

# Meeting Procedures for the Marr Residence Management Board

In accordance with subsection 55.1(5) of *The Cities Act*, the following constitutes the Meeting Procedures for the Marr Residence Management Board:

## DIVISION A Interpretation

1. In these Meeting Procedures “**board**” means the Board of Management for the Marr Residence.

## DIVISION B Board Meetings - General

### Regular Board Meetings

2. Regular Board Meetings of the board will be held every second month on the second Tuesday of the month. Regular Board Meetings will not be held in July or August unless the board calls a Special Meeting. Notice of regular meetings will be sent out in advance of the meeting.

### Special Board Meetings

3. Special Board Meetings may be convened by any board member if, at least 24 hours prior to the meeting, all board members have been given notice of the date, time and place of the meeting and the matters on the agenda. Notice is not required provided all board members attend the meeting and unanimously consent to the holding of the meeting.

### Place of Meetings

4. Both Regular and Special Board Meetings shall be held at the Marr Residence.

### Resolutions in Writing

5. Notwithstanding any other provision of these Meeting Procedures, a resolution signed by all board members entitled to vote on that resolution at a board meeting is as valid as if it had been passed at a board meeting. Voting by proxy is not permitted. A copy of the resolution shall be kept with the minutes and records of the board.

## **Electronic Meetings**

6. Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
  - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
  - (b) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair.

## **DIVISION C Control and Conduct at Board Meetings**

### **Chair**

7. (1) The Chair shall:
  - (a) preside at all meetings;
  - (b) preserve order at meetings; and
  - (c) enforce the rules of the board.
- (2) The Chair shall have the same rights and be subject to the same restrictions, when participating in debate, as all other board members. All motions are moved and seconded by board members and not the Chair.

### **Conduct of Board Members**

8. (1) Any board member may speak at a meeting shall:
  - (a) speak respectfully to board members or guests;
  - (b) the use of offensive language will not be tolerated.

DIVISION D  
**Board Meeting Procedure**

**Procedure and Rules**

9. (1) When any matter arises relating to procedure, which is not covered by these Meeting Procedures, the matter shall be decided by reference to *Bourinot's Rules of Order of Parliamentary Procedure*.
- (2) In the event of any conflict between the provisions of these Meeting Procedures and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of these Meeting Procedures shall apply.

**Order of Business and Agenda**

10. (1) At a Regular Board Meeting, board members may consider or transact any business that is within the authority of the board. The order of business for a Regular Business Meeting shall generally be as set out in the Marr Board Agenda.
- (2) The Chair shall prepare the agenda for board meetings and shall distribute copies of the agenda, along with all reports or communications to be dealt with at the board meeting, to each board member in advance of the meeting.
- (3) At a Special Board Meeting, only those matters specifically identified by the convenor as being on the agenda for the meeting may be discussed and voted on. Business shall be considered in the order in which it stands on the agenda, unless the board members alter the order of business for the convenience of the board meeting by a majority vote of the board members present.

**Minutes**

11. (1) The Secretary shall arrange for the recording of the minutes of each board meeting and shall distribute copies of the minutes of the last board meeting to each board member prior to the next board meeting.
- (2) Any board member may request that a portion of the minutes be read aloud.
- (3) Any board member may make a motion amending the minutes to correct any mistakes.

### **Commencement of Meeting**

12. (1) The Chair shall commence the meeting at the time specified for the meeting. If quorum is not obtained, the meeting will continue but all motions and actions will be deferred to the next board meeting.
- (2) If the Chair is not present for the meeting, the board members present will choose the person to assume the Chair.

### **Quorum**

13. (1) A quorum for the transaction of business at any board meeting shall consist of a majority of voting board members.
- (2) Any act or proceeding of the board that is adopted at any board meeting at which a quorum is not present is invalid.

### **Motions and Debate**

14. (1) All board decisions must begin with a motion put forward by a board member. Afterward, a discussion (and possibly an amendment) occurs. When the discussion is over, the Chair calls for a vote.
- (2) When a motion is under discussion, no other motions may be made.

### **Amendments to a Motion**

15. (1) If a board member agrees with the general intent of a motion but wants to make a change to its wording or scope, the member can suggest an amendment.
- (2) The amending motion must be:
  - (a) relevant to the main motion;
  - (b) made while the main motion is being considered; and
  - (c) consistent with the principle embodied in the main motion.

### **Withdrawal of Motion**

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

**Notice of Motion**

- 17. (1) A motion introducing a new matter shall not be considered by board members unless a notice of motion has been submitted in writing to the Secretary at a previous regularly scheduled board meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before the board.
- (3) The board members may, by unanimous consent of the board members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Regular Business Meeting.

**Voting of Board Members**

- 18. (1) A board member attending a board meeting shall vote at the meeting on matter before the meeting unless the board member is required to abstain from voting because of a conflict of interest. Voting in support of a motion is shown by the member raising their hand.
- (2) If a board member chooses to abstain, the Secretary will record the abstention.

**Voting of Chair**

- 19. The Chair shall only vote to settle a tie.

Adopted by the Marr Residence Management Board on the 12th day of November, 2024.



Signature of Chair-Della Marshall

## **Marr Residence Board Meeting Agenda**

**Tuesday at 5:00 pm at Marr Residence**

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes from Previous Meeting**
4. **Business Arising from Minutes**
5. **Infrastructure Services**
6. **Treasurer's Report**
7. **Petty Cash**
8. **Reports**
  - 8.1 **Board Chair**
  - 8.2 **Programs/Special Events**
  - 8.3 **Website/Facebook**
  - 8.4 **Nutana Communittee Association Representative**
  - 8.5 **Gardeners**
  - 8.6 **Collections**
9. **Other Business**
10. **Next Meeting and Adjournment**