

## ATTACHMENT B

### THE COMMISSION

#### **Appointments to Commission**

B.1 Appointments shall be made to the Commission as follows:

- (a) The City shall appoint five persons to serve as Commissioners, one of whom may be a member of the Council for a one-year term and the others appointed at large;
- (b) The District shall appoint five persons to serve as Commissioners, one of whom may be a member of the Council for one-year term and the others appointed at large;
- (c) The Friends of the North Vancouver Museum Society may appoint a member of the Society to serve as a Commissioner.

Initially, Commission members appointed at-large, or by Friends of the North Vancouver Museum Society, may be appointed for either a one, two or three-year term.

*[Bylaw 7103, March 1, 1999]*

#### **Term of Office**

B.2 Except as otherwise provided in section B.1, the term of a Commissioner is three years.

#### **Commencement of Term**

B.3 The term of a Commissioner commences,

- (a) in the case of a one-year term, on the day of the regular January meeting of the Commission;
- (b) in the case of a two-year term, on the day of the regular January meeting of the Commission held in an even numbered year; and
- (c) in the case of a three-year term, on the day of the regular January meeting of the Commission held is a year in which a local general election is held.

#### **Qualifications for At Large Appointments**

B.4 A person who is

- (a) 18 years of age or older;
- (b) is not serving a sixth consecutive year as a Commissioner may be appointed a Commissioner at large;
- (c) has one or more of the following qualifications;
  - (i) knowledgeable in the field of history;
  - (ii) interested in archivist work;
  - (iii) interested in promoting appreciation of the history of the City and the District;
  - (iv) interested in promoting appreciation of the cultural and artistic works and history in the City and the District.

**Vacancy**

- B.5 A vacancy created by death, resignation, loss of office or of membership in the body that made the appointment shall be reported by the Chair of the commission to the body making the original appointment and that body shall appoint a replacement.

**Absenteeism**

- B.6 A Commissioner who, without leave of the Commission, is absent from three consecutive regular meetings of the Commission is deemed to have resigned effective at the end of the third such meeting.

**Rules of Procedure**

- B.7 The Commission shall observe the following rules of procedure in the calling of and conduct in its meetings:

**Election of Chair and Vice-Chair**

- (a) At the regular January meeting of the Commission the first order of business is the selection of a Chair, during which the Director of Museum and Archives shall preside, and the selection of a Vice-Chair.

**Vice-Chair**

- (b) In the absence or incapacity of the Chair, the Vice-Chair has all the powers and is subject to the same rules as the Chair.

**Regular Meetings**

- (c) The Commission shall meet regularly and not less than nine times a year.

**Special Meetings**

- (d) The Commission may meet for a special meeting at the call of the Chair or, in the absence of the Chair and the Vice-Chair, at the call of three Commissioners.

**Notice**

- (e) Notice of a regular meeting, together with the agenda for the meeting, shall be delivered to each Commissioner with copies to the Clerk of each municipality at least three days prior to the meeting.

**Quorum**

- (f) A quorum of the Commission is six Commissioners.

**Conduct of Meeting**

- (g) The Chair shall preside at all meetings of the Commission and shall be guided by the following rules:
- (i) The order of business shall be as set out in the agenda, except that an item may be added to or withdrawn from the agenda by the Chair, a majority vote of the Commissioners present being required if a Commissioner objects.
  - (ii) All decisions of the Commission shall be made by resolution and by a majority vote of all Commissioners present; on a tie vote, the question shall be negated.
  - (iii) The Commission shall meet in public, except for the following matters which shall be considered in camera:
    - a) wage and salary negotiations and other personnel matters; and

- b) matters which are in or have potential for litigation, disputed claims, and matters involving legal agreements or contracts where legal advice is required.
- (iv) When a matter is no longer confidential, the Chair shall announce at the earliest Commission meeting any decisions reached in an in camera meeting on the matter.
- (v) The Chair shall maintain order by following these rules and any supplementary rules adopted by the Commission.

**Supplementary Rules**

- (h) The Commission may adopt any supplementary rules of procedure that do not conflict with those contained in (f).

**Minutes**

- (i) Minutes shall be taken of all meetings of the Commission and shall
  - (i) record the mover and seconder of, and the voting on all resolutions;
  - (ii) be signed by the Chair as a true record of the decisions of the Commission, and by the person taking the minutes;
  - (iii) except in the case of in camera minutes, be distributed before the next regular meeting to the Commissioners to the Commission Auditors, in appropriate numbers to the City Clerk and the District's Director of Legislative Services for distribution to members of Councils of the City and the District to others as deemed appropriate by the respective Chief Administrative Officers and, after correction of the minutes, to members of the public in accordance with current Commission policy;
  - (iv) in the case of in camera minutes, be distributed before the next regular meeting to the Commissioners; and
  - (v) be subject to correction at the next meeting of the Commission.

**Standing Committees**

- (j) The Chair may appoint standing committees comprised of Commissioners, who shall serve at the pleasure of the Commission, and upon which the Chair and Director of Museum and Archives, or the Director's delegate, may sit as non-voting members; and minutes of the meetings of the committees shall be kept and copies sent to the Commissioners.

**Reports to Council**

- B.8 The Commission shall report to the Councils of the City and of the District on any matter within the mandate of the Commission when requested to do so by either Council, or when the Commission considers it necessary.

**Advisory Committees to the Commission**

- B.9 The Commission shall, as funding permits, provide staff support to facilitate the functioning of those advisory committees to the Commission that represent community groups actively providing all services to the residents of North Vancouver Museum and Archives.