generally;
  - (c) if the matter relates to remuneration or expenses payable to one or more Board members in relation to their duties as members of the Board; or
  - (a) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

## **Section 10**

### **VOTING**

- 10.1 Amendments shall be put in the reverse order to that in which they are moved and shall be decided before the main motion is voted upon.
- 10.2 Only one amendment to the main motion and one amendment to the amendment may be permitted at any one time.
- 10.3 Members who are in the room shall take their places when a vote is called for and shall not leave until the vote has been taken.
- 10.4 When a question is being put, no member shall walk across or out of the room, or make any noise or disturbance.
- 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.
- 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.
- 10.7 A vote shall be verified at the request of any member.

## **Section 11**

### **EXCEPTIONAL VOTES**

11. No previous resolution of the Board passed in the current term on any matter shall be rescinded unless by a vote of not less than two-thirds of the Board members present.

## **Section 12**

### **ENQUIRIES**

- 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.
- 12.2 Questions may be addressed to the Chair or through the Chair to any other member of the Board.
- 12.3 Questions shall not include any argument or opinion or any facts beyond those necessary by way of explanation.
- 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.

## **Section 13**

### **DELEGATIONS**

- 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.

## Section 14

### COMMITTEES

- 14.1 The Board may appoint a committee of members by resolution and specify the business to be dealt with by the committee.
- 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.
- 14.3 Meetings of a committee shall be held as scheduled by the Committee.
- 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.
- 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.
- 14.6 A majority of any of the members appointed to any committee shall constitute a quorum.
- 14.7 The Chair of the Board shall be ex officio a member of all committees, with the right to make motions, speak and vote, and when present shall be counted in determining a quorum.
- 14.8 A Board member who is not a member of the committee may attend a meeting and enter into debate, but shall not have a vote.
- 14.9 If at the time appointed for a meeting of a committee and for the ensuing half-hour no quorum is present, then at the conclusion of such half-hour the meeting shall be deemed cancelled.
- 14.10 All committees appointed by the Board shall conduct their business under the following rules of procedure:
  - (a) the committee Chair shall preside at every meeting and shall vote on all questions submitted;
  - (b) in the absence of the committee Chair, one of the other members shall be elected to preside, and shall discharge all of the duties of the Chair;
  - (c) when a committee report is submitted to the Board, any member has the right to submit a dissenting report;
  - (d) no action of any committee, except where power to take such action is expressly conferred on the committee, shall be binding on the Board unless the Board has approved such action; and
  - (e) otherwise, the rules of procedures set out in this By-law will apply.
- 14.11 All committees appointed by the Board shall report to the Board on all matters.

## **Section 15**

### **BY-LAWS**

- 15.1 Every by-law requires three readings.
- 15.2 A by-law shall be introduced by a motion that “the By-law be introduced and read a first time”, which shall be decided without amendment or debate.
- 15.3 On passing of the motion, the by-law shall be read and the Chair shall declare the by-law to be open for discussion or amendment.
- 15.4 A by-law shall be deemed to be read when its title is read but if any two members require it, the entire by-law shall be read clause by clause.
- 15.5 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.
- 15.6 After the readings of a by-law, the General Manager shall certify the readings and dates thereof at the end of the by-law.
- 15.7 Where a by-law has been passed by the Board, it shall be signed and retained for safekeeping by the General Manager.



## **Section 16**

### **REPEAL AND ENACTMENT**

- 16.1 The Procedure By-law passed by the Park Board on September 25, 1995 is hereby repealed.
- 16.2 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 of the City of Vancouver on March 11, 2002.

Signed by Commissioner Clarence Hansen  
Chair, Park Board

Signed by Susan Mundick  
General Manager