

# 2021 Standing Rules

Robert's Rules of Order have been adopted as the parliamentary authority for MNL and shall apply in all instances except when



Standing Rules are approved specifically for a particular occasion such as an Annual Meeting/Conference. The purpose of Standing Rules is to facilitate the conduct of business during a specific occasion.

The Standing Rules of this Annual General Meeting of Municipalities Newfoundland and Labrador, if adopted, will apply to this Annual General Meeting only. These rules do not conflict with the By-laws of the organization, but they involve modifications of rules contained in the parliamentary authority (Robert's Rules of Order) prescribed by the bylaws.

The standing rules of an Annual General Meeting contain both parliamentary rules relating to the conduct of business, and non-parliamentary rules, so that in some ways they resemble a combination or a special rule of order. Their effect expires at the close of the session where they are adopted.

A two-thirds majority vote at the Annual General Meeting is required to adopt, suspend or amend these Standing Rules.

MNL will be using digital voting systems for board elections during this Annual General Meeting (Intelivote) and a voting card for the 2021 Resolutions Session and Annual General Meeting proceedings. If in the event that the electronic system malfunctions for the election of officers, we will revert to using a secret ballot process.

Voting Delegates will receive an email from Intelivote with a PIN for voting online or via telephone for the election of officers. In addition, Voting Delegates will receive a green voting card for voting on resolutions and Annual General Meeting proceedings.

## ANNUAL GENERAL MEETING

**I - 1** Parliamentarian: The Board shall appoint a parliamentarian for each Annual Meeting.

**I - 2** The Parliamentarian is a consultant who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one - since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

**I - 3** Motions and Voting: Voting delegates in possession of voting credentials shall be allowed to make and second motions and to vote on motions.

**I - 4** Speaking: All delegates shall be allowed to speak to motions.

**I - 5** Opening Debate: The debate shall open with the mover of the motion or resolution and this delegate shall close debate once he or she has spoken for a second time on the motion or resolution.

**I - 6** Order of Debate: The debate shall commence with a speaker for the motion or resolution, followed by a speaker against the motion or resolution. This order shall continue until there are no further speakers or until the mover of the motion or resolution speaks for a second time, whichever comes first.

**I – 7** Lack of Contrary-minded Opinion: If two consecutive delegates speak in favour or against a motion or resolution without a delegate expressing a contrary view, then debate on the motion or resolution shall cease.

**I – 8** Decorum of the Debate: Delegate shall only address new points in the debate while speaking and shall not only reiterate the points of a previous speaker. All delegates shall refrain from preambles when speaking.

## RESOLUTIONS SESSION

II - 1 Resolutions: The Resolutions Session of MNL is a forum to address and support the concerns of member councils.

Resolutions will be accepted by the MNL Advocacy Committee from member municipalities leading up to the Annual General Meeting, as prescribed in the MNL Bylaws.

Each resolution published is deemed to be duly moved and seconded by the originating municipality or other MNL meetings and will be read aloud. A representative from the sponsoring municipality, or regional meeting, or MNL Board will be given the first opportunity to speak.

## CLASSIFICATION OF RESOLUTIONS

The MNL Advocacy Committee is responsible for reviewing each resolution, determining whether the issue is municipal in nature and recommending how MNL can best lobby for the issues identified.

MNL has a Resolutions Classification system that allows each resolution to be assessed and given one of three priority levels. These levels help the committee and board determine which resolutions are most important and require more attention. The three priority levels are as follows:

### Category A - Core Municipal Issues

These are resolutions that are the direct responsibility of, or directly affect municipal councils. These resolutions, if approved, will be aggressively researched, and pursued by the MNL Advocacy

Committee as priorities and the findings communicated back to the membership. Example of a Category A Resolution: Resolution seeking legislative measures to allow for the more effective collection of the poll tax. Tax collection is an essential component to local government, and therefore, it is a category "A" resolution.

### Category B - Issues not within Municipal Jurisdiction

These resolutions are those that are not a direct municipal responsibility but have some impact on municipalities. These, if adopted, will be dealt with by an appropriate level of research and a letter outlining our position on the resolution once category "A" resolutions have been addressed.

Example of a Category B Resolution: A resolution lobbying for the paving of the Trans-Labrador highway. This is an important issue for municipalities in Labrador, as it improves healthcare, communications, and economic development. Nonetheless, municipalities have no direct control over such transportation issues.

### Category C - Non-Municipal Issue

These resolutions would be reviewed by the membership and considered at the AGM. If adopted, the membership's strong support for the issue would be noted in news releases and letters but will not be aggressively researched by the MNL Advocacy Committee.

Example of a Category C Resolution: Mandatory winter tires for all vehicles driven in the winter in the province. This may be an example of an important idea; however, it has no direct impact on the municipal sector and is beyond a municipality's jurisdiction.

All resolutions and their classifications will be approved by the Board of Directors.

The Advocacy Committee will make recommendations to the MNL Board of Directors on whether a submitted resolution meets MNL's procedures for resolutions and will contact the resolution's sponsor for any further information.

The MNL Advocacy Committee will provide comments to the membership for each resolution.

Members, if they disagree with the classification given to a particular resolution, may vote to change the classification of the resolution at the Resolutions Session. A two-thirds majority of the voting delegates is required to change the classification given to a resolution. A motion to change the classification shall be made prior to any debate or discussion on the resolution.

The Advocacy Committee shall review all resolutions to ensure:

- (1) That the resolution would not have a negative impact on any municipality or region;
- (2) That the resolution is relevant;
- (3) That the resolution is properly worded. For example, it is improper to resolve 'that the act clearly state...', it should be worded 'resolve that the Government be asked to re-word the act to state...', and
- (4) That they are logical and clearly stated.

**II - 2** Resolutions must be submitted in a timely manner: Late Resolutions shall not be considered. An emergency resolution will only be considered with the approval of the Board of Directors.

**II - 3** Speaking to Resolutions: All delegates shall be allowed to speak to motions.

**II - 4** Opening Debate: The debate shall open with the mover of the motion or resolution and this delegate shall close debate once he or she has spoken for a second time on the motion or resolution.

**II - 5** Order of Debate: The debate shall commence with a speaker for the motion or resolution, followed by a speaker against the motion or resolution. This order shall continue until there are no further speakers or until the mover of the motion or resolution speaks for a second time, whichever comes first.

**II - 6** Lack of Contrary-minded Opinion: If two consecutive delegates speak in favour or against a motion or resolution without a delegate expressing a contrary view, then debate on the motion or resolution shall cease.

**II - 7** Decorum of the Debate: Delegate shall only address new points in the debate while speaking and shall not only reiterate the points of a previous speaker. All delegates shall refrain from preambles when speaking.

**II - 8** Resolution Voting: Only Voting Delegates in possession of voting credentials shall be allowed to vote using the electronic keypads.

## ELECTION OF OFFICERS

**III - 1** Conducting Elections: The election of officers shall be conducted by an Elections Committee. This committee will be chaired by the Chief Executive Officer of Municipalities Newfoundland and Labrador.

**III - 2** Candidates: The Chair of the Elections Committee shall announce the names of the candidates.

**III - 3** Delegates: The Chair of the Elections Committee shall provide the names of eligible delegates.

**III - 4** Speeches: Candidates nominated for the positions available shall be given the opportunity to provide a recorded or written message to delegates in advance of the AGM and election of officers.

**III - 5** The Election of Officers shall be determined by a Plurality Vote. Voting delegates in possession of voting credentials shall be permitted to vote online or via telephone through Intelivote.

**III - 6** Procedure to follow in the event of a tie vote:

**Tie of Two:**

In a case where there is a tie between two candidates, there shall be up to an additional two votes. If the tie is not broken after the additional votes, the Chair of the Elections Committee shall break the tie using the following procedure:

- a) write the names of the two candidates on separate, identical blank sheets of paper;
- b) fold the sheets of paper in an identical manner so that the names are concealed;
- c) deposit them in a receptacle and withdraw one sheet; and,
- d) the name of the candidate whose names appears on the sheet shall be declared the winner.

**Tie of Three or More:**

In a case where there is a tie of three or more, there shall be up to an additional two votes. If the tie is not broken after the additional votes, the Chair of the Elections Committee shall break the tie using the following procedure:

- a) write the names of the candidates on separate, identical blank sheets of paper;
- b) fold the sheets of paper in an identical manner so that the names are concealed;
- c) deposit them in a receptacle and withdraw two sheets; and,

d) declare the names of the two candidates whose names appears on the sheets.

e) the candidate(s) whose name(s) was (were) not drawn will be dropped from the ballot.

III - 7 Scrutineer: Each candidate shall be permitted to have one scrutineer observe the voting process. A list of eligible voters (community names) will be provided in advance of the Annual General Meeting. As communities vote, their name(s) will be removed from the list. The scrutineer will receive an updated list at the beginning of each day that votes are being cast.

III - 8 Results: The results of the voting will be made available to scrutineers on behalf of candidates. Final results will be announced before the conclusion of the Annual General Meeting.

III - 9 Destroying Ballots (if using): The Chair of the Elections Committee shall entertain a motion to destroy the ballots after declaring the results of the election. Once the successful candidate is announced, the vote count results will be destroyed.

*Note: The Board of Directors consist of the President, Vice President, Immediate Past President and Directors representing, Urban Towns, Small Towns, Central, Western, Labrador, Eastern, Avalon, Northern and St. John's. The Immediate Past President remains on the Board for a one-year period following their term as President. The Director representing St. John's is determined by the St. John's City Council.*

