

# SUMA BYLAWS – CONSOLIDATED

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**Adopted:** January 29, 1997

**Amended:**

- ✦ February 2, 1998
- ✦ February 1, 1999
- ✦ February 2, 2000
- ✦ January 31, 2005
- ✦ February 2007
- ✦ February 5, 2008
- ✦ February 3, 2009
- ✦ February 1, 2010
- ✦ January 31, 2012
- ✦ February 4, 2014
- ✦ February 2, 2016

## DEFINITIONS

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“Association” or “SUMA” both referred to in these bylaws means the Saskatchewan Urban Municipalities Association.

“Restructured Municipality” means a municipality incorporated as a result of a restructuring application described in section 53 of the *Municipalities Act*.

“Plurality” means number of votes cast for a candidate in a contest of more than two candidates that is greater than the number cast for any other candidate but not more than half the total votes cast.

## I. MEMBERSHIP

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1. Incorporated Cities, Towns, Villages, Resort Villages and Northern Municipalities, Restructured Municipalities, or any other urban municipality as defined by legislation governing Saskatchewan municipalities, are eligible for membership in the Association upon payment of the annual membership fees.
2. The Association membership year commences on the 1st day of January and ends on the 31st day of December.
3.
  - a) Annual membership fees are due no later than April 30 of the membership year.
  - b) Notwithstanding Article 3(a), in order to be considered a SUMA member in good standing for participation in voting at the Annual Convention, the previous year's membership must have been paid. If a municipality was not a member in the previous year, the municipality will be required to pay the present year's membership prior to the start of Convention in order to be granted voting privileges as outlined in Articles 57, 68, 77, 85, 141 and 142.
4. The structure of the SUMA membership fee shall be:
  - 1) a basic fee per municipality, plus
  - 2) a per capita levy.
5. The amount of the basic fee and the per capita levy shall be established annually by the SUMA Board of Directors.
6. The most recent Statistics Canada Census information shall be used to identify municipal populations for calculation of the SUMA membership fee.
7. The provincial Board of Directors may assess a special membership levy for any purpose the Board deems necessary by passage of a motion at the Annual General Meeting.
8. Passage of any motion assessing a special membership levy shall require the support of 60 percent of elected officials representing SUMA member municipalities in good standing who are in attendance at the Annual General Meeting.
9. Notice of Motion to introduce a Special Membership Levy shall be mailed to SUMA members no less than 35 calendar days prior to the first day of the Annual Convention.
10. The Notice of Motion shall be presented to members on the opening day of the Annual Convention and voted on by elected officials representing SUMA member municipalities in good standing at the Annual General Meeting.

11. Arrangements to establish more formal relationships with other associations and entities may be entered into, with the Provincial Board of Directors responsible for determining the rights, privileges and conditions of such arrangements.

## II. ESTABLISHMENT OF REGIONS

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12. The province shall be divided into 4 single-city regions, 1 northern region and seven southern regions:
  1. Regina, Saskatoon, Moose Jaw and Prince Albert form 4 single - city regions;
  2. All Northern Municipalities as defined in *The Northern Municipalities Act* constitute one **northern region**; and
  3. The remainder of the province is divided into seven **southern regions**.
13. Southern regional boundaries shall be set by the Board of Directors using three basic criteria:
  1. each region should reflect, as much as possible, existing trading and/or service delivery areas;
  2. southern regions should be reasonably equal in population;
  3. geographic barriers should be observed wherever possible.
14. Notwithstanding Article 12.2 and Article 13, the Board of Directors shall have the authority to allow members of the Northern Region to participate as members of a southern region or a single city region at the request of the northern member.

## III. ESTABLISHMENT OF REGIONAL ALTERNATE – SINGLE CITY REGIONS

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15. In each ***Single City Region***, the City Council shall act as the regional committee.
16. The single city regions of Saskatoon and Regina shall elect two regional directors each to SUMA's provincial Board of Directors.
17. The single city regions of Prince Albert and Moose Jaw shall elect one regional director each to SUMA's provincial Board of Directors.

#### **IV. ESTABLISHMENT OF REGIONAL ALTERNATE – SOUTHERN REGIONS**

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18. Elected officials representing SUMA member municipalities in good standing in each southern region shall elect a Regional Director and a Regional Alternate.
- 19.1 In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
  - a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
  - b) fold the sheets in a uniform manner so the names are concealed;
  - c) deposit them in a receptacle; and
  - d) direct a person to withdraw one of the sheets.
- 19.2 The candidate whose name is on the sheet withdrawn pursuant to Article 19.1 shall be declared elected.
20. The Regional Director of each southern region shall serve as Regional Director on SUMA's provincial Board of Directors for a term of four years.
21. If a position of Director in a southern region becomes vacant, the Regional Alternate for that region shall assume the vacated position and serve out the term of office.
22. In the event a regional director is
  - a) incapacitated;
  - b) away on approved leave in accordance with these bylaws; or
  - c) otherwise unavailable to attend a Board Meeting, the Regional Alternate shall be entitled to attend a SUMA Board meeting to represent the region as a voting member of the Board.
23. In the event a single city region director is
  - a) incapacitated;
  - b) away on approved leave in accordance with these bylaws; or
  - c) otherwise unavailable to attend a Board Meeting, a designated elected official of the single city region shall be entitled to attend a SUMA Board meeting to represent the city as a voting member of the Board.
24. If the chair of a southern region becomes vacant, the Regional Alternate shall assume the chair and shall serve out the current term as regional director on the provincial Board of Directors.

25. At any point during their term on the Board of Directors or Executive Committee, elected officials may apply for a temporary leave of absence not exceeding 90 days. Requests for such a leave must be made in writing and submitted to the Executive Committee for approval. Such leave can be extended by written request to the Executive Committee.
26. Directors and Executive Members who seek party nomination shall apply for a leave of absence effective from the time the member makes his or her intention to seek nomination public.

## **V. ESTABLISHMENT OF REGIONAL ALTERNATE– NORTHERN REGION**

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27.
  - a) Elected officials representing SUMA member municipalities in good standing in the northern region shall elect a Northern Director and a Regional Alternate.
  - b) Selection of the Northern Director and Regional Alternate shall be conducted by a vote of all regional meeting delegates.
28. The Northern Director shall serve on SUMA's provincial Board of Directors for a term of four years coinciding with his/her term as Northern Director.

## **VI. ELIGIBILITY TO RUN IN REGIONS**

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29. All elected officials representing SUMA member municipalities shall be eligible to run in elections in their region.

## **VII. ELIGIBILITY TO VOTE IN REGIONAL ELECTIONS**

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30. Each elected official representing a SUMA member municipality within the region in attendance at the regional meeting shall be eligible to cast one ballot in the election of the chair.
31. Each elected official representing a SUMA member city within the region in attendance at a southern regional meeting shall be eligible to cast one ballot in the election of the city sector representative and the city sector alternate.
32. Each elected official representing a SUMA member town within the region in attendance at the southern regional meeting shall be eligible to cast one ballot in the election of the town's sector representative and the towns sector alternate.

33. Each elected official representing a SUMA member village within the region in attendance at the southern regional meeting shall be eligible to cast one ballot in the election of the village's sector representative and the villages sector alternate.
34. Each elected official representing a SUMA member northern municipality within the northern region in attendance at the northern regional meeting shall be eligible to cast one ballot in the election of each of the three non-sector committee representatives and the non-sector alternates.

### **VIII. REGIONAL ELECTION PROCESS**

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35. Regional elections for the seven southern regions shall take place every fourth year at the fall regional meeting immediately following province wide municipal elections. The Regional elections for the Northern Region shall take place at the Annual Convention immediately following the province-wide elections.
36. The term of office for the Regional Director and Regional Alternate shall be four years terminating on the day of the next full regional election.
37. Regional election dates and procedures shall be established by the provincial Board of Directors.

### **IX. FINANCIAL SUPPORT FOR REGIONS**

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38. The provincial Board of Directors may allocate a block of funds annually for administrative support to northern and southern regions.
39. Any funds allocated by the Board of Directors for administrative support of regions shall be distributed according to a formula established by the provincial board of directors.
40. Single city regions shall receive no annual funding from the provincial Board of Directors.

### **X. REGIONAL MEETING PROCEDURES**

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41. The provincial Board of Directors shall have the authority to call a regional meeting.
42. Quorum for northern and southern regional meetings shall be representation from elected officials of 15 SUMA member municipalities in the region.

43. Each elected official representing a SUMA member municipality in the region shall be eligible to cast one vote on motions, resolutions or recommendations considered at the regional meeting.

## **XI. PROVINCIAL BOARD OF DIRECTORS**

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44. The provincial Board of Directors shall have the power and authority to put into effect and carry out all the powers conferred upon the Association by the Act of Incorporation.

The Board of Directors is the normative and legislative arm of the Association. Its main areas of competency are:

1. strategic orientation of the association;
  2. oversight and disposition of the association's resources;
  3. definition of policies to advance the collective interests of the membership;
  4. disposition of resolutions and recommendations from member municipalities;
  5. recommending the selection of an financial auditor to the membership;
  6. oversight of the Chief Executive Officer, including hiring, performance management and termination; and
  7. maintaining a collective perspective of regional and sectoral urban interests.
45. a) The Board of Directors shall develop an annual strategic plan and adopt it at the first Board of Directors meeting after convention.
- b) The Strategic Plan will be reviewed at each board of director meeting with an update on activities and progress.
46. The provincial Board of Directors shall consist of the President; Vice President – Cities; Vice President – Towns; Vice President – Villages; 2 members appointed by the City of Saskatoon; 2 members appointed by the City of Regina; 1 member appointed by the City of Moose Jaw; 1 member appointed by the City of Prince Albert; and the Directors of each region. When applicable, the Saskatoon-Regina Executive Member shall also be a voting member on the Board in accordance with Article 86(a).

47. The following persons are disqualified from being a Director of SUMA:
  - a) Anyone who is less than 18 years of age;
  - b) Anyone who has been found to be of unsound mind by a court in Saskatchewan;
  - c) A person who has the status of bankrupt;
  - d) A person who is disqualified from holding, or ceases to hold municipal office in accordance with, or pursuant to, the applicable legislation in force and effect in the municipality in which the person resides or which applies to such municipal office.
48. A Director ceases to hold office with the Board when he or she:
  - a) Dies or resigns;
  - b) Become disqualified pursuant to Article 47;
  - c) Fails to take a leave of absence from the Board of Directors to seek nomination in a provincial or federal election in accordance with Article 25.
49. Upon a Director ceasing to hold office as provided for in Article 48, the President shall forthwith provide written notice thereof to the respective City or Regional Alternate and request that the vacancy be filled in accordance with the Bylaws.
50. Any Director or Executive Member who has secured a nomination for a federal or provincial election shall no longer be entitled to hold his or her office on the Association and his or her position shall be immediately declared vacated from the time the Director or Executive Member accepts the nomination.

## **XII. MEETINGS OF THE PROVINCIAL BOARD OF DIRECTORS**

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51. The Board of Directors shall meet at the call of the president or upon written request of five (5) Board members.
52. Quorum for a meeting of the provincial Board of Directors shall be a majority of board members.
53. Each member of the provincial Board of Directors in attendance at a board meeting shall cast one vote on every motion either in support or in opposition to the motion.
54. A tie vote on any motion of the Board of Directors shall be declared lost.

### **XIII. APPOINTMENT OF CHIEF ELECTORAL OFFICER**

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- 55. a) The provincial Board of Directors shall appoint a chief electoral officer to administer the election of the president, vice president for towns and the vice president for villages.
- b) The Board of Directors shall establish an Election Rules and Procedures manual prior to each convention.

### **XIV. ELECTION OF THE PRESIDENT**

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- 56. The President shall be elected for a four year term at the first SUMA Annual Convention following province-wide municipal elections.
- 57. Each elected official representing a SUMA member municipality who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the president.
- 58. All elected officials representing SUMA member municipalities in good standing shall be eligible to run for president.
- 59. The election of the president shall be conducted by secret ballot.
- 60. The candidate who wins a plurality of votes in the election of the president shall be declared the winner by the chief electoral officer.
- 61.
  - 1) In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
    - a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
    - b) fold the sheets in a uniform manner and so the names are concealed;
    - c) deposit them in a receptacle; and
    - d) direct a person to withdraw one of the sheets.
  - 2) The candidate whose name is on the sheet withdrawn pursuant to Article 61(1) shall be declared elected.
- 62.
  - a) If a southern or northern regional director wins election as president, his/her position as director shall immediately be declared vacant.
  - b) If a single city regional director wins election as president, his/her position as regional director shall not be declared vacant.

63. Nominations for president must be submitted in writing and signed by the candidate and at least two (2) other elected officials of any SUMA member municipality in good standing.
64. a) Nominations for president must be received by the chief electoral officer no later than fifteen days prior to the date set for the presidential election.
- b) If there are no candidates nominated for President fifteen days prior to the date set for the presidential election, nominations for the position will be accepted from the convention floor, provided that the nomination papers have been properly completed and that nominee eligibility criteria are met.

## **XV. ELECTION OF THE VICE PRESIDENTS**

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65. a) The election of the vice president representing towns and the vice president representing villages shall be conducted following the election of the president.
- b) Any unsuccessful candidate for the position of president, so wishing, shall be automatically nominated for the position of vice president of the appropriate sector without having to file new nomination papers.
66. 1) In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
- a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
- b) fold the sheets in a uniform manner and so the names are concealed;
- c) deposit them in a receptacle; and
- d) direct a person to withdraw one of the sheets.
- 2) The candidate whose name is on the sheet withdrawn pursuant to Article 66(1) shall be declared elected.

## **XVI. ELECTION OF THE VICE PRESIDENT REPRESENTING CITIES**

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67. The vice president representing cities shall be the chairperson elected by the City Mayors Caucus and shall serve a concurrent term with his or her election as chairperson of the City Mayors Caucus.
68. If a southern regional director wins election as chairperson of the CMC, his/her position as chair of the southern regional committee shall immediately be declared vacant.
69. If a single city regional director wins election as chairperson of the CMC, his/her position as regional director shall not be declared vacant.

## **XVII. ELECTION OF THE VICE PRESIDENT REPRESENTING TOWNS**

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70. The vice president representing towns shall be elected for a four year term at the first SUMA Annual Convention following province-wide municipal elections.
71. Each elected official representing a SUMA member town who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the vice president representing towns.
72. All elected officials representing SUMA member towns shall be eligible to run for vice president representing towns.
73. The election of the vice president representing towns shall be conducted by secret ballot.
74. The candidate who wins a plurality of votes in the election of the vice president representing towns shall be declared the winner by the chief electoral officer.
75. If a regional director wins election as vice president representing towns, his/her position as chair of the northern or southern regional committee shall immediately be declared vacant.
76. Nominations for vice president representing towns must be submitted in writing and signed by the candidate and at least two (2) other elected officials of any SUMA member town.

77. a) Nominations for vice president representing towns must be received by the chief electoral officer no later than twenty-four (24) hours prior to the scheduled time when voting begins.
- b) If there are no candidates nominated for vice president representing towns twenty-four (24) hours prior to the scheduled time when voting begins, nominations for the position will be accepted from the convention floor, provided that the nomination papers have been properly completed and that nominee eligibility criteria are met.

### **XVIII. ELECTION OF THE VICE PRESIDENT REPRESENTING VILLAGES, RESORT VILLAGES AND NORTHERN MUNICIPALITIES**

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78. The vice president representing villages, resort villages and northern municipalities shall be elected for a four year term at the first SUMA Annual Convention following province-wide municipal elections.
79. Each elected official representing a SUMA member village, resort village or northern municipality who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the vice president representing villages, resort villages and northern municipalities.
80. All elected officials representing SUMA member villages, resort villages and northern municipalities shall be eligible to run for vice president representing villages.
81. The election of the vice president representing villages, resort villages and northern municipalities shall be conducted by secret ballot.
82. The candidate who wins a plurality of votes in the election of the vice president representing villages, resort villages and northern municipalities shall be declared the winner by the chief electoral officer.
83. If a regional director wins election as vice president representing villages, resort villages and northern municipalities his/her position as chair of the northern or southern regional committee shall immediately be declared vacant.
84. Nominations for vice president representing villages, resort villages and northern municipalities must be submitted in writing and signed by the candidate and at least two (2) other elected officials of any SUMA member village, resort village or northern municipality.

85. a) Nominations for vice president representing villages, resort villages and northern municipalities must be received by the chief electoral officer no later than twenty-four (24) hours prior to the scheduled time when voting begins.
- b) If there are no candidates nominated for vice president representing villages, resort villages and northern municipalities twenty-four (24) hours prior to the scheduled time when voting begins, nominations for the position will be accepted from the convention floor, provided that the nomination papers have been properly completed and that nominee eligibility criteria are met.

## **XIX. ESTABLISHMENT OF PROVINCIAL EXECUTIVE COMMITTEE**

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86. The Executive Committee of the provincial Board of Directors shall consist of the President, the Vice President for Cities, the Vice President for Towns, the Vice President for Villages and a Regina or Saskatoon representative from the SUMA Board of Directors (jointly selected by Regina and Saskatoon) unless either city is already represented there as President or Vice-President for Cities.
- a) In the event that a delegate from Saskatoon or Regina is not elected President or appointed Vice-President Cities by virtue of election as chairperson of the City Mayors Caucus, then registered delegates from Regina and Saskatoon will elect a representative to sit on the SUMA executive.
- b) Delegates can elect only one of the four appointed representatives to the SUMA board.
- c) The election of the Saskatoon-Regina Executive Member shall be conducted by secret ballot.
- d) The candidate who wins a plurality of votes in the election of the Saskatoon/Regina Executive Member shall be declared the winner by the chief electoral officer.
- e) 1) In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
- a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
  - b) fold the sheets in a uniform manner and so the names are concealed;
  - c) deposit them in a receptacle; and
  - d) direct a person to withdraw one of the sheets.

- 2) The candidate whose name is on the sheet withdrawn pursuant to Article 86(e)(1) shall be declared elected.
87. All members of the provincial Executive Committee must be elected officials representing SUMA member municipalities in good standing.
88. If a member of the provincial Executive Committee ceases to be an elected official representing a SUMA member municipality in good standing, his/her position on the board shall be immediately declared vacant.

## **XX. RESPONSIBILITIES OF THE PROVINCIAL EXECUTIVE COMMITTEE**

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89. The Executive Committee shall undertake such things as directed by the provincial Board of Directors and advise the Board on matters referred to the Executive Committee.
90. The Executive Committee's main responsibilities are to:
  - 1) oversee the execution of the Board's directives and decisions;
  - 2) monitor the financial status of the Association, including budget, expenditures and fiscal reserves;
  - 3) oversee the Chief Executive Officer's annual work plan and ongoing performance;
  - 4) provide guidance to the Chief Executive Officer on internal and administrative matters, including human resources, financial management, public policy development, member services and corporate programs; and
  - 5) assist the President and the Board of Directors with pressing necessities.
91. The Executive Committee shall direct the operations of the Association and report to the provincial Board of Directors as per guidelines established by the board of directors.

## **XXI. PROVINCIAL EXECUTIVE COMMITTEE MEETINGS**

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92. The Executive Committee shall meet at the call of the president or upon written request of two other Executive Committee members.
93. Quorum for Executive Committee meetings shall be a majority of the members.
94. All members of the Executive Committee in attendance at Executive Committee meetings shall vote on all motions, recommendations, resolutions and all other committee decisions.
95. A tie vote of the Executive Committee on any motion shall be declared lost.

## **XXII. VACANCY AT THE POSITION OF PRESIDENT**

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96. If the position of president becomes vacant prior to the end of his/her term, the Board of Directors shall hold a special meeting within two weeks of the occurrence of the vacancy to elect an Interim president.
97. The election of the interim president shall be carried out by secret ballot.
98. Only members of the provincial Board of Directors shall be eligible to stand for election as interim president.
99. Only members of the provincial Board of Directors shall be eligible to vote in the election of the interim president.
100. The candidate who wins a plurality of votes in the election of the interim President shall be declared the winner.
101.
  - 1) In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
    - a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
    - b) fold the sheets in a uniform manner and so the names are concealed;
    - c) deposit them in a receptacle; and
    - d) direct a person to withdraw one of the sheets.
  - 2) The candidate whose name is on the sheet withdrawn pursuant to Article 101(1) shall be declared elected.

102. a) The interim president shall serve until the next Annual Convention at which time a new president shall be elected.
- b) Notwithstanding Article 62 (a), if a regional director of a southern or northern region is elected as interim president, his/her position shall not be declared vacant.
- c) Notwithstanding Article 62 (b), if a regional director from a single city region is elected as interim president, his/her position shall not be declared vacant.

### **XXIII. VACANCY AT THE POSITION OF SECTOR VICE PRESIDENT**

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103. If the position of sector vice president is declared vacant 90 days or more from the first day of the next SUMA Annual convention, the Board of Directors shall hold a special meeting within two weeks of the occurrence of the vacancy to fill the position.
104. The board shall elect or appoint an interim sector vice president from within the membership of the current board if there is at least one eligible Board member willing to serve in the interim position.
105. If no eligible Board member is available to serve as interim sector vice president, the board shall appoint an interim sector vice president from outside the membership of the current board.
106. If the vacancy occurs less than 90 days from the first day of the next SUMA Annual Convention, the provincial Board of Directors may:
  - 1) fill the vacant Executive Committee position as set out in Articles 107 through 112 of these bylaws; or
  - 2) leave the Executive Committee position vacant until the next SUMA annual convention.
107. If the provincial Board of Directors chooses to elect an interim sector vice president, the election shall be carried out by secret ballot.
108. Only members of the provincial Board of Directors representing the sector shall be eligible to stand for election as interim sector vice president.
109. Only members of the provincial Board of Directors shall be eligible to vote in the election of the interim sector vice president.
110. The candidate who wins a plurality of votes in the election of the interim sector vice president shall be declared the winner.

111. 1) In the event of a tie vote between two or more candidates with the largest number of votes, the returning officer shall:
  - a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
  - b) fold the sheets in a uniform manner and so the names are concealed;
  - c) deposit them in a receptacle; and
  - d) direct a person to withdraw one of the sheets.
- 2) The candidate whose name is on the sheet withdrawn pursuant to Article 111(1) shall be declared elected.
112. a) the interim sector vice president shall serve until the next Annual Convention at which time a new sector vice president shall be elected.
- b) Notwithstanding Articles 72 and 80, if a regional director of a southern or northern region is elected to an interim sector vice presidential position, his/her position shall not be declared vacant.

#### **XXIV. STANDING COMMITTEE OF THE BOARD – RESOLUTIONS**

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113. In addition to standing committees established under these bylaws, the Board of Directors shall have the power to establish ad hoc committees and task forces for the purposes of pursuing the objectives of the Association. Such committees shall be established by resolution of the Board defining the mandate and membership of these committees.
114. There shall be a Resolutions Committee appointed by the provincial Board of Directors consisting of board members only.
115. Resolution committee appointments shall be made for a one year term.
116. The Board may appoint any personnel it deems necessary to advise the Resolutions Committee.
117. The Resolutions Committee shall:
  - 1) review all resolutions and report on them as it deems necessary; and
  - 2) develop resolutions procedures for approval by the provincial Board of Directors which facilitate the timely disposition of resolutions at the Annual Convention and throughout the year.

118. Resolutions for consideration by the provincial Board of Directors, the Executive Committee, or members at the Annual Convention may be submitted by:
  - 1) SUMA member councils in good standing with evidence of endorsement by way of a council motion; or
  - 2) any meeting held within the framework of the Association including but not restricted to regional meetings, city mayors caucus, seminars, symposia and workshops with evidence of endorsement by way of a motion approved by the meeting.
119. The provincial Board of Directors and SUMA Executive Committee may place resolutions before SUMA members for consideration at the Annual Convention.
120. Resolutions submitted as stipulated in Article 118 and Article 119 must meet the following criteria:
  - 1) be consistent with SUMA's goals, aims and objectives;
  - 2) be relevant to current or future urban issues; and
  - 3) not be of a purely local nature.
121. Resolutions will not be accepted from third party individuals or organizations unless endorsed by a member council.

## **XXV. STANDING COMMITTEE OF THE BOARD – CONVENTION PLANNING**

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122. There shall be a Convention Planning Committee appointed by the provincial Board of Directors consisting of SUMA board members only.
123. Convention Planning Committee appointments shall be made for a one (1) year term.
124. The Board may appoint any personnel it deems necessary to advise the Convention Planning Committee.
125. The Convention Planning Committee shall:
  - 1) plan and deliver an annual convention of the Association; and
  - 2) develop and submit a budget for the Annual Convention to the provincial Board of Directors for approval.

**XXVI. STANDING COMMITTEE OF THE BOARD  
– BYLAW REVIEW AND GOVERNANCE**

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- 126. There shall be a Bylaw Review and Governance Committee appointed by the provincial Board of Directors consisting of SUMA board members only.
- 127. Committee appointments shall be made for a one (1) year term.
- 128. The Board may appoint any personnel it deems necessary to advise the Bylaw Review and Governance Committee.
- 129. The Bylaw Review and Governance Committee shall:
  - 1) meet at least once per year to review the purpose, organization, and effectiveness of the bylaws of the Association;
  - 2) report annually to the provincial Board of Directors; and
  - 3) report to SUMA's Annual General Meeting.

**XXVII. ANNUAL CONVENTION**

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- 130. The Convention of the Association shall be held annually at such time and place as decided by the provincial Board of Directors.
- 131. Voting delegates at the Annual Convention shall be elected officials representing SUMA member municipalities in good standing who are authorized to serve as voting delegates by resolution of their respective Councils and who are registered with the Convention up to the following maximums:

Municipal Population	Maximum Number of Voting Delegates
1 - 500	1
501 - 2,000	2
2,001 - 5,000	4
5,001 - 10,000	6
10,001 - 50,000	7
50,001 - 100,000	10
Greater than 100,000	11

- 132. Only voting delegates shall be allowed to vote on motions and resolutions in plenary sessions of the Annual Convention.

## **XXVIII. VOTING PROCEDURES AT THE ANNUAL CONVENTION**

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133. Voting on motions in plenary sessions by voting delegates shall be by a show of voting credentials.
134. Quorum for plenary sessions shall be 50 voting delegates.
135. A motion shall be decided by ballot upon request from the floor by twenty-five (25) or more voting delegates.
136. In all ballot votes on motions during a plenary session, each of the ballots cast by voting delegates from Regina and Saskatoon will be counted as seven votes.
137. The convention session chairperson shall name such scrutineers as deemed necessary to collect and count ballots cast in a ballot vote on a motion during plenary sessions.
138. Additional voting procedures shall be developed by the provincial Board of Directors as required and shall be valid for application at the Annual Convention.

## **XXIX. ANNUAL GENERAL MEETING OF THE ASSOCIATION**

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139. There shall be an Annual General Meeting of the Association.
140. The Association's audited annual financial statements shall be presented with a motion to be received at the Annual General Meeting.
141. All elected officials representing SUMA member municipalities in good standing in attendance at the Annual General Meeting shall be eligible to cast a vote on all motions presented to the Annual General Meeting.
142. Quorum for the Annual General Meeting shall be elected officials representing 50 SUMA member municipalities in good standing.

### **XXX. AMENDMENT OF THE BYLAWS OF THE ASSOCIATION**

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143. SUMA member municipalities in good standing may present motions containing proposed changes to the Association bylaws to the provincial Board of Directors at any time.
144. Motions from SUMA member municipalities containing proposed changes to Association bylaws require evidence of council endorsement by way of a council motion.
145. Notice of a motion containing any proposed change in the Association bylaws shall be mailed by the Association to all SUMA member municipalities no later than 35 calendar days prior to the first day of the Annual Convention.
146. The notice of motion shall be presented by the Board of Directors to the plenary session on the opening day of the SUMA Annual Convention.
147. Motions proposing changes to the Association bylaws that meet the requirements of Articles 148 - 150 of the Association bylaws shall be considered during the Annual Convention or at the first annual meeting following the Annual Convention.
148. Motions proposing a change in the Association bylaws shall require a majority of sixty (60) percent of votes cast for passage.

### **XXXI. CHIEF EXECUTIVE OFFICER**

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149. The provincial Board of Directors shall appoint a Chief Executive Officer to serve at the pleasure of the board as Chief Administrative Officer of the Association.
150. The Chief Executive Officer shall serve as the secretary to the Board of Directors.
151. The Chief Executive Officer shall appoint all employees of the Association.
152. The Chief Executive Officer shall be responsible for the competent performance of all employees.

## **XXXII. APPOINTMENT OF AUDITOR**

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153. The Board of Directors shall present a motion at every Annual General Meeting appointing an auditor.
154. Upon approval of the motion by the Annual General Meeting, the auditor named in the motion shall be contracted to issue an opinion on the Association's financial statements.

## **XXXIII. EXECUTION OF DOCUMENTS**

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155. When carrying out the powers conferred upon the Association by the Act of Incorporation, documents shall be executed by such officers of the Association as may, from time to time, be decided by the provincial Board of Directors.

## **XXXIV. MEETING PROCEDURES**

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156. Except as otherwise provided in these bylaws, the rules of procedure to be followed at meetings of the provincial Board of Directors, Executive Committee, the Annual Convention and the Annual General Meeting shall be the generally recognized rules of parliamentary procedure.
- 160.1 In addition, the Board may adopt procedures to facilitate and regulate the process by which binding electronic consultations and electronic votes may be held. Similar procedures may be adopted by the Board to facilitate the deliberations and decision making process of the Executive Committee.

## **XXXV. EFFECTIVE DATE OF BYLAWS**

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157. These bylaws shall take effect on January 29, 1997 and all bylaws prior to January 29, 1997 shall be repealed.

Subsequent amendments approved by the general membership:

- February 1998
- February, 1999
- February, 2000
- January, 2005
- February, 2007
- February 5, 2008
- February 3, 2009
- February 1, 2010
- January 31, 2012
- February 2, 2016

## **XXXVI. ESTABLISHMENT OF CITY MAYORS CAUCUS**

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158. a) Mayors of cities holding a SUMA membership in good standing shall establish a working committee to be known as the City Mayors Caucus (CMC).
- b) The election of the chairperson and vice-chairperson of the CMC shall occur at the 2012 fall meeting of the CMC by a vote of all city mayors in attendance and shall occur every two years thereafter,
159. 1) In the event of a tie vote between two or more candidates with the largest number of votes, the designated returning officer shall:
- a) write the names of those candidates separately on blank sheets of paper of equal size, colour and texture;
  - b) fold the sheets in a uniform manner and so the names are concealed;
  - c) deposit them in a receptacle; and
  - d) direct a person to withdraw one of the sheets.
- 2) The candidate whose name is on the sheet withdrawn pursuant to Article 163(1) shall be declared elected.
160. The chairperson of the City Mayors Caucus shall serve as the Vice President of Cities on SUMA's Executive Committee for a term concurrent with his/her term as chair of the CMC.

161. If the chair of the CMC becomes vacant, the vice-chairperson shall assume the chair and shall serve out the current term as chairperson of the CMC and Vice President of Cities on SUMA's Executive Committee.
162. At any point during their term on the CMC or Executive Committee, elected officials may apply for a temporary leave of absence not exceeding 90 days. Requests for such a leave must be made in writing and submitted to the Executive Committee for approval. Such leave can be extended by written request to the Executive Committee. CMC chairperson and vice-chairperson who are candidates in a Provincial or Federal election must apply for a leave of absence which leave shall be mandatory during the writ period.
163. City Mayors Caucus Responsibilities:
  - a) Mayors sitting on the City Mayors Caucus shall be accountable to their respective municipal council. The CMC shall also report on a regular basis to SUMA's Executive Committee and the Board of Directors.
  - b) The CMC and SUMA may work jointly on Association projects and activities across the Province.
164. City Mayors Caucus Meeting Procedures:
  - a) The chairperson of the CMC shall have the authority to call a meeting of the caucus.
  - b) Quorum for the CMC meetings shall be a sufficient number of mayors representing a simple minority of the current members.
  - c) Each mayor representing a SUMA member city on the CMC shall be eligible to cast one vote on motions, resolutions or recommendations considered at the CMC meeting.
  - d) The CMC may establish its own rules of procedures for sector related consultations and developing consensus, including the ability to hold distance meetings through technology and electronic voting.