



Quayside Community Board

Governing Principles & Procedures

VISION

To identify and advance the interests of the residents of the Quayside Community.

MISSION

We are devoted to assisting all residents in Community Planning for the Quayside area. The QCB shall provide representation for all residents in dealing with various levels of government, boards, corporations and organizations similar to this Board that affect the quality of living on the Quay.

The Quayside Community Board is devoted to: Representing Residents, Community Issues, Assisting Strata Corporations, Housing Cooperatives and Community Planning for the Quayside area.

ARTICLE 1 - NAME AND DEFINITIONS

1.01: Organization name “QUAYSIDE COMMUNITY BOARD”.

1.02: Quayside Community Board may also be referred to in these Governing Principles & Procedures as “the Board” and “QCB”.

1.03: The term “complexes” as referred to in these Governing Principles & Procedures mean strata corporations and housing cooperatives within the geographical area described in Section 2.01.

1.04: The term “residents” as referred to in these Governing Principles & Procedures are defined to mean people residing in the geographical area described in Section 2.01.

1.05: The term “active residents” as referred in these Governing Principles & Procedures are defined to mean people residing in the geographical area described in Section 2.01 that have attended more than half the QCB meetings in the last 12 months.

ARTICLE 2 – JURISDICTION

2.01: The geographical area represented by the QCB is bounded on the west by the eastern property line of Kruger Products Ltd., on the north by the rail yard, on the east by the Patullo Bridge and on the south by the north arm of the Fraser River.

2:02: The Board may take positions or actions, public or otherwise, to advance the interests of the residents of the Quayside community.

2.03: The Board shall not endorse, support or contribute financially to any candidate, or group of candidates, seeking election to a municipal, provincial or federal office. Nor shall the Board oppose any candidate, or group of candidates for such offices.

2.04: QCB will cease to exist if two thirds of the voting members (as defined in Section 4.01) vote for its cessation.

2.05: Should the QCB cease to exist, as set out in Section 2.04 above, the assets of the QCB shall be distributed among the members that have financial supported the QCB within the last fiscal year, prorated to an equal amount per suite formally represented as defined in Section 4.02.

ARTICLE 3 – PURPOSE

3.01: Without restricting the generality of Section 3.02 following, the intent of "Article 3 - Purpose" is to set out procedures for implementing the jurisdiction of the Board.

3.02: The Board will strive to identify and advance the interests of the residents of the quayside community.

3.03: The board will liaise and support on behalf of the interests of the quayside community when dealing with levels of government, boards, corporations, and organizations that may affect the quality of life on the quay.

ARTICLE 4 - MEMBERSHIP AND ATTENDANCE

4.01: Voting membership on the Board is restricted to:

- a) Appointees from complexes within the boundaries set out in Section 2.01 and Section 5.
- b) Active Residents that have attended at least half the Board meetings in the previous 12 months.

4.02: Membership fees shall be one Canadian dollar (\$1) for each suite or unit in member strata corporations or housing cooperatives payable during the month of January in each year.

4.03: Voting membership shall continue until such time as one or more of the following occurs:

- a) The strata council or housing cooperative chooses to terminate their membership on the Board,
- b) The member strata corporation or housing cooperative is six (6) or more months in arrears in their dues payments,
- c) The Board adopts a motion by a two-thirds majority (or greater) to expel a member complex or Active Resident,
- d) An Active Resident (not formally representing a strata council or housing cooperative) attends less than one half of the Board meetings in the prior 12 months.

4.04: Where a strata corporation or housing cooperative ceases to be a member of the Board, on their own motion or by way of 4.03, such a strata corporation or housing cooperative shall have no claim to the assets of the Board.

ARTICLE 5 - DELEGATE ENTITLEMENT

5.01: Voting members at each meeting are as specified in Section 4.01.

5.02: Complexes are entitled to appoint alternate voting members to act in the absence of their initial appointment.

ARTICLE 6 - MEETINGS OF THE BOARD

6.01: The Board shall be the governing body of the Quayside Community Board.

6.02: The Board shall meet at a time and place determined by the Board at the previous meeting. The Board may modify the date, place and time as necessary at any time if a minimum of 48 hours notice is provided.

6.03: A meeting can proceed if a sufficient representation of voting members are in attendance to advance the agenda and if a minimum of 48 hours notice of meeting is provided.

6.04: In addition to the regular meeting set out in Section 6.02 the president may call a special meeting of the Board by giving not less than six (6) days notice.

6.05: Five (5) or more voting delegates shall have the ability to cause the president to call a special meeting of the Board within eight (8) days of the president receiving the request to call the special meeting.

6.06: As per the delegate entitlement (section 4.01), each qualified strata corporation, housing cooperative and active residents shall be entitled to one (1) vote on all formal motions.

6.07: All formal motions placed before the Board shall be determined by a majority vote of the qualified delegates present and casting a vote.

6.08: A majority vote shall be defined as fifty percent (50%) plus one vote of the total number of votes actually cast.

6.09: In the event of a tie vote the chairperson of the meeting may cast the deciding vote or request a second vote. If the second vote is also a tie the chairperson of the meeting shall cast the deciding ballot.

6.10: In addition to voting delegates, any Quayside resident may attend Board meetings and may be granted voice if indicated by the Chair.

6.11: Guests may be invited to address any meeting by the President. Any member of the Board may invite a guest to address a meeting upon approval of the President.

6.12: Where the Board is considering action on an issue that may place a voting delegate in a possible or potential personal conflict of interest the delegate shall declare the possible or potential personal conflict of interest and if the Board finds that there is a conflict the delegate shall abstain from the debate and voting, but can be replaced by an alternate, if available, for the debate and voting on that issue.

6.13: Voting by the board can be via email or other verifiable technology when requested by the president of the board and later reported in the minutes.

ARTICLE 7 - ANNUAL GENERAL MEETING

7.01: The purpose of the Annual General Meeting is for residents of the Quayside Community to have the opportunity to:

- a. review and discuss the annual reports of the Board
- b. share information about current Quayside community issues
- c. meet the officers of the Board to the Quayside community
- d. provide input to the Board.

7.02: The Annual General Meeting shall be held at a time and place established by a motion of the Board.

ARTICLE 8 – OFFICERS

8.01: The officers of the board shall be as follows:

- a) president
- b) vice-president
- c) treasurer
- d) secretary
- e) officer at large
- f) past president

8.02: The general duties of the officers shall be as follows:

8.02.1: President

- a. Chair the meetings of the Board and officers.
- b. Ensure orderly meetings of the Board and officers using Robert's Rules of Order.
- c. Interpret and enforce the Governing Principles & Procedures of the Board.
- d. Supervise the duties of the other officers and assign selected projects for action by the vice-president and appointed committee chairs.
- e. Ensure that an up-to-date list of all affiliated complexes, delegates and alternate delegates, is maintained

8.02.2: Vice-President

- a. Assume all the duties of the president in the absence of the president or when the president is unable to carry out the duties of that office.
- b. Ensure that a file of minutes is maintained and available to members.

8.02.3 Treasurer

- a. Prepare and arrange all banking and payments for the Board regarding financial activities.
- b. Maintain the financial records and accounts of the Board.
- c. Make a financial report on the finances of the Board at all regular meetings of the Board and to make a year end report.
- d. Two voting delegates must be appointed to conduct a review of the year end financial records prior to the annual general meeting.
- e. Any unapproved expenditure over \$250 must be approved by the Board.

8.02.4 Secretary

- a. Record the minutes of all meetings of the Board and officers.
- b. Ensure that the results of any electronic voting is reported in the minutes.
- c. Ensure that the unapproved minutes are circulated to all voting and alternate delegates for approval at the next meeting.
- d. Ensure that a file of all outgoing and incoming correspondence relevant to the Board is maintained up to date.
- e. Distribute the annual reports to member complexes at least three (3) weeks prior to an annual general meeting.

8.02.5 Officer at Large

- a. Assume duties as assigned by the other officers.

8.02.6 Past President

- a. Ensure continuity by providing guidance and advice to the officers.
- b. Must reside in the Quayside community.

8.03: The officers shall meet at the call of the president or any two (2) of the officers with not less than six (6) days notice prior to the date of the meeting listing the items to be dealt with at the meeting.

8.04: Election of Officers

- a. The Board shall call for nominations to positions on the Board at least eight (8) weeks prior to the first Board meeting of the year.
- b. At the first meeting of the Board each year all the officer roles shall be declared vacant and the Board shall elect from among its members - a president, vice-president, officer at large, treasurer and secretary. This election will be as per Sec 6.07.

8.05: No one person shall be eligible to seek the position of president who has served six (6) consecutive terms as president

8.06: The signing officers are to include the treasurer and one of two (2) other officers. The names of those identified as signing officers shall be noted in the minutes.

ARTICLE 9 - AMENDMENTS

9.01: These Governing Principles & Procedures may be amended by a two-thirds (2/3) majority vote of the members present at a Board meeting where the following conditions are met:

- a. The motion to amend the Governing Principles & Procedures was tabled at the preceding meeting of the Board or not less than thirty (30) days notice of the proposed amendment was given.
- b. The notice of any proposed amendment, with a request for a receipt of notice, was sent by email to the president (or failing this, the property manager) of each member complex.

ARTICLE 10 – SEVERABILITY

10.01: Should a provision of these Governing Principles & Procedures be found to be invalid by a court of competent jurisdiction then the provisions of Sections 10.02 and 10.03 shall apply.

10.02: The provisions of these Governing Principles & Procedures shall be deemed independent and severable and the invalidity in whole or in part of any bylaw does not affect the validity of the remaining Governing Principles & Procedures, which shall continue in full force and effect as if such invalid portion had never been included herein.

10.03: Should an issue or incident arise that is not contemplated in these Governing Principles & Procedures then Roberts Rules of Order shall apply.