

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: RULES OF ORDER AND PROCEEDINGS		SECTION: ORGANIZATION
DATE: September 2, 1998	POLICY NO.:	KDSB-ORG-I-01
APPROVED BY: Resolution No. 1998-07	REVISED:	Resolution No. 2004-89 Resolution No. 2006-113 Resolution No. 2010-27

1. Definitions

For the purpose of the Rules of Order and Proceedings of the Kenora District Services Board, the following words shall have the meaning given herein:

- 1.1 “*Board*” means the Kenora District Services Board.
- 1.2 “*Chair*” means a member of the Board duly elected by a majority of Board members to act as Chair of the Board.
- 1.3 “*Chief Administrative Officer*” means the Chief Administrative Officer of the Kenora District Services Board or designate.
- 1.4 “*Committee*” means a *Standing, Advisory, Task Force or other Committee established by the Board.*
- 1.5 “*Committee Chair*” means Chair of a Committee of the Board.
- 1.6 “*Committee of the Whole*” means all the members of the Board present at a meeting sitting in Committee.
- 1.7 “*Holiday*” means any holiday as defined in Section 29 of the Interpretation Act, R.S.O. 1990, Chapter I.11.
- 1.8 “*Meeting*” means any regular or special, meeting of the Board or Committee, as the case may be.
- 1.9 “*Member*” means a Member of the Board or a Committee of the Board.
- 1.10 “*Point of Order*” may be called by any Member of the Board and means to call attention to:
 - (1) any breach of the Rules of Order of the Board; or
 - (2) any defect in the constitution of any meeting of the Board; or
 - (3) the use of improper, abusive or offensive language; or
 - (4) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - (5) any other informality or irregularity in the proceedings of the Board.
- 1.11 “*Point of Personal Privilege*” means all matters affecting the rights and immunities of the Board collectively, or the position, rights and conduct of members in their representative character:
 - (1) A breach of privilege is, in effect, a willful disregard of the dignity and lawful authority of the Board or any of its members, such as complaints about heat, noise, etc.
- 1.12 “*Presiding Officer*” means a person appointed by the Members of the Board present at a Board or Committee meeting to act as the Chair in the event the Chair is not in attendance within fifteen (15) minutes after the hour appointed for the meeting, or in the event the Chair declares a conflict of interest with the subject matter in the meeting.
- 1.13 “*Recorded Vote*” means the recording of the name and vote of every Member present on any matter or question.
- 1.14 “*Recording Secretary*” means a person appointed by the Chief Administrative Officer or the Committee to record the Minutes of a meeting of the Board or Committee of the Board.

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1. Definitions - Continued

- 1.15 "Task Force" means a committee set up by the Board to deal with specific matters for a term defined by the board.

2. General Provisions

- 2.1 The rules and regulations contained herein shall be observed in all proceedings of the Board, and with necessary modifications, a Committee of the Board, and shall be the rules and regulations for the order and conduct of business therein.
- 2.2 In all other cases in the proceedings of the Board or Committee, Robert's Rules of Order (Newly Revised, 10th Edition) shall prevail where applicable in all circumstances not covered herein.
- 2.3 No standing rule or order shall be suspended except by a two-thirds vote of Members present at a meeting.
- 2.4 No amendment or suspension or repeal of this Procedure shall be considered at any meeting of the Board, unless Notice of the proposed amendment, suspension or repeal was given at a previous regular meeting of the Board, and the Board may not waive such notice.

3. Meetings of the Board

- 3.1 The Regular meetings of the Board shall be held in Dryden or at a place designated by the Chair after consultation with Board Members.
- 3.2 (1) The Chair may at any time summon a special meeting of Board members on forty-eight (48) hours notice to the members of the Board, or upon receipt of a petition of the majority of the members of the Board, the Chief Administrative Officer shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of the Board shall be given to the members through the office of the Chief Administrative Officer. Such meeting shall be held in the Board Room in Dryden or at a place designated by the Chair after consultation with the Board members.
- (2) Notwithstanding the notice requirement set out above, in the event of an emergency, the meeting may be held as soon as practical following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Chief Administrative Officer.
- 3.3 The only business to be dealt with at a special meeting of the Board is that which is given in the notice of the meeting.

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3. Meetings of the Board - Continued

- 3.4 All meetings of the Board and its Committees shall be open to the public. The Board may direct the following to be considered in a meeting closed to the public:
- (1) personal matters about an identifiable individual, including board employees;
 - (2) labour negotiations/relations;
 - (3) property matters involving pending acquisitions, leases, disposition and security;
 - (4) matters involving pending or potential litigation or proceedings before any court or administrative tribunal including advice of counsel;
 - (5) matters specifically restricted under an Act of Provincial Legislature or an Act of Parliament;
 - (6) service contract negotiations;
 - (7) a meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or committee of either of them or persons retained by or under a contract with the Board.
- 3.5 A meeting shall be closed to the public if the subject matter relates to:
- (1) the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Board is the head for purposes of that Act;
 - (2) a matter that the Board is not permitted to disclose under the Municipal Freedom of Information and Protection of Privacy Act.
- 3.6 The Recording Secretary shall record or shall have recorded at a meeting closed to the public the following:
- (1) the time and fact of the holding of a closed meeting;
 - (2) the general nature of the matter considered at the closed meeting.
- 3.7 No information related to personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall be recorded at any public or closed meeting of the Board or its Committees.

4. Proceedings of Board Meetings

- 4.1 A majority of the whole number of members required to constitute the Board is necessary to form a quorum.
- 4.2 Within fifteen (15) minutes after the hour appointed for a meeting, and if the Chair does not attend, the Chief Administrative Officer shall call the Members to order if a quorum is present, and a Presiding Officer shall be chosen from the Members present, who shall preside during the meeting or until the arrival of the Chair.
- (1) The Presiding Officer shall have all the powers of the Chair and may vote as a Member.
- 4.3 If no quorum is present within twenty (20) minutes after the hour appointed for a meeting the Recording Secretary shall record the names of those present and the meeting shall stand adjourned until the next regular meeting.
- 4.4 Those Members who declare a conflict of interest, under the Municipal Conflict of Interest Act, with any item(s) at a meeting, shall not be counted in determining a quorum.
- 4.5 Where a quorum exists, the majority of the members present and eligible to vote may carry any resolution or other measure put before the Board.
- 4.6 The business of the Board shall, in all cases, be taken up in the order in which it stands upon the Agenda, or unless otherwise decided by a majority of the members present.

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4. Proceedings of Board Meetings - Continued

- 4.7 The Chief Administrative Officer shall have prepared and printed, for the use of Members, an Agenda under the following headings:
- (1) Call to Order
 - (2) Approval of Agenda
 - (3) Disclosure of Interest and the General Nature Thereof
 - (4) Delegations/Deputations
 - (5) Minutes of Previous Meeting(s)
 - (6) Unfinished Business
 - (7) Correspondence
 - (8) Reports of Officers
 - (9) Reports of Committees
 - (10) Resolutions
 - (11) New Business
 - (12) Notices of Motion
 - (13) Petitions
 - (14) Closure
- 4.8 The Recording Secretary shall record:
- (1) the place, date and time of the meeting;
 - (2) the names of the Presiding Officer and the attendance of the members;
 - (3) the reading, if requested, correction and adoption of the minutes of prior meetings; and
 - (4) all other proceedings of the meeting without note or comment.
- 4.9 At each regular meeting of the Board, the minutes of the preceding regular meeting and any special meeting(s) shall, unless otherwise decided by the Board, be submitted for adoption and, once approved by a majority of members present, shall be signed by the Chair.
- 4.10 Any person desiring to be heard by the Board shall submit a request in writing to the Chair prior to the printing of the Agenda (7 working days prior to meeting) of the meeting at which said person desires to be heard, and such written request shall state the nature of the business to be discussed and to which the said person shall confine their remarks.
- 4.11 A person not a Member of the Board shall not be allowed to address the Board except upon approval of the board or as may be required by law.
- 4.12 A person who has complied with Section 4.10 herein may address the Board for a period not exceeding five (5) minutes, except with the permission of the majority of Board Members present at the meeting.
- 4.13 A delegation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall be limited to speaking for not more than five (5) minutes, except with the permission of the majority of Board Members present at the meeting.
- 4.14 The Chair/Presiding Officer may expel or exclude from any meeting, any person who has been guilty of improper conduct at the meeting.
- 4.15 Any Member of the Board, at any time prior to the completion of the Agenda, may file, in writing, with the Recording Secretary, an item for inclusion on the Board Agenda.

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4. Proceedings of Board Meetings - Continued

- 4.16 All motions to be considered at a meeting must be included on the Board agenda prior to the meeting except motions dealing with matters of an urgent nature or to give direction or support on a matter already on the agenda, such motion(s) may be introduced with the approval of seventy-five (75) percent of the Members of the Board present at the meeting.
- 4.17 Committee of the Whole shall mean the Board Members sitting in Committee and the rules governing the procedure of the Board and the conduct of Members of the Board, shall be observed in Committee of the Whole, so far as they are applicable, except that:
- (1) motions may be moved and seconded orally; and
 - (2) more latitude may be allowed in discussions, as determined by the Committee.
- 4.18 All Notices of Motion shall be in writing and signed by the Mover.
- (1) Upon calling a Member's Notice of Motion which is listed on an Agenda for the first time, the Member, upon request, is entitled to have consideration of the Motion deferred to the next regular meeting.
 - (2) When a Member's Notice of Motion has been called from the Chair at two (2) successive meetings, and not proceeded with, it shall be dropped from the Agenda of the next meeting, as it will be deemed to be withdrawn.
- 4.19 All motions called upon at Board meetings, which have not been disposed of, shall be placed at the end of the list of motions unless otherwise decided by a majority of the Board.
- 4.20 A majority vote of Members present is required on a motion to proceed on recessing a meeting and the time to return shall be announced by the Chair.
- 4.21 A motion passed by a majority of Members present is required to continue a Board meeting past 11:00 p.m.
- 4.22 Every communication, including a petition designed to be presented to the Board, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Chief Administrative Officer at least ten (10) days prior to the meeting.

5. Rules of Debate

- 5.1 The Chair shall preserve order and decorum and decide questions of order, subject to an appeal to the Board by any Member.
- 5.2 No Member shall conduct themselves so as to:
- (1) Speak disrespectfully of:
 - (i) the reigning Sovereign or of any of the Royal Family;
 - (ii) the Governor-General of Canada;
 - (iii) the Lieutenant-Governor of the Province of Ontario;
 - (iv) the Government of Canada;
 - (v) the Government of the Province of Ontario;

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5. Rules of Debate – Continued

- 5.2 (2) use indecent, offensive or insulting language;
(3) speak on any subject other than the subject in debate;
(4) disobey the rules of the Board or a decision of the Chair on decisions of order or practice or upon the interpretation of the rules of the Board, and if a Member persists in any such disobedience after having being called to order by the Chair, the Chair shall forthwith put the question “that such Member be ordered to leave his/her seat for the duration of the meeting of the Board”, and there shall be no amendments, debate or adjournment allowed on the question, but if the Member apologizes, he/she may, by vote of the remaining Members of the Board, be permitted to retake his/her seat.
- 5.3 Any question on which there is an equality of votes shall be deemed to be negative.
- 5.4 Every Member of the Board present in the Board Chambers at the Board meeting shall vote when a question is put, except where he/she is prohibited by statute from voting or disqualified to vote by reason of a declared conflict of interest, or is absent from the Board Chambers when the question is put.
- 5.5 Upon a vote being required, each Member shall raise their hand when voting either ‘for’ or ‘against’ the question or matter except in the case of a recorded vote, in which case Rule 5.9 shall apply.
- 5.6 If any Member, present in the Board Chambers at a meeting of the Board, does not vote when a question is put, he/she shall be deemed as voting in the affirmative, except where he/she is prohibited from voting by statute or disqualified by reason of a declared interest.
- 5.7 In accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M. 50, any Member required to do so by the provision of the Act, shall disclose any direct or indirect interest and state the general nature of such interest and it shall be recorded in the minutes of the meeting.
- 5.8 Any Member who is not disqualified from voting by any Act may request that a recorded vote be taken prior to, or immediately subsequent to the taking of a vote.
- 5.9 Upon a recorded vote being requested by a Member on any matter or question, the Chair shall call upon each Member vote on the question to declare ‘yea’ or ‘nay’.
- 5.10 Any Member who does not indicate his/her vote at the time of a recorded vote shall be deemed to be voting in the negative, except where he/she is prohibited from voting by statute or disqualified by reason of a declared interest.
- 5.11 When a vote is required, a Member not present in the Board Chambers when the question is called shall not be entitled to a vote on that question.
- 5.12 Every Member speaking on any question or motion shall address the Chair.
- 5.13 When two (2) or more Members wish to speak, the Chair shall designate the Member who is to have the floor and the Member, who in the opinion of the Chair, first requested to speak shall have the floor.

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5. Rules of Debate – Continued

- 5.14 Each member shall be allowed to speak only once on the question for a maximum period of three (3) minutes, except the Member who has made a Motion and/or an amendment to such motion shall be permitted the final reply to close the debate, and such final reply shall be limited to two (2) minutes.
- 5.15 A Member of the Board may speak a second time to a question, upon the concurrence of the Members present, but only if the question has not yet been put to a vote, and the Member shall be permitted an additional two (2) minutes, after which the Member who has made the Motion being debated, shall be granted a final reply which shall be limited to two (2) minutes.
- 5.16
- (1) A motion to reconsider shall not be made during the same meeting of the Board at which the original determination was taken.
 - (2) There shall be no reconsideration unless written notice is given at least ten (10) days prior to the meeting of the Board.
 - (3) If a motion for reconsideration is made, the question shall not be considered unless a majority of the Whole Board votes thereof and such vote shall be by a recorded vote.
 - (4) No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.
- 5.17 No Member shall interrupt the Member who has the floor, except to raise a point of order, ask a question of privilege or a question of quorum.
- 5.18 No Member shall remark upon any prior determination of the current Board, except to conclude such remarks with a Motion to reconsider such determination and such Motion may only be made once.
- 5.19 When a Member rises to a point of order, the Member shall ask leave of the Chair to raise a point of order, and after leave is granted, shall state the point of order to the Chair and the Chair shall then state and decide upon the point of order; and
- (1) thereafter, the Member shall address only the Chair for the purpose of appealing to the Board from the decision of the Chair; and
 - (2) if no Member appeals, the decision of the Chair shall be final; and
 - (3) the Board, if appealed to, shall decide the question, without debate, and its decision shall be final.
- 5.20 A Member may raise at any time, with the consent of the Chair, a point of personal privilege, for the purpose of drawing the attention of the Board to the matter and such point of personal privilege shall be taken into consideration immediately.
- 5.21 No person except Members of the Board shall be allowed to come to the Board table during the sittings of the Board without permission from the Chair.
- 5.22 When the Chair is putting a question, no other Member shall walk across or out of the Board Chambers or make any noise or disturbance.
- 5.23 When a Member is speaking to an issue, no other Member shall walk across or out of the Board Chambers or make any noise or disturbance.

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5. Rules of Debate – Continued

- 5.24 the Chair/Presiding Officer shall not debate the question on the floor, but shall confine their role to the proper conducting of the meeting.
- 5.25 If the Chair/Presiding Officer wishes to debate the question on the floor, then he/she must vacate the Chair and a temporary Chair/Presiding Officer shall be appointed by the vacating Chair/Presiding Officer of the Board.

6. Motions and Order of Putting Questions

- 6.1 All motions shall be in writing and be formally moved and seconded and shall be presented to the Chair, before being debated and before the Chair may put the question to a vote.
- 6.2 A motion of referral (to commit) may be amended by altering the Committee to which the motion is referred or by giving the Committee additional instructions.
- 6.3 Notwithstanding Section 6.1 herein, Motions may be introduced orally, pertaining to the following:
- (1) a point of order or personal privilege;
 - (2) a motion to adjourn debate (deferral);
 - (3) presentation of petitions;
 - (4) a motion to commit (referral);
 - (5) a motion to withdraw a motion before the Chair;
 - (6) a motion to recess;
 - (7) a motion for the previous question which shall not be passed without a majority vote of all Members of the Board present;
 - (8) a motion that the Board resolve itself into Committee of the Whole, and/or to rise into Public Meeting;
 - (9) a motion to separate a question;
 - (10) a motion to continue a Board meeting beyond 11:00 p.m.
- 6.4 After a motion is read or has been stated by the Chair, it shall be deemed to be in possession of the Board and can be withdrawn before decision or amendment, only with leave of the Board expressed by a motion put forth by the mover of the original motion.
- 6.5 A motion properly before the Board for decision, must receive disposition before any other motion can be received except a motion to amend, defer (adjourn debate) for the previous question, to adjourn a meeting, to extend the hours of closing proceedings, to commit (referral) or on a matter of a quorum.
- 6.6 A motion in respect of a matter which is beyond the legal power or authority (ultra vires) of the Board shall not be in order unless it be a matter which, in the opinion of a majority of the Board, has to do with the welfare of the citizens of the Kenora District generally.
- 6.7 A motion to amend:
- (1) shall be presented in writing;
 - (2) shall receive disposition of the Board before a previous amendment on the question;
 - (3) an amendment to the question shall be allowed only once;
 - (4) shall be relevant to the question to be received; and
 - (5) shall not be received proposing a direct negative to the question.

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6. Motions and Order of Putting Questions - Continued

- 6.8 A motion for the previous question (to call the question):
- (1) cannot be amended;
 - (2) cannot be proposed when there is an amendment under consideration;
 - (3) shall preclude all amendments of the main question;
 - (4) when resolved in the affirmative, the question is to be put forthwith without debate or amendment;
 - (5) cannot be received in any Committee of the Board;
 - (6) can only be moved in the following words, "That the question be now put".
- 6.9 A motion to close the Board meeting;
- (1) shall always be in order, except as provided in this Section, and shall be put immediately without debate;
 - (2) when resolved in the negative, cannot be made again until after some intermediate proceeding shall have been completed by the Board;
 - (3) is not in order when a Member is speaking, nor during the verification of a vote;
 - (4) cannot be amended; and
 - (5) Is not in order immediately following the affirmative resolution of a motion for the previous question.
- 6.10 A motion to adjourn debate (deferral):
- (1) shall always be in order, except as provided in this Section and shall be put immediately without debate;
 - (2) when resolved in the negative, cannot be made again until after some intermediate proceeding shall have been completed by the Board;
 - (3) is not in order when a Member is speaking, nor during the verification of a vote; and
 - (4) Is not in order immediately following the affirmative resolution of a motion for the previous question.
- 6.11 After a question is finally put by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared, and no Member absent from the Board Chambers when the question is put, shall vote thereon.
- 6.12 If a Member disagrees with the declaration of the Chair on the result of a vote, such Member must object immediately after such declaration, and request that the vote be retaken, and when so requested, the Chair shall have the vote retaken.
- 6.13 Debate shall be restricted to each proposal in its turn when a question has been separated upon leave of a majority of the Board.
- 6.14 The manner of determining the decision of the Board on a motion shall be by show of hands and as declared by the Chair, except for recorded votes.
- 6.15 Upon enactment, every Resolution shall be endorsed by the Chair with the date of enactment thereof.

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7. Standing Committees of the Board

7.1 The Board shall establish the following 'Standing Committees':

- (1) Governance Committee
- (2) Audit Committee

7.2 The Board shall establish a terms of reference for each such committee.

7.3 All meetings of a standing committee shall be open to the public except that items listed in sections 3.4 and 3.5 of this policy shall be considered in a meeting closed to the public.

8. Committees and Task Forces of the Board

8.1 The Board may establish Committees or Task Forces to deal with specific matters and shall prepare Terms of Reference for each such Committee or Task Force established.

8.2 The Committee or Task Force shall consist of at least three (3) Members of the Board. Citizen members may also be appointed as deemed appropriate by the Board and such citizen appointments are to be made by concurrence of a majority of the Board.

8.3 Appointed Citizen members may vote on any matter before the Committee or Task Force but they shall not be appointed as Chair.

8.4 All meetings of the Committee or Task Force shall be open to the public except those dealing with items listed in sections 3.4 and 3.5 of this policy which shall be considered in a meeting closed to the public and all such meeting dates shall be determined by the Members according to the results of surveying the appointed membership and considering the notice requirements outlined under Board Policy No. KDSB-GNA-I-01.

8.5 A Committee or Task Force shall hold office at the pleasure of the Board but in no instance will the Committee or Task Force serve beyond the term of the Board or beyond a lesser term established by the Board. A Committee or Task Force shall not have final decision making powers but shall provide the Board with recommendations and such recommendations must be approved by the Board before being implemented.

8.6 The Committee or Task Force shall report on its findings to the Board through the office of the Chief Administrative Officer, within five (5) working days after each meeting of the Committee or Task Force.

8.7 A quorum of a Committee or Task Force shall be a majority of Board Members of the Committee or Task Force required to be present at the meeting.

8.8 The seat of a Member of the Committee or Task Force shall be declared vacant if the Member is absent for three (3) consecutive meetings without being authorized by the Chair of the Committee or Task Force.

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9. Access to Information for the Board

- 9.1 Members of the Board shall have access to all information provided he/she is not prohibited by statute from having such information.
- 9.2 Files and documents may not be removed from the care and control of the Chief Administrative Officer.