

# **Consolidation**

## **ANNUAL MEETING BYLAW**

Originally passed January 30, 2009 (Board Item 7091/09)

Including amendments:

- Bylaw 2009-2, April 24, 2009 (Board Resolution 7159/09)
- Bylaw 2011-1, January 28, 2011 (Board Resolution 7570/11)

NOTE: This consolidation is not official. Amendments have been incorporated for convenience of reference and the bylaws should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original bylaws, errors that may have appeared are reproduced in this consolidation.

**BYLAW No. 2009-1**

**Annual Meeting Bylaw**

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THE BOARD OF DIRECTORS OF THE SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY ENACT AS FOLLOWS:

**Definitions**

- 1 In this Bylaw:
- (a) "**AMAAct**" means *The Assessment Management Agency Act*.
  - (b) "**Board**" means SAMA's Board of Directors.
  - (c) "**CEO**" means SAMA's Chief Executive Officer.
  - (d) "**non-voting participant**" means an individual other than a voting delegate who has been:
    - (i) appointed by a municipal council to represent its interest at the annual meeting; or  
[Bylaw 2011-1, January 28, 2011]
    - (ii) invited by the Board or the Board Chair to attend the annual meeting as a representative of a group or organization affected by or interested in assessment matters.
  - (e) "**Resolutions Committee**" means a committee of any number of persons appointed by resolution of the Board to perform the duties of the Resolutions Committee as required by this Bylaw.
  - (f) "**voting delegate**" means the elected member of a municipal council named, by the municipal council in a written declaration signed by a mayor, reeve, clerk or administrator and delivered to SAMA, as the person who will attend the annual meeting as the voting delegate for the municipality.  
[Bylaw 2011-1, January 28, 2011]

**AMAAct Requirements**

- 2 As required by subsection 11.1(1) of the AMAAct, SAMA will conduct annual meetings of delegates of municipalities for purposes that may include:
- (a) considering and adopting resolutions;
  - (b) hearing the annual report of the Board;
  - (c) considering changes proposed by SAMA to assessment legislation;
  - (d) considering reports made by SAMA; and
  - (e) dealing with other business authorized by SAMA's bylaws.  
[Bylaw 2011-1, January 28, 2011]

- 3 As required by subsection 11.1(2) of the AMAAct, at an annual meeting votes on resolutions dealing with changes to assessment legislation are to be conducted in the following manner, subject to the regulations:
- (a) at least one month in advance of the meeting, the Board will send the resolutions to the municipalities;
  - (b) the councils of the municipalities will consider these resolutions; and
  - (c) debates and votes on the resolutions will be conducted at the annual meeting.  
[Bylaw 2011-1, January 28, 2011]

### **Attendees to the Annual Meeting**

- 4(1) Only the following individuals are entitled to attend the annual meeting:
- (a) voting delegates and non-voting participants who register to attend the meeting;
  - (b) members of the Board; and
  - (c) such SAMA employees as have been assigned to attend by the CEO.
- (2) Upon payment of any fee required by resolution of the Board, each municipal council may register one voting delegate to attend the annual meeting.  
[Bylaw 2011-1, January 28, 2011]
- (3) Upon payment of any fee required by resolution of the Board, a non-voting participant may be registered to attend the annual meeting.
- (4) Notwithstanding subsection (3), having regard to the availability of adequate meeting space, the Board may limit the number of non-voting participants who may be registered to attend the annual meeting.

### **Conduct of the Annual Meeting**

- 5 The annual meeting will be held in the Province of Saskatchewan at the date, time and place determined by resolution of the Board.
- 6 The chairperson for the annual meeting will be appointed by resolution of the Board.
- 7 At least three months before the date of the annual meeting, SAMA will notify all municipal councils of the date, time and place of the annual meeting.  
[Bylaw 2011-1, January 28, 2011]
- 8 A record of the proceedings of the annual meeting will be prepared.

### **Rules of Order**

- 9 The accepted rules of parliamentary procedure, except where specifically altered by this Bylaw, will be Robert's Rules of Order, and these will govern the proceedings of the annual meeting.

- 10 The annual meeting will have a quorum when a majority of voting delegates registered to attend the meeting are in attendance at the opening of the meeting.
- 11(1) A question will not be considered unless a motion is made and, where necessary, seconded by a registered voting delegate.
- (2) Only registered voting delegates are eligible to vote at the annual meeting; there is no voting by proxy.
- (3) The individuals entitled to attend the annual meeting under subsection 4(1) are entitled to discuss and debate any question considered at the annual meeting.
- 12 No resolution including an emergent resolution will be moved for adoption at the annual meeting unless it has been prepared or identified by the Resolutions Committee as meriting consideration at the annual meeting.  
[Bylaw 2009-2, April 24, 2009]
- 13 A resolution, including an emergent resolution or a motion to amend the same, will be passed at the annual meeting when a majority of the registered voting delegates in at least two of the following three classes of delegates vote in favour of it:
- (a) those representing cities with a population exceeding 30,000;
- (b) those representing urban and northern municipalities with a population of not more than 30,000; and
- (c) those representing rural municipalities.  
[Bylaw 2011-1, January 28, 2011]
- 14 If, following the making of a motion to adopt a resolution or an emergent resolution, a motion to amend the resolution is passed, then:
- (a) immediately upon such passing, the Resolutions Committee will review the original resolution and the amendment, and will report to the chairperson of the meeting as to whether the intent of the amendment is at variance with that of the original motion; and
- (b) if the Committee finds a variance under clause (a), the Board will send the resolution as amended to all municipal councils, and the vote with respect to the adoption of the resolution as amended will not be conducted prior to the expiration of one month after the date on which the Board has sent the resolution.  
[Bylaw 2011-1, January 28, 2011]
- 15 A resolution passed at the annual meeting will not have the effect of reducing or compromising the powers, duties and responsibilities of the Board under the municipal Acts or the AMAAct and will not bind the Board to any specific course of action, however, the results of a vote on a resolution at an annual meeting will be considered by the Board in its decisions.

### **Voting Procedure**

- 16(1) Voting on the adoption of resolutions will be conducted by ballot in a plenary session attended by the registered voting delegates.
- (2) Voting on all other items of business will be conducted by the display of voting cards.

### **Resolutions**

- 17(1) A municipal council may, not less than two months before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting.  
[Bylaw 2011-1, January 28, 2011]
- (2) A proposed resolution in subsection (1) must be respecting assessment policy, practices, administration or legislation.
- 18(1) At least 42 days before the date for the convening or reconvening of the annual meeting, the Resolutions Committee will review each proposed resolution delivered to the Board and will submit a written report to the Board identifying which, if any of the proposed resolutions:
- (a) are in respect of assessment policy, practices, administration or legislation, and therefore merit consideration at the annual meeting;
  - (b) do not address a matter of assessment policy, practices, administration or legislation and therefore do not merit consideration at the annual meeting; and
  - (c) other than those identified under clauses (a) or (b) that, due to their similarity of content and apparent intent, should be combined into a single resolution before consideration at the annual meeting.
- (2) Where the Resolutions Committee believes that two or more proposed resolutions, due to their similarity of content and apparent intent, should be combined into a single resolution, the Committee will prepare and include in the written report under subsection (1), the wording of a single resolution that preserves to the extent possible the intent of each similar proposed resolution, which resolution will merit consideration at the annual meeting.
- (3) At least 42 days before the date for the convening or reconvening of the annual meeting, a copy of the written report under subsection (1) will be provided to and for the consideration of the cities, rural and urban Advisory Committees appointed pursuant to subsection 11(2) of the AMAAct.

### **Distribution of Resolutions**

- 19(1) At least one month before the date set for the convening or reconvening of the annual meeting, the Board will send to all municipalities a copy of the resolutions that have been prepared or identified by the Resolutions Committee for consideration at the annual meeting.  
[Bylaw 2011-1, January 28, 2011]
- (2) The CEO will prepare background information for each resolution prepared or identified by the Resolutions Committee for consideration at the annual meeting, which background information will be sent to all municipalities along with the resolutions under subsection (1).  
[Bylaw 2011-1, January 28, 2011]

### **Emergent Resolution**

- 20 An emergent resolution is one that:
- (a) deals with assessment policy, practices, administration or legislation;
  - (b) represents an issue that arose not more than two months before the date for the convening or reconvening the annual meeting; and
  - (c) does not propose a change to assessment legislation.
- 21(1) A municipal council may, not more than two months before and not later than the seventh day before the date set for the convening or reconvening the annual meeting, deliver to the Board in writing, a proposed emergent resolution.  
[Bylaw 2009-2, April 24, 2009; Bylaw 2011-1, January 28, 2011]
- (2) The Resolutions Committee will review each proposed emergent resolution delivered under subsection (1) and will, as soon as possible and in any event not later than the day preceding the date set for the convening or the reconvening of the annual meeting, submit a written report to the Board identifying any proposed emergent resolutions that meet the requirements of section 20 and therefore merit consideration at the annual meeting.
- (3) The CEO will prepare background information for each emergent resolution identified by the Resolutions Committee under subsection (2), which background information will be provided to all delegates attending the annual meeting.  
[Bylaw 2009-2, April 24, 2009]
- (4) A copy of the emergent resolutions identified under subsection (2) and the background information in subsection (3) will be sent to all municipalities.  
[Bylaw 2009-2, April 24, 2009; Bylaw 2011-1, January 28, 2011]
- 21.1(1) A municipal council or voting delegate may, not more than six days before and not later than 12 o'clock in the afternoon on the date set for the convening or reconvening the annual meeting, deliver to the Board in writing, a proposed emergent resolution.  
[Bylaw 2009-2, April 24, 2009; Bylaw 2011-1, January 28, 2011]

- (2) The Resolutions Committee will:
- (a) review each proposed emergent resolution delivered under subsection (1);
  - (b) identify any of the proposed emergent resolutions that meet the requirements of section 20; and
  - (c) submit the emergent resolutions identified under clause (b) for consideration at the annual meeting.
- [Bylaw 2009-2, April 24, 2009]
- (3) A copy of the emergent resolutions identified by the Resolutions Committee under clause (2)(b) will be sent to all municipalities.  
[Bylaw 2009-2, April 24, 2009; Bylaw 2011-1, January 28, 2011]
- (4) The Resolutions Committee will submit a written report to the Board at the Board's first regularly scheduled meeting following the date set for the convening or reconvening of the annual meeting, identifying the proposed emergent resolutions that were received between six days before and 12 o'clock in the afternoon on the date set for the convening or reconvening the annual meeting, and which emergent resolutions were submitted for consideration at the annual meeting.  
[Bylaw 2009-2, April 24, 2009]

### **Notification of Results**

22 The Board will:

- (a) within one month following the annual meeting, notify all municipal councils of the results of the voting on each resolution, or a motion to amend the same, that was conducted at the annual meeting; and
- (b) within six months following the annual meeting, notify all municipal councils of the Board's position on each resolution passed by the annual meeting.

[Bylaw 2011-1, January 28, 2011]

### **Reconvened Annual Meeting**

- 23(1) If the business of the annual meeting is not completed, the meeting may be adjourned for a period of time not to exceed six months.
- (2) An annual meeting will reconvene at the time, date and place as determined by resolution of the Board, for the delegates to consider the remaining business and any other business placed before it by the Board.
  - (3) An annual meeting that has reconvened pursuant to this section will have a quorum when a majority of voting delegates registered to attend the reconvened meeting are in attendance at the opening of the reconvened meeting.

**Repeal and Coming into Force**

24 *The Annual Meeting Bylaw*, dated December 17, 1997, is repealed.

25 This Bylaw comes into force on the day of passage.

Passed on January 30, 2009

[Chair Melvin]  
Chairperson

[Irwin Blank]  
Secretary to the Board

(seal)