

**Hornby Island Residents' and Ratepayers' Association  
Bylaws**

*(Revised August 2017 Based on official January 16, 2006 copy)*

1. The operation of the association shall be carried on without purpose of gain for its members and any profits or other accretions to the association shall be used in the promotion of its objects. **THIS PROVISION WAS FORMERLY UNALTERABLE.**
  
2. In the event of dissolution or of the winding up of the Association, any money or assets of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organizations concerned with social problems or organizations promoting the same objectives as this society as may be determined by the members of the association at the time of winding up or dissolution. Failing such determination then such money and assets shall be given or transferred to some other organization provided that such organization referred to in this paragraph be a charitable organization or a charitable trust recognized by the department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect. **THIS PROVISION WAS FORMERLY UNALTERABLE.**

**Commented [RL1]:** Formerly unalterable provisions moved from the Constitution to the Bylaws as per Transition instructions.

**General**

These bylaws represent those items of a regulatory nature peculiar to the Hornby Island Residents' & Ratepayers' Association. Separate publications may be required to supplement and expand these bylaws and should contain routine and procedural information regarding the day to day operation of the association. Procedural documents may be changed, as required, by the executive. No supplementary publications shall contravene the legality or the intent of the constitution and by-laws.

**1. Membership**

All persons of voting age according to the laws of B.C. assessed for municipal taxes upon land on Hornby Island are eligible for membership. All residents of voting age according to the laws of B.C. not being owners of land nor being named on the tax assessment notices on land owned on Hornby Island are eligible for membership in the association after six months residency on the island.

**2. Membership Rights and Obligations**

- a) There shall be a membership roll in the custody of the Secretary stating the **names** of the members. Persons eligible for membership shall become members on submission of their names to the secretary and entry into the membership roll.
  
- b) Members shall obey the regulations of the association and submit to its rulings or those of the presiding Officer.
  
- c) A member may vote on any resolution providing he or she has been a member for at least forty-two (42) days before the date of the meeting at which the vote is taken.
  
- d) Any non-member may attend meetings of the association and may participate to the extent approved by the presiding Chairperson, but eligibility to vote shall be in accordance with existing by-laws.

**Commented [RL2]:** Removed: **"and addresses"**. Maintaining addresses was deemed unnecessary since publicity is circulated to all mailboxes on the island.

### 3. Meetings, Quorums and Voting Rights

- a) Whenever possible, a circular seating arrangement for general meetings shall be adopted.
- b) HIRRA's GUIDE TO THE ETIQUETTE OF MEETINGS shall be a referent to guide the spirit of general and committee meetings and to encourage respectful speaking and listening, as a complement to *Call To Order* for the conduct of procedure.
- c) The President, or in his or her absence, the Vice-President or, in their absence, a member chosen by the meeting, shall preside over the meeting.
- d) When questions arise as to the proper parliamentary procedures and rules of debate, the chairperson shall apply *Call To Order*. On any issues where *Call To Order* is silent, the Executive will make a recommendation for the assembly to approve.
- e) In general, procedures and a flow of business shall be followed which encourage thoughtful consideration and adequate discussion of issues, and which reduce the likelihood of very close votes. Consideration shall be given to the need of all to be heard, and to the need for discussion to build toward consensus, as well as to the need to make decisions. Motions considered by the Chair to have significant importance for the community, and all motions involving the expenditure of tax funds in excess of \$1,000 must be publicized on the posted agenda in advance of the meeting.
- f) On those votes which serve to advise other levels of governance, a count of yeas and nays shall be recorded, along with summary arguments.
- g) There shall be a minimum of ten (10) meetings per year, at such a time as shall be determined by the membership.
- h) The Annual General Meeting shall be held within four (4) months of the end of the fiscal year.
- i) Special meetings shall be called at the discretion of the President or, in his or her absence, the Vice President or on written requisition to the Executive by at least ten (10) members in good standing.
- j) Each member shall have, at most, one vote on any resolution. No proxies are admissible at any time.
- k) At all general meetings twenty (20) members, or twenty per cent (20%) of members, whichever is less, shall constitute a quorum. In the absence of quorum, HIRRA meetings may proceed for informational purposes only.
- l) The Chairperson shall have the tie-breaking vote in the event of a tie but shall exercise this discretion with due consideration for section 3e, above.
- m) Voting for the Executive and Management Committees shall be by secret ballot; so shall the voting on any resolution where, in the opinion of the Chairperson, such procedure is warranted; so also where, by show of hands, the majority of those present and eligible to vote so require a secret ballot.
- n) Notice of all regular meetings shall be broadly advertised at least seven days before the date of the meeting. Special meetings may be called with the unanimous approval of the Executive with advertising not less than fourteen days before the meeting. Emergency meetings may be called with the unanimous approval of the Executive. In such cases, as many islanders as possible will be notified by telephone, e-mail, and other media so as to assure a quorum for decision making.

For the purposes of this clause, an emergency is defined as a serious situation needing prompt action.

**Commented [RL3]:** Replaces "Roberts Rules of Order" throughout

**Commented [RL4]:** New.

**Commented [RL5]:** New.

**Commented [RL6]:** Changed from "twenty-five (25)"

**Commented [RL7]:** Added: "of members" to clarify what the 20% is related to.

**Commented [RL8]:** New.

**Commented [RL9]:** Changed from "and e-mail." Added: "other media"

#### 4. Executive Committee and Management Committees

- a) The Executive and Management Committees shall be drawn from the voting membership of the association.
- b) No person shall hold more than one office on the Executive at a given time and no Executive member shall concurrently hold term on a Management Committee.
- c) The Executive shall be the President, Vice-President, Secretary and Treasurer. The term of office for executive members shall be two (2) years, to be staggered so that half (50%) of the executive members are due for election each year. The President and Vice-President will be elected in alternate years and the Secretary and Treasurer will be elected in alternate years.
- d) There shall be a Management Committee for each of the service functions for which HIRRA has a contract with the Comox Valley Regional District and for other functions as may be decided from time to time. The term of office for Management Committees shall be one year. Each of the Management Committees shall consist of between three (3) and seven (7) members. Any change in the number of committee members shall be recommended by the committee and decided by vote at the general meeting before the Annual General Meeting.
- e) The election of Executive officers and Management Committees shall be the last order of business at the Annual General Meeting. The retiring officers and committee members shall complete the records of the association and hand them over to their successors.
- f) In the event of a vacancy occurring in the presidency, the Vice-president shall assume the office of President, and other vacancies in the Executive shall be filled by Executive appointment pending an election.
- g) Committee members absent from three (3) consecutive meetings may be replaced by Executive appointment on recommendation of their committee.

**Commented [RL10]:** Removed "The first two-year term of Vice President will commence in 2006. The first two-year term of President will commence in 2007. The first two-year term of Secretary will commence in 2006. The first two-year term of Treasurer will commence in 2007." as irrelevant historical information.

**Commented [RL11]:** Changed from "Regional District of Comox Strathcona" to reflect changed name of Regional District

