

# Bylaws of the Association

## BYLAW ONE

A bylaw of the Saskatchewan Association of Rural Municipalities providing for membership in the Association:

1. Membership shall consist of all rural municipalities which by vote of their council declare their intention of joining the Association and by paying the annual membership fee.
2. The delegates in attendance at the Annual Convention may make such recommendation as they see fit respecting the membership fee to be levied for the next year.
3. Membership shall begin with January 1st and end with December 31st of each year.
4. The name of the Association shall not be used by any group of municipalities without first having received the consent of the Board of Directors.

## BYLAW TWO

A bylaw of the Saskatchewan Association of Rural Municipalities providing for the election and appointment of officers:

1. Officers of the Association shall consist of a President, Vice-President and six directors, together with such ex-officio members as are provided for in this bylaw, and such officers shall constitute the Board of Directors.
2. The elective officers of the Association shall be elected officials of rural municipalities that are members of the Association.
3. A. The President and Vice-President shall be elected at large by the Annual Convention and shall hold office until their duly qualified successors are declared elected at the next annual convention. In the event that a successor is not duly elected the position shall be deemed to be vacant at the close of that convention.
- B. Voting at all elections for President and Vice-President shall be by ballot.

The nominations for President and Vice-President shall be made on written nomination papers, signed by two nominees who are elected officials of rural municipalities that are members of the Association, and the candidate's acceptance.

The nomination papers for President to be handed to the secretary of the Convention no later than 3:00 p.m. on the second day of the Convention and all nominations received shall be announced during the first break in the Convention proceedings after 3:00 p.m. If no nominations are received the chairperson shall declare and announce another nomination period.

Nomination papers for Vice-President shall be handed to the secretary of the Convention during a designated period of 15 minutes a shown on the Convention program and the election shall forthwith take place. If no nominations are received the chairperson shall declare and announce another nomination period.

The time of the Convention program for holding elections of President, Vice-President and Directors and the procedure to be followed shall be as established by the Board of Directors.

4. A. The province shall be divided into six divisions according to a plan approved by the Convention and the delegates present in the Convention from each division shall elect a Director for that Division and each Director shall, save as hereinafter provided, hold office for two years or until their duly qualified successors are declared elected at the next annual convention. In the event that a successor is not duly elected the position shall be deemed to be vacant at the close of that convention.
- B. The Directors elected for the odd-numbered divisions at the elec-

tion first held after the coming into force of this bylaw shall hold office for one year and the Directors elected for the even-numbered divisions for two years, respectively.

- C. Where a Director ceases to hold office as an elective member of a Municipal Council, and his term of office as a Director has not expired, his office as a Director shall be declared vacant at the next ensuing Annual Convention, and a special election for that division shall be held to elect a Director to fill his unexpired term.
- D. Voting at all elections of District Directors shall be by ballot.
- E. Nominations for Directors shall be handed to the Secretary of the Convention within one hour of convention time following the election of Vice-President on Thursday and such names shall be posted in the order they are received for each division in which elections are to be held. Such nominations to be prepared in the same manner as for President and Vice-President as set out in paragraph "B" of Section 3 of Bylaw No. 2. No nominations shall be received at the district meeting unless no nominations are received as herein provided. If no nominations are received the chairperson of the district meeting may allow such extended periods of time as may be required to receive nominations.
- F. A Director or other official of this Association shall resign from his office in the Association prior to;
  - a) him seeking the nomination as a candidate for a political party to run as a member of the Legislature or Parliament
  - b) him seeking an elected position, other than the position he currently holds, allowed for under this bylaw.
5. The Secretary-Treasurer shall be ex-officio a member of the Board of Di-

rectors. The term Secretary, Treasurer, Secretary-Treasurer or Executive Director shall all be deemed to mean the same person and position in the Association.

6. The Convention may elect Honorary presidents who shall hold office during the pleasure of the Convention.
7. The President of the Rural Municipal Administrators Association of Saskatchewan shall be ex-officio; a member of the Board of Directors in an advisory capacity.
8. The Board of Directors shall appoint an Auditor who shall be a member of the Institute of Chartered Accountants of the Province of Saskatchewan.
9. The Board of Directors shall have the authority to appoint or have elected, such additional officers of the Association as it deems desirable from time to time and to set the rules, regulations, terms and conditions governing the appointments, election, duties, activities and remuneration of such officers.

## BYLAW THREE

A bylaw of the Saskatchewan Association of Rural Municipalities governing the powers and duties of the Board of Directors:

1. The Board of Directors shall meet throughout the year at such times and places as the President or Secretary may direct, to appoint Standing Committees and give direction generally to the business of the Association.
2. The Standing Committees shall be the Executive Committee, Resolutions Committee, and such other committees as the Board of Directors or Convention may appoint.
3. The duties and powers of the President, Vice-President and Secretary-Treasurer shall be the usual duties and powers of such officers.
4. The Board of Directors may fill vacancies which shall be effective only until the next ensuing Annual Convention.
5. Five members of the Board of Directors shall constitute a quorum.
6. The members of the Board of Directors when attending meetings of the

Board or other necessary meetings, shall be paid transportation charges, per diem, expense allowances and other cost allowances as may be ordered paid by the Board.

7. The Board of Directors of the said Association shall have power and are hereby authorized to put into effect and to carry out any or all the powers conferred upon the Association by paragraph 18 of the Act of Incorporation.
8. That in carrying out the provisions of the said Section 18 of the Act of Incorporation all documents required to be executed for any purpose under the provision of the said Section must be executed under the corporate seal of the Association attested by the signatures of the President or Vice-President and the Secretary-Treasurer of the Association.
9. That no documents or agreements in writing, affecting the interest of the Association or its property shall be binding upon the Association unless executed under the corporate seal of the said Association attested by the signature of its proper officers hereinbefore authorized in that behalf, save and except that all promissory notes given by the Association to the bank may be executed under the signature of the President or Vice-President and Secretary-Treasurer, and may be reviewed from time to time, as the situation requires and that all cheques issued on the Association's bank shall be signed by the Secretary-Treasurer and at least one other person appointed by the Board of Directors as a co-signer.

## BYLAW FOUR

1. A bylaw of the Saskatchewan Association of Rural Municipalities setting forth the procedure for the conduct of the Annual Conventions and Midterm Conventions of the Association:
2. An Annual Convention shall be held each year on Tuesday, Wednesday, and Thursday of the second week of March and that the Convention shall be held at such place as may be selected by the Board of Directors.

- (a) The official delegates shall consist of reeves and councillors duly appointed by the rural municipalities that are members of the Association.
  - (b) The visiting delegates shall consist of reeves, councillors and administrators duly appointed by rural municipalities that are members of the Association.
  - (c) The President, Vice-President and six Directors of the Association shall be considered official delegates at the Annual Convention and shall be delegated all the rights and privileges of the Convention that are accorded to official delegates under these bylaws.
  - (d) Two-thirds of the member municipalities will constitute a quorum for the Annual and Midterm Conventions.
3. Each council may appoint two official delegates, each having one vote.
  4. Each council will be allowed to send as many visiting delegates as they wish. Visiting delegates, with the consent of the Convention, will be allowed to present resolutions and discuss same but not to vote.
  5. All resolutions including resolutions to amend the Association Bylaws for presentation to the Annual Convention must be submitted in writing by a Rural Municipality which is a member of the Association, or by the Board of Directors, or by an organized group of Rural Municipalities, such resolutions to be in the office of the Association by January 15th. That the Board of Directors act as a resolutions committee at the January Board meeting and consolidate resolutions for printing with authority to alter the wording of a resolution, if necessary, to make it clear and distinct, provided the meaning or intent of the resolution is not changed by such revision.
    - 5.1 - Subject to Section 5.2, resolutions received by the Association after the deadline for submitting resolutions will be classified as late resolutions and returned to the sponsoring municipality.
    - 5.2 - Resolutions received by the Association after the deadline for submitting resolutions which deal with

subjects or issues that have arisen after the deadline shall, subject to the confirmation of the resolutions committee, be classified as an emergent resolution and copies of emergent resolutions will be provided to all voting delegates.

5.3 - Subject to the following process, member municipalities that have missed the deadline for submitting resolutions to an Annual or Mid-Term Convention may submit resolutions, known as "Point-of-Privilege Resolutions" for the consideration of the delegates:

**Point of Privilege Process:**

1. A printed copy of a proposed point-of-privilege resolution must be given to the convention secretary by 12:00 noon of the closing day of the convention. The resolution will then be considered by the resolution committee.
2. Immediately following the noon lunch break of the closing day of the convention, the convention secretary will summarize the intent of each point-of-privilege resolution in the order of receipt. Upon receipt of the approval of 2/3 of the voting delegates, a point-of-privilege resolution will be set aside for consideration of the delegates immediately upon the completion of the printed resolutions.
6. All resolutions shall, if possible, be printed and distributed to the Rural Municipalities about February 15th, and shall be distributed to the delegates during the Convention.

7. All resolutions shall be deemed to have been carried upon receiving a clear majority of those voting except that all resolutions calling for amendments to the Association Bylaws must be carried by a two-thirds majority of those voting.

7.1 Resolutions, other than a resolution calling amendments to the association bylaws, which receive the endorsement of the convention assembly are effective for five (5) years after their passage, unless later amended or rescinded.

8. Voting in Convention shall be by show of hands or by ballot, the majority to rule, except as provided for in the preceding section.

In order to give effect to this provision the following procedure shall be followed in elections to the office of President or Vice-President of the Association, or a Director of a Division, in all cases where more than two candidates present themselves for election. In the event that any candidate fails to receive a majority of the votes cast, the candidate with the lowest number of votes shall be dropped from the ballot and a new vote taken on the remaining candidates, and the same procedure shall be followed as on the earlier vote until one of the remaining candidates receives a majority of the votes cast.

9. (a) A Midterm Convention shall be held each year at such place as may be selected by the Board of Directors. The Midterm Convention shall be held on Wednesday and Thursday of the second week of November, however;

(i) if one of these dates is Remembrance Day, then the following rules will apply:

(a) when Remembrance Day falls on a Wednesday, the Midterm Convention will be held on Thursday and Friday of that week, and

(b) when Remembrance Day falls on a Thursday, the Midterm Convention will be held on Tuesday and Wednesday of that week.

(ii) if these dates conflict with a major event, then the convention may be held on such alternate dates as the Board of Directors may determine.

(b) All terms and conditions that apply to the Annual Convention shall apply to the Midterm Convention except that the Board of Directors may limit the number of visiting delegates to the Midterm Convention and may set the date by which resolutions and proposed amendments to the Association Bylaws for presentation to the Midterm Convention must be in the office of the Association, providing that resolutions in the printed list for the Midterm Convention shall, if possible, be distributed to each RM office one month prior to the date of holding the Midterm Convention.

10. The rules of procedure to be followed at the Convention shall be the recognized rules of procedure of such gatherings, but no seconder to motions shall be required.



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