

**Consolidation  
May 21, 2014**

**ANNUAL MEETING BYLAW**

Originally passed May 21, 2014 (Board Resolution 8222/14)

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. 2014-1**

**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
    - (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) "**voting delegate**" means a person 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.

**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 respecting property assessment;
  - (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.
- 3 As required by subsection 11.1(2) of the AMAAct, the Board may, subject to the regulations, pass bylaws to set procedures for consideration of resolutions and the casting of votes at an annual meeting. The Lieutenant Governor in Council may make regulations establishing procedures for the consideration of resolutions and the casting of votes at annual meetings conducted pursuant to section 11.1.

**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 two voting delegates to attend the annual meeting.
- (3) Upon payment of any fee required by resolution of the Board, a non-voting participant 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.
- 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 Board as meriting consideration at the annual meeting.

- 13(1) 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 vote in favour of it.
  - (2) A second vote by class of delegate will be conducted when requested by at least two delegates.
  - (3) A vote by class of delegate will be for the following three classes of delegate:
    - (i) those representing cities with a population exceeding 30,000;
    - (ii) those representing urban and northern municipalities with a population of not more than 30,000; and
    - (iii) those representing rural municipalities.
  - (4) The results of the vote by class of delegate under subsections (2) and (3) will not change the outcome of the original vote held under subsection (1) and will be for the information of the Board.
- 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 the chairperson for the meeting will:
- (a) determine, subject to the support of the meeting participants, whether the intent of the amendment is at variance with that of the original motion; and
  - (b) if the chairperson finds a variance under clause (a), will follow Roberts Rules of Order for determining a solution.
- 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 Voting on the adoption of all business including resolutions will be conducted by display of voting cards in a plenary session attended by the registered voting delegates.

### **Resolutions**

- 17(1) A municipal council may, not less than one month 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.
- (2) A proposed resolution in subsection (1) must be respecting assessment policy, practices, administration or legislation.

- 18(1) At least 15 days before the date for the convening or reconvening of the annual meeting, the Board will review each proposed resolution delivered to the Board and will identify and submit the resolutions identified under clause 17(1) for consideration at the annual meeting after considering 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 Board believes that two or more proposed resolutions, due to their similarity of content and apparent intent, should be combined into a single resolution, the Board will prepare and include in the report to the annual meeting 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.

### **Distribution of Resolutions**

- 19(1) At least 15 days before the date set for the convening or reconvening of the annual meeting, the Board will send to all municipalities and to the cities, rural, urban and commercial Advisory Committees appointed pursuant to section 11 of the AMA Act, a copy of the resolutions that have been prepared or identified by the Board for consideration at the annual meeting.
- (2) The CEO will prepare background information for each resolution prepared or identified by the Board for consideration at the annual meeting, which background information will be sent to all municipalities and advisory committees along with the resolutions under subsection (1).

### **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 one month 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 one month before and not later than two days before the date set for the convening or reconvening the annual meeting, deliver to the Board in writing, a proposed emergent resolution.

- (2) A municipal council or voting delegate may, on the day before and not later than 12 o'clock in the afternoon on the date set for convening or reconvening the annual meeting, deliver to the Board in writing, a proposed resolution.
- (3) The Board will not later than the day before the date set for the convening or reconvening the annual meeting:
  - (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.
- (4) The CEO will prepare background information for each emergent resolution identified by the Board under subsection (1), which background information will be provided to all delegates attending the annual meeting.
- (5) The chairperson for the resolutions plenary session will submit the resolutions received under subsection (2):
  - (a) for a vote of the delegates on whether or not to consider the resolution; and
  - (b) if two-thirds of the delegates vote in favour will submit the resolution for consideration at the annual meeting.
- (6) A copy of the resolutions identified by the Board under clause (3)(b) including information from subsection (4) and a copy of the resolutions identified by the Board under clause (5) will be sent to all municipalities.

### **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;
  - (b) at the next Board meeting following the annual meeting decide on the Board position on each resolution passed by the annual meeting; and
  - (c) within one month of the Board meeting send a copy of the Board position on each resolution passed by the annual meeting to all municipal councils, and for the consideration of the cities, rural, urban and commercial Advisory Committees appointed pursuant to section 11 of the AMA Act.

### **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 January 30, 2009, is repealed.

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

Passed on May 21, 2014

[Neil Hardy]  
Chairperson

(seal)

[Irwin Blank]  
Secretary to the Board