



Staff Report to the Board of Education

December 11, 2024

PROCEDURAL BYLAW AMENDMENT

Adrian Johnson, Secretary Treasurer

BACKGROUND

Bylaw 20 outlines the rules of procedure for Board meetings. It allows for the public to submit questions or comments regarding the agenda items before the meeting for consideration at the meeting.

Bylaw section 8.2 currently requires, *“To be addressed at a Regular Meeting, relevant questions or comments from the public must be submitted on a digital form at least four hours before the scheduled start of the Regular Meeting.”*

This provides a short window of four hours for the questions and comments to be collated, distributed, researched and considered. Trustees often do not have the opportunity to consider the questions and comments before the Board meeting.

Some questions require time to research to properly address. Comments can be impactful on Trustees’ decision making.

The proposed bylaw amendment extends the time available to consider and research questions and comments from the public before the Board meeting. It amends section 8.2 to read:

“To be considered at a Regular Meeting, relevant questions or comments from the public must be submitted on a digital form before 1:30pm on the business day preceding the date of the Regular Meeting.”

RECOMMENDATION

That Procedural Bylaw No. 20, 2024 as amended be given First Reading; and further,

That Procedural Bylaw No. 20, 2024 as amended be given Second Reading.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BYLAW NO. 20 PROCEDURAL BYLAW

This Bylaw is to establish procedures governing the conduct of meetings of the Board of Education.

WHEREAS the *School Act* requires the Board to establish procedures to govern meetings of the Board.

AND WHEREAS the Board wishes to enact meeting procedures to support meetings being conducted in a democratic and expeditious manner, with an intent to serve students.

NOW THEREFORE the Board of Education of School District No.22 (Vernon) in an open meeting, hereby **ENACTS AS FOLLOWS:**

1. CITATION

This Bylaw may be cited as “***School District No.22 (Vernon) Procedural Bylaw No. 20, 2022.***”

2. DEFINITIONS

The terms used in this Bylaw have the meanings assigned by *the School Act* except as when the context indicates otherwise.

3. OATH OF OFFICE, INAUGURAL MEETING AND ELECTION OF BOARD OFFICERS

- 3.1 A person elected or appointed as a trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before assuming their role as a trustee on the Board.
- 3.2 Pursuant to the *School Act*, after the general local election of trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 3.3 The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 3.4 The Secretary Treasurer will announce the results of trustee elections and confirm that all trustees have taken the oath of office or will administer or cause the oath of office to be administered.
- 3.5 The Secretary Treasurer will call for nominations three times for the position of Chair of the Board.
 - 3.5.1 Trustees may not nominate themselves.
 - 3.5.2 Nominations do not require a seconder.

- 3.5.3 After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
 - 3.5.4 Once nominations are closed, trustees, who have accepted a nomination, may address their colleagues for two minutes.
 - 3.5.5 Trustees who are not elected for one office may accept a nomination for another office.
- 3.6 The Secretary Treasurer will then conduct a vote, if necessary, by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person receiving a majority of the total votes cast will be elected Chair of the Board.
- 3.6.1 If no person receives a majority, further ballots will be taken.
 - 3.6.2 If more than two candidates are on a ballot and no majority is reached, the person with the least number of votes will be dropped from the nominees and a further ballot conducted.
 - 3.6.3 The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
 - 3.6.4 Any vote involving only two trustees that ends in a tie vote will result in the appointment of an Interim Chair to serve until the next Regular Meeting is held at which time the nomination and election process will be repeated. The Interim Chair will be selected from the first available trustee in the following order:
 - 3.6.4.1 The most recent Chair,
 - 3.6.4.2 The most recent Vice Chair,
 - 3.6.4.3 The two remaining trustees nominated for Chair by coin toss.
 - 3.6.5 All ballots will be destroyed by motion of the Board.
- 3.7 Upon assuming the Chair, the Chair will call for nominations for Vice Chair [consider rotating] of the Board, and then for the BCSTA Provincial Council and BCPSEA Representatives (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 3.5 and 3.6 above.
- 3.8 The Chair, Vice Chair and Trustee Representatives serve in their roles at the pleasure of the Board or until the annual Special Meeting in the following November.

4. ANNUAL SPECIAL MEETING OF THE BOARD AND ELECTION OF BOARD OFFICERS

- 4.1 In the years when no inaugural meeting is required, an annual Special Meeting of the Board will be held, in public, no later than the third Wednesday in November. The Secretary Treasurer will preside as Chair at the meeting to elect a Chair as per 3.5 and 3.6 above. When the Chair is elected, the Chair will then proceed as per 3.7 above.

5. MEETINGS OF THE BOARD – SCHEDULE, AGENDAS, QUORUM AND MINUTES

- 5.1 Annually, the Board will determine the schedule of meetings for the following school year and will publish the schedule at the beginning of each school year in non-general election years, and within sixty (60) days following the election date in general election years.
- 5.1.1 Regular Meetings of the Board will be held not less than once each month while district schools are in session and as necessary to transact its business.
 - 5.1.2 Meetings will be held in the district board room, except where the Chair has indicated in the notice of meeting that the meeting will be held in some other place or at some other time.

- 5.2 Prior to each meeting, the Secretary Treasurer will prepare an agenda in consultation with the Chair, Vice Chair and Superintendent outlining all business to be brought before the Board. The Board will proceed with the business in the order set out unless that agenda is altered by resolution.
- 5.3 Proposed agenda items may be requested to be on the agenda in one of the following ways:
- 5.3.1 Individual trustees wishing to have business brought before the Board will forward the business item to the Chair and Secretary Treasurer to facilitate appropriate action.
 - 5.3.2 By Notice of Motion.
 - 5.3.2.1 If an individual trustee wishes to move a motion at a future meeting, at least seven days prior to that future meeting, the trustee must deliver a Notice of Motion, in written format, to the Secretary Treasurer. The Notice of Motion must set out the motion and the Notice of Motion must stipulate the date of the meeting at which the individual trustee intends to move the motion. The Secretary Treasurer must add the motion to the agenda for the meeting.
 - 5.3.2.2 If an individual trustee wishes to give notice, during a meeting, of their intention to move a motion at a future meeting, the trustee must provide a written Notice of Motion. The Notice of Motion must set out the motion and stipulate the date of the meeting at which the trustee intends to move the motion. The Secretary Treasurer will distribute a copy of the Notice of Motion to each trustee and will add the motion to the agenda of the future meeting.
 - 5.3.3 As a request from a Committee of the Board.
 - 5.3.4 At the commencement of a meeting, in the event a trustee believes that an item requires immediate attention, the Chair will allow the item to be added to the agenda provided that no objection is raised by any trustee in attendance. If an objection is raised, the item will be added if supported by a majority vote of those trustees in attendance.
- 5.4 Board Correspondences will generally be handled as follows:
- 5.4.1 Correspondence addressed to the Board will be distributed to trustees.
- 5.5 The Board agenda and supporting documentation will be provided to each trustee in an electronic format, at least 48 hours prior to the meeting.
- 5.5.1 Every effort will be made to deliver the agenda and all supporting material to trustees at least three working days prior to the time of Regular and Closed Meetings.
 - 5.5.2 Written notice of any meeting will be waived provided that reasonable steps have been taken to notify all trustees of the meeting and that the majority of the sitting trustees agree to the waiving of the written notice.
 - 5.5.3 The agenda and supporting material for each Regular Meeting will be available for the public and interested media through the school district website subsequent to delivery of the agenda to trustees.
 - 5.5.4 Additional supporting information or related correspondence may be provided to the Board up to the start of the meeting if the information and correspondence is related to items on the published agenda.
- 5.6 A quorum of the Board is a majority of the trustees holding office at the time of the meeting.

- 5.6.1 If, prior to any meeting, the Chair and/or the Secretary Treasurer have received information suggesting there will not be a quorum, the meeting may be rescheduled, and attempts will be made to contact all trustees.
 - 5.6.2 At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum is not present within thirty minutes of the time appointed for the meeting, then the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
 - 5.6.3 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer will adjourn the meeting to the next Regular Meeting date or to another meeting called in accordance with this Bylaw.
- 5.7 In the event both the Chair and Vice Chair are absent, and a quorum is present, the Secretary Treasurer will call the trustees to order and the trustees will choose a trustee to chair the meeting until the arrival of the Chair or Vice Chair.
- 5.8 At all meetings, the Secretary Treasurer must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend the meeting, or if the meeting concerns the work performance or employment of the Secretary Treasurer the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.
- 5.9 All meetings will begin with an acknowledgement of Traditional Syilx territory.
- 5.10 Any trustee with a conflict of interest in a Regular Meeting will:
- 5.10.1 state that they have a conflict of interest in the matter,
 - 5.10.2 state the general nature of the conflict of interest,
 - 5.10.3 not take part in any discussion of the matter,
 - 5.10.4 not attempt in any way to influence the voting on any question in respect of the matter, before, during or after the meeting, and
 - 5.10.5 abstain from voting on any question in respect of the matter or the part of the meeting during which the matter is under consideration.
- 5.11 Meetings of the Board will be conducted in accordance with this Bylaw and, where the Bylaw is silent, using *Robert's Rules of Order, Newly Revised*, except where provisions of the *School Act* may conflict, in which case the latter will prevail.
- 5.12 If a member of the public is disrupting a meeting the Chair may order that such person be removed from the meeting and may order that the Board's proceedings be recessed until the matter has been dealt with.
- 5.13 All those attending board meetings are not to display graphics, written statements, or slogans that are derogatory towards any individual or group. This includes expressions based on race, color, religion, sexual orientation, or gender identity. The Chair may order that any article the Chair considers inappropriate is removed from the room.
- 5.14 No recording devices shall be permitted at any meeting of the Board of Education, unless authorized by the Chair prior to the start of the meeting. The Chair will announce at the commencement of the meeting if any recording devices have been permitted. This includes, but is not limited to, audio recorders, video cameras, cell phones, or any other electronic device that can capture or transmit sound or images. The purpose of this rule is to ensure the privacy of staff and public who attend or participate in the meetings.

- 5.15 A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.
- 5.16 Minutes of the proceedings of all meetings will be legibly recorded, ratified at the next meeting of the Board, and certified as correct by the Secretary Treasurer and the Chair or other trustee presiding at the meeting.
- 5.16.1 Minutes will not record the names of movers and seconders.
 - 5.16.2 Minutes will not record who voted for or against motions. Trustees may ask to have their vote recorded.
 - 5.16.3 If a trustee declares a conflict of interest, such conflict will be recorded in the minutes.
 - 5.16.4 Except for minutes of a meeting or portion of a meeting from which persons other than trustees or Board officers, or both, were excluded, the minutes will be published on the district website once adopted.

6. MOTIONS AND DEBATE

- 6.1 A motion, when introduced, brings business before the meeting for possible action.
- 6.1.1 No question will be determined by the Board unless upon a motion of a trustee seconded by another trustee.
- 6.2 All debatable motions will be seconded.
- 6.3 A motion should be worded in a concise, unambiguous, and complete form and should be submitted in writing.
- 6.4 Subject to the concurrence of the seconder, the mover of a motion may withdraw the motion at any time prior to the vote being taken. A motion which has been withdrawn may be re-introduced at the same meeting only by a different trustee.
- 6.5 The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
- 6.6 An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once, however, there can be only one amendment on the floor at a time and it will be dealt with before another amendment is presented, or the motion is decided.
- 6.6.1 An amendment to an amendment must be germane to the first amendment and cannot be amended.
- 6.7 Debate will be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
- 6.7.1 Speakers will be recognized by the Chair and will address remarks to the Chair.
 - 6.7.2 A trustee will not speak other than on the motion under debate.
 - 6.7.3 Generally, a trustee will only speak twice on the same motion without the leave of the Board except to explain a part of their remarks which may have been misunderstood or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate.
 - 6.7.4 The Chair may enter into debate and vote as any other trustee.

- 6.8 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 6.9 No trustee will interrupt another trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 6.10 It is expected that all trustees present at a duly constituted meeting of the Board will vote on each motion, unless a trustee has a declared conflict of interest, in which case the trustee must not vote.
- 6.10.1 The Chair will vote at the same time as other trustees.
- 6.10.2 Voting, unless elsewhere stipulated, will be by show of hands.
- 6.10.3 In the case of a tie vote, the motion is defeated
- 6.11 A motion to reconsider a decision can be made the day on which the original motion was voted upon, by a trustee who voted on the prevailing side. It may be seconded by any trustee.
- 6.12 Motions to rescind or to amend something previously adopted will be considered only if notice has been given in accordance with this Bylaw and if no action has been taken which it is too late to undo. Such motions are debatable, and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any trustee.
- 6.13 A motion that has been defeated at a previous meeting can be moved again at a subsequent meeting only once in a school year and only if notice is given in accordance with this Bylaw.

7. REGULAR MEETINGS OF THE BOARD

- 7.1 Regular Meetings of the Board are open to the public.
- 7.2 A Regular Meeting will not exceed three hours unless a resolution to proceed beyond that time is passed by a two-thirds vote.
- 7.3 The order of business at Regular Meetings will be:
- A. Call Meeting to Order and Territorial Acknowledgement
 - B. Approval of Agenda
 - C. Adoption of Minutes
 - D. Recognition, Presentations, and Delegations
 - E. Public Questions and Comments on Business Items
 - F. Business
 - G. Reports
 - H. Report from Closed Meeting
 - I. Upcoming Dates
 - J. Notice of Motion and Request for Information
 - K. Adjournment

8. PUBLIC QUESTIONS AND COMMENTS ON BUSINESS ITEMS

- 8.1 The Regular Meeting is the formally designated means of transacting Board business. Input

from the public is extremely important and therefore a period of fifteen minutes will be set aside at each Regular Meeting solely as a means for responding to questions or comments from the public who are present. Such questions or comments must be about matters in the Business Section (7.3.F) of the Board Agenda and provided prior to the Regular Meeting.

- 8.2 To be ~~addressed~~ considered at a Regular Meeting, relevant questions or comments from the public must be submitted on a digital form before 1:30 pm on the business day preceding the date at least four hours before the scheduled start of the Regular Meeting.
- 8.3 Such questions or comments must be no longer than one hundred and fifty words, being the number of words a person can typically read out loud in one minute. The Board has alternative means for the public to provide longer communications separately from the Board meeting.
- 8.4 The Secretary Treasurer will distribute a link to the digital form along with the published agenda.
- 8.5 Members of the public who are unable to use the digital form should contact the Secretary Treasurer for alternative accommodation.
- 8.6 The Board expects members of the public to have read the supporting materials of the applicable agenda item prior to submitting a question or comment.
- 8.7 The Secretary Treasurer will distribute the questions or comments received to the Board via email as soon as practical prior to the Board meeting.
- 8.8 At the appropriate point in the meeting, the Board will consider each question or comment in turn as follows:
 - 8.8.1 The Chair will read the name of the person submitting the comment or question and ask if the person is present. If the person is not present, the Chair will move to the next question.
 - 8.8.2 If, at the Chair's discretion, the question or comment is not relevant to any items in the Business Section of the agenda, or is otherwise inappropriate, the Chair will say so and will not read or respond to the question or comment.
 - 8.8.3 The Chair will read and respond to each appropriate question or comment in turn. The Chair may invite the person providing the question or comment to read the question or comment, or to speak to clarify any points. The Chair may refer the question to the Superintendent or Secretary Treasurer.
- 8.9 If all members of the public are attending digitally with no option to attend in-person, the Chair may alter this process to accommodate digital attendees in a similar manner.
- 8.10 Questions regarding personnel or specific students must be raised with the Superintendent privately.
- 8.11 Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the question/comment period.
- 8.12 The Board may, at the request of the Chair or any trustee, vote to extend the time allotted to the question/comment period at any meeting.

- 8.13 The response to a question will be made during the meeting, when possible, or deferred until a later date when information becomes available.
- 8.14 Individuals addressing the Board assume personal responsibility for all statements made to the Board.
- 8.15 Questions or comments that are critical of either the Board or a trustee's Board related action will be accepted within reasonable limits.
- 8.16 Questions or comments that are derogatory towards any person or group, including on the basis of race, colour, religion, sexual orientation or gender identity, are not acceptable.
- 8.17 The Chair will use judgment to stop any inappropriate comments or comments that would be better discussed in a different forum.
- 8.18 The Chair may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which the Chair considers inappropriate.

9. RECOGNITION, PRESENTATIONS AND DELEGATIONS AT REGULAR MEETINGS

- 9.1 The Board welcomes and encourages presentations and delegations from students, parents, staff, partners and others at meetings.
 - 9.1.1 The Superintendent, or designate, will be responsible to schedule in-district presentations and recognition activities.
 - 9.1.2 Attempts should be made to keep such presentations to approximately 10 minutes.
- 9.2 A person or group wishing to address the Board as a Delegation on an item not otherwise on the agenda will provide a written request outlining the item(s) they wish to present and naming a spokesperson.
 - 9.2.1 Consideration of the request is subject to article 5 of this Bylaw for placement on the agenda of a Regular or Closed Meeting.
 - 9.2.2 A request to present at a Regular Meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Regular Meeting for distribution to trustees as part of their agenda package.
 - 9.2.3 Each presenter or delegation will usually be limited to ten minutes, including any questions or comments from trustees.
- 9.3 The Board will hear the Delegation's presentation and the trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 9.4 The Chair will rule on the propriety of all presentations and comments and may terminate any presentation or comment or refer it to a Closed Meeting of the Board if that is deemed to be appropriate by the Chair.
- 9.5 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following Delegations concerning that item will be in order.

- 9.6 A maximum of ten minutes, including by questions or comments from trustees, will be allowed for each Delegation to make a presentation.
- 9.7 If circumstances warrant, the Board may receive such individuals or Delegations in a Closed Meeting.

10. CLOSED MEETINGS OF THE BOARD

- 10.1 Closed Meetings of the Board may be held with the public and others excluded as provided for in the *School Act* if, in the opinion of the Board, the public interest so requires.
- 10.2 All matters coming before the Board will be considered in public unless the public interest requires otherwise. Accordingly, the following matters will be considered in a Closed Meeting unless the Board determines otherwise:
- 10.2.1 Personnel matters including salary claims and adjustments, contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, demotion, transfer, conduct, competence, discipline, suspension, termination or retirement; grievances and requests of employees, Board officers or their bargaining agents or representatives.
 - 10.2.2 Legal matters; accident claims and other matters where Board liability may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered in a Closed Meeting; information or action regarding legal actions brought by or against the Board.
 - 10.2.3 Individual student matters including medical matters and the conduct, discipline, suspension or expulsion of students.
 - 10.2.4 Acquisition and disposition of real property prior to finalization, including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; purchase of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures.
 - 10.2.5 Matters pertaining to the safety, security or protection of Board property; and
 - 10.2.6 Other matters where the Board, by motion, decides that the public interest so requires
- 10.3 Notwithstanding any rule limiting reconsideration of the agenda, a trustee may make a motion to move a matter from the agenda of a Closed Meeting to the agenda of a Regular Meeting, or the reverse. The motion requires a seconder, is debatable, and requires a simple majority to pass.
- 10.4 No trustee will disclose to the public the proceedings of a Closed Meeting unless a resolution has been passed at the Closed Meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
- 10.5 The Secretary Treasurer will prepare a meeting summary listing the general nature of the matters discussed. A Closed Meeting Summary will be presented at the next Regular Meeting of the Board.

- 10.6 Generally, the order of business at Closed Meetings will be set out in the agenda for that meeting under the following headings, as appropriate:
- A. Call Meeting to Order and Territorial Acknowledgement
 - B. Approval of Agenda
 - C. Adoption of Minutes
 - D. Presentations and Delegations
 - E. Business
 - F. Notice of Motion and Request for Information
 - G. Confirmation of Release of Closed Meeting Information and Decisions at a future Regular Meeting
 - H. Adjournment
- 10.7 Any trustee with a conflict of interest shall immediately declare so and leave the meeting or the part of the meeting during which the matter is under consideration.
- 10.8 A Closed Meeting will not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 10.8.1 For Closed Meetings scheduled on the same day as a Regular Meeting, the Closed Meeting will adjourn or recess at least 15 minutes before the Regular Meeting commences.

11. SPECIAL MEETINGS OF THE BOARD

- 11.1 Special Meetings are any meetings held between the regularly scheduled meetings.
- 11.2 A Special Meeting, open to the public, or a Special Closed Meeting may be called by the Chair or, upon written request by a majority of the trustees, will be called by the Secretary Treasurer.
- 11.3 The agenda and supporting documentation will be provided to each trustee electronically at least 48 hours prior to the meeting.
- 11.3.1 Delivery of a notice and the agenda may be waived by a majority vote of trustees holding office, provided all reasonable steps have been taken to notify all trustees of the meeting.
- 11.4 No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all trustees present.
- 11.5 No Special Meeting will continue for longer than two hours unless a resolution is passed by the majority of trustees present to continue longer.

12. ELECTRONIC PARTICIPATION BY TRUSTEES

- 12.1 In accordance with the *School Act*, trustees may participate in or attend any meeting of the Board by telephone or other means of communication, provided that all trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 12.2 If a trustee participates in or attends a meeting of the Board by telephone or other means of communication, the trustee is to be counted for the purpose of establishing a quorum.

13. MISCELLANEOUS PROVISIONS

- 13.1 All points of procedure not provided for in this Bylaw shall be decided in accordance with *Robert's Rules of Order, Newly Revised*.
- 13.2 If any part of this Bylaw is held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
- 13.3 Any provision of this Bylaw may be waived by a two-thirds vote of the trustees holding office.

14. REPEAL

- 14.1 School District No. 22 (Vernon) Rules of Procedural Bylaw No. 13 and any previous Procedural Bylaws and resolutions, and amendments thereto, are hereby repealed.

Read a First Time	this	1 st	day of	September 2022
Read a Second Time	this	1 st	day of	September 2022
Read a Third Time	this	21 st	day of	September 2022
ADOPTED	this	21 st	day of	September 2022
AMENDED	this	15 th	day of	March 2023
AMENDED	this	21 st	day of	February 2024

Chair
Mark Olsen

Secretary Treasurer
Adrian Johnson