

## Governance Policy G-09 Procedural Policy on Motions

### Policy Purpose

The Procedural Policy is intended to provide guidance on the procedure to be followed during Board and Committee meetings.

### Scope

This policy applies to all Board and Committee meetings but does not apply to subcommittees of the Board nor does it apply to IREF Applications.

### Policy

#### 1. Defeated Motions

In the event a motion is defeated by the Board or Committee, the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

During a Board or Committee meeting a motion may be brought back to the table sooner than six months, if agreed upon by a vote of the Board or Committee.

Any circumstance arising not covered by this Policy, the Chair shall have consideration for Roberts Rules of Order.

The Board or Committee shall not reconsider any motion more than once, following which the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

#### 2. Introduction of a Motion concerning a subject matter not on an Agenda

In the event that a member would like to introduce a motion concerning a subject matter not on an Agenda the member must circulate the wording of the motion, along with any supporting documentation, to CMRB Administration at least seven (7) days in advance of the start of the meeting.

Any proposed motion concerning a subject matter not on an Agenda received after this cut off would not be placed on the Agenda for the upcoming meeting but would be placed on the Agenda for the following meeting.

In the event a member would like to introduce a motion concerning a subject matter not on an Agenda without giving seven (7) days notice the member must receive 2/3 of support of the Board or Committee of the Board in order to add the subject matter to the Agenda.

### 3. Conducting Board and Committee votes via Email

In the event the Board, a Committee of the Board or CMRB Administration determines that it is in the best interests of the CMRB to conduct a vote via email the following procedures shall be followed.

#### (a) Vote by the Board

- i. In the event it is deemed appropriate for the Board to vote on an item via email CMRB Administration will identify a deadline (date and time) by which members must respond. This deadline will be no shorter than five (5) full working days from when the vote is circulated via email unless otherwise directed by the Board.
- ii. The email shall contain the background information and motion wording for members to make an informed decision.
- iii. CMRB Administration will send a reminder email to Board members 24 hours in advance of the deadline.
- iv. The voting structure will be the same as outlined in Section 5 of the Calgary Metropolitan Region Board Regulation.
  - 5 (1) Subject to section 708.03(2) of the Act and section 4(4) and (6) of this Regulation, each representative has one vote.
  - (2) If a decision of the Board is to be made by a vote, the decision must be supported by not fewer than 2/3 of the representatives from participating municipalities that collectively have at least 2/3 of the population in the Calgary Metropolitan Region.
  - (3) Subject to section 2(5), if a representative is not present for a vote of the Board, or abstains from voting, the representative is deemed to have voted in the affirmative.
- v. Once the deadline for voting has passed, CMRB Administration will circulate the results of the vote to all Member Municipalities.
- vi. The results of the vote will be documented in minutes and reviewed for approval at the next Board meeting.

#### (b) Vote by a Committee of the Board

- i. In the event it is deemed appropriate for a Committee of the Board to vote on an item via email CMRB Administration will identify a deadline, date and time, by which members must respond. This deadline will be no shorter than five (5) full working days from when the vote is circulated via email.

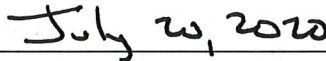
- ii. The email shall contain the background information and motion wording for members to make an informed decision.
- iii. CMRB Administration will send a reminder email to Committee members 24 hours in advance of the deadline.
- iv. The voting structure will require a simple majority of Committee to approve the Motion. In the event the Committee has more than one representative per municipality each member municipality will have one (1) vote.
- v. Once the deadline for voting has passed, CMRB Administration will circulate the results of the vote to all Member Municipalities.
- vi. The results of the vote will be documented in minutes and reviewed for approval at the next Committee meeting.

### Effective Date

The policy comes in effect upon passage by the Board and signing by the Board Chair. This policy was approved at the July 17, 2020 Board meeting.



Christopher Sheard, Chair



Date

