



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

## Motion to amend the NSFM By-laws #3: Motion to establish Electoral Regions and a New Election Process

Be it resolved that NSFM replace Caucuses with Electoral Regions and a new Election Process for the Board of Directors by making the following changes to the by-laws.

Mover:

Secunder:

### DEFINITIONS

“Electoral Region” means a geographic area specified pursuant to the NSFM Elections Policy; Appendix “B”;

“Past President” means is the person who held the office as President prior to the most recent election of officers ~~held at the most recent Annual Conference~~, and who is still an Elected Municipal Official;

### ARTICLE 3 - MEMBERSHIP ~~/CAUCUSES~~

#### 3.6 Rights of Members

- a) ~~—~~ A Member Unit
  - i. ~~is a member of a Caucus, without additional fees~~

#### ~~3.10 — Caucuses — Role and Governance~~

- a) ~~—~~ There are caucuses of Member Units constituted as follows:
  - i. ~~The regional municipalities, excluding the Region of Queens Municipality,~~
  - ii. ~~The towns,~~
  - iii. ~~The rural municipalities, including the Region of Queens Municipality.~~

- ~~b) No Caucus has the authority to speak on behalf of the Federation or to bind the Federation.~~
- ~~c) Caucuses operate within the framework of the Federation and as part of the Federation structure and have no independent legal existence separate from the Federation.~~
- ~~d) Procedures on election of a Caucus member to be a caucus chair are outlined in the "Federation Elections Policy".~~
- ~~e) Each Caucus
  - ~~ii. must elect Elected Municipal Official to serve as Caucus Chair, who then is appointed to serve as a member of the Board;~~
  - ~~iii. may make recommendations to the Federation on matters of interest and concern to members of the Caucus;~~
  - ~~iv. may adopt procedures and terms of reference, consistent with the Act and By Laws, governing their operations, which terms of reference and any amendments to these documents must be filed with the Federation's Office.~~~~
- ~~f) No municipal unit may be a member of a caucus unless it is a Member Unit of the Federation.~~

## ARTICLE 4 – OFFICERS

### 4.1 Officers

- ~~c) The President and Vice President of the Federation are elected at-large by Elected Municipal Officials at the Annual General Meeting in accordance with the Federations' "Elections Policy". and~~
- ~~d) Officers serve a one-year term or until their successors are elected at the next Annual General Meeting.~~
- ~~d) The Officer positions rotate on an annual election cycle so that the positions of President, Vice President and Past President are filled by Elected Municipal Officials from towns, rural municipalities and regional municipalities in sequence.~~
- ~~e) For greater clarity, in 2019-20, the President is from a town; the Vice President is from a rural municipality and the Past President is from a regional municipality. In 2020-21, the President shall be from a rural municipality, the Vice President from a regional municipality and the Past President from a town. In 2021-22, the President shall be from a regional municipality, the Vice President from a town and the Past President from a rural municipality. This cycle will continue in the previously described order.~~

~~f) Specific procedures for election of Federation officers and other officials shall be governed by the "Federation Elections Policy".~~

## ARTICLE 5 - BOARD OF DIRECTORS

### 5.2 Composition

- a) The Board of Directors consists of ~~thirteen~~ seventeen (17) members:
- i. the President,
  - ii. the Vice President,
  - iii. the Past President,  
~~the Chairs of the caucuses, appointed by them,~~
  - iv. two (2) Elected Municipal Officials ~~representing from~~ the ~~Rural Caucus,~~ Cape Breton-Strait Electoral Region,
  - v. two (2) Elected Municipal Officials ~~representing from~~ the ~~Towns Caucus,~~ Cumberland-Colchester-Pictou Electoral Region,
  - vi. two (2) Elected Municipal Officials ~~representing from~~ the ~~Regional Municipality Caucus, and~~ Valley Electoral Region,
  - vii. two (2) Elected Municipal Officials from the Southwestern Electoral Region,
  - viii. two (2) Elected Municipal Officials from the Southern Shore Electoral Region,
  - ix. two (2) Elected Municipal Officials from Halifax Regional Municipality,
  - x. one (1) Elected Municipal Official from Cape Breton Regional Municipality,
  - xi. a ~~voting~~ representative appointed by the Association of Municipal Administrators.
- b) Elected positions other than Officers serve staggered two-year terms or until their successors are elected. In 2022, one (1) Regional Representative in each Electoral Region will serve a one (1) year term as outlined in the Federation's "Elections Policy".
- c) The representative appointed by the Association of Municipal Administrators must be an employee of a Member Unit.

### 5.3 Elections

- a) The Board ~~is~~ shall be comprised of members elected annually by Elected Municipal Officials ~~at the Annual General Meeting and members serve a one-year term or until their successors are elected at the next Annual General Meeting.~~

## 5.5 Executive Committee

- a) The Executive Committee consists of the President, Vice President, Past President, and two Board members appointed annually by the Board~~and Chairs of the caucuses.~~
- ~~b) The Chair of the Regional Caucus cannot be from the same municipality as one of the Officers.~~
- b) The appointment of Executive Committee members as per 5.5 (a) shall occur at the first meeting of the Board following the annual election.
- c) Executive Committee members appointed by the Board shall be from Electoral Regions other than:
  - i. The Electoral Region represented by each Officer of the Federation; and
  - ii. Each other.

## 5.10 Vacancies

- a) If ~~that~~ the President or Vice President resigns or becomes ineligible to serve as a member of the Board, the Board must appoint an eligible replacement from the Board same caucus to serve as President or Vice-President for the remainder of the term.
- c) In the event that a Board Mmember's position becomes vacant by reason of 5(10) (a) or if any other Board ~~M~~member resigns or becomes ineligible to serve, the vacancy is to be filled by a replacement ~~member~~ elected from by thate member's relevant caucus-Electoral Region. If the vacancy is not filled within sixty (60) days, the Board ~~of Directors~~ must appoint an eligible replacement. Service as a replacement is not considered a term for purposes of calculating term limits.
- d) In the event that a replacement is required as per Article 5.10 (c), ~~a Caucus- the Board~~ must call for nominations from Elected Municipal Officials members of the ~~caucus-Electoral Region~~ and may utilize electronic voting.

## ARTICLE 6 - MEETINGS

### 6.2 Annual Conference

- c) The Annual General Meeting will take place during the fall Annual Conference and must conduct the following business:

- i. Consider and approve the minutes of the previous Annual General Meeting and any ~~s~~Special ~~m~~MMeetings held since the previous Annual General Meeting;
- ii. Consider and approve the audited financial statements;
- iii. Appointment of Auditors for the fiscal year;
- iv. Consider and approve any proposed amendments to the by-laws;
- v. Consider and approve any borrowing resolution proposed by the Directors;
- ~~v. ——— Elect the President and Vice President, who assume office immediately after the adjournment of the Annual Meeting;~~
- vi. ~~As required by these by-laws, elect Board Members, Declare the new Board members, who~~ eh shall assumes office immediately upon ~~after~~ the adjournment of the Annual Meeting; and
- vii. Any other business properly brought before the Meeting.
- ~~d) ——— Every Member Unit may send delegates to the Annual Conference, the caucus meeting of units representing that classification of Member Unit, or any special meeting of the Federation.~~

### ~~6.3~~ 6.3 ~~Caucus Meetings~~

- ~~a) ——— Each Caucus holds its annual meeting during the Annual Conference.~~
- ~~b) ——— Caucus meetings may be called by the Chair of the Caucus on the request of five (5) Member Units except for the Regional Caucus, in which case a caucus meeting is to be held on the request of one (1) Member Unit.~~

### 6.34 Special Meetings

- a) Special Meetings of the Federation may be called by the Board or upon written request signed by Elected Municipal Officials of at least one-third of the Member Units with ~~all three caucuses~~ at least three (3) Electoral Regions represented.

### 6.45 Quorum

- d) Board of Directors: A quorum of the Board of Directors is ~~seven-nine (97)~~ Directors.
- f) Annual General Meeting: A quorum for the Annual General Meeting ~~or a Resolutions Session~~ is 25 Elected Municipal Officials including with at least one Elected Municipal Official who is not a member of ~~the Board, of Directors~~ from ~~each three (3) of five (5) caucus~~ NSFM Regions as specified in the "Regional Meeting Policy".
- ~~g) ——— A quorum for each Caucus may be determined by each Caucus.~~

**Renumber all subsections and references accordingly.**