

MUNICIPAL DEVELOPMENT OFFICERS ASSOCIATION OF NOVA SCOTIA

CONSTITUTION AND BYLAW

APRIL 1984

ARTICLE 1 - NAME

1. The name of the organization shall be "Municipal Development Officers Association of Nova Scotia".

ARTICLE II - PURPOSES

1. The purpose of the Association shall be:
 - (a) to promote and advance the status of persons engaged in the field of Municipal Development Control;
 - (b) to advance the quality of development control in Municipal Government in the Province;
 - (c) to encourage the interchange of ideas and experiences among the members;
 - (d) to encourage standards of performance for the members;
 - (e) to co-operate with government and other agencies to upgrade the quality of service of members through continuing education; and
 - (f) to work with government and other agencies in identifying problems in administering existing legislation and promoting necessary amendments.
2. This Association is not organized for profit and no part of the earnings shall inure to the benefit any member or officer except as compensation for services rendered or for necessary expenses actually incurred and which are approved by the Executive Committee.

ARTICLE III - MEMBERSHIP

1. The membership shall consist of the following:
 - (a) Regular membership may be extended by the Executive Committee to a person who is actively involved in administering land use development controls as defined by the Planning Act, Chapter 9, Statutes of Nova Scotia 1983 or persons in other provinces in similar job roles who administer similar legislation.
 - (b) Associate membership may be extended by the Executive Committee to a person in the public service associated with some form of development control.
2. Application for membership shall be made on application forms supplied for that purpose and submitted to the Executive Committee for its recommendation at the Annual Meeting.
3. Every member, upon admission, shall agree to comply with the Constitution and Bylaws of the Association.
4. Only regular members in good standing shall have the right to hold office, the right to be on the Executive Committee, and the right to vote on matters relating to the Constitution, finances and Bylaws of the Association.

5. All members in good standing shall have the right to vote on all other matters.
6. (a) Every member shall be entitled to receive a certificate of membership, and such certificate shall designate if the membership is regular or associate.
(b) Such certificate shall be issued upon payment of the prescribed fees.

ARTICLE IV - FINANCES

1. The annual dues shall be determined by a majority vote of members present, entitled to vote, at a general meeting, and may be changed in the same manner following due notification given by a **thirty (30)** day notice in writing to the members.
2. Dues are payable annually in advance. A member having dues in arrears for a period of **one (1)** year shall cease to be a member in good standing. Such members shall not again be eligible for membership in the Association until all arrears have been paid up, or waived by official action of the Executive Committee, or by a majority vote of the membership.
3. It shall be the duty of the Executive Committee to prescribe by resolution the method of handling receipts and disbursement of funds.
4. The fiscal year of the Association shall be from the first day of April to the thirty-first of March the following year.

ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE

1. The governing body of the Association shall be the Executive Committee consisting of:
 - (a) the President, Vice-President and Secretary-Treasurer shall be regular members of the Association and shall be for terms of **one (1)** year.
 - (b) **two (2)** members of the Association shall also be elected to serve as Directors on the Executive Committee. Each shall serve a terms of office lasting **two (2)** years, but with elections staggered so that **one (1)** Director is elected each year.
 - (c) the immediate Past President or in his inability to serve, the next most Past President.
2. Three (3) members shall constitute a quorum of the Executive Committee.
3. In the event of a vacancy on the Executive Committee, the remaining members of the Committee shall have the power to elect a member possessing the qualifications specified in **Article III, Section 1**, to fill the unexpired term of office.
4. (a) At the Annual Meeting, the President shall appoint a Nominating Committee to present a slate of officers for the ensuing year. After presentation of the report of the Nominating Committee, the meeting shall be at liberty to present further nominations prior to the election of any officer or member of the Executive Committee.

(b) The Executive Committee shall be elected in the following order:
 - President

- Vice-President
- Secretary-Treasurer
- Director

and any unsuccessful candidate may be nominated for any other office unless he declines.

ARTICLE VI - DUTIES OF OFFICERS

1. The President shall be the Chief Executive Officer of the Association. He shall preside at all meetings and shall be Chairman of the Executive Committee. He shall issue the call for regular or special Executive Committee meetings. He shall appoint standing Committees and act as an ex officio member of each Committee. He shall see that these Committees shall function and shall co-operate with the Committee Chairman to that end. He shall perform such other duties as may from time to time be assigned to him by the Executive Committee or by other members.

2. In the absence or inability to act of the President, the Vice-President shall perform the duties and have the power of the President.

3. In the absence of the President and the Vice-President at a duly called meeting, a Chairman shall be appointed by the members present.

4. The Secretary shall keep all records and conduct all correspondence of the Association. He shall give notice and keep minutes of all general meetings and Executive Committee meetings. He shall attest all necessary instruments and forward all data and information to the members.

5. The Treasurer shall collect Association dues and receive all monies, depositing them in a bank in the name of the Association. All cheques and vouchers must be signed by the Treasurer and countersigned by the President or Vice-President. He shall have custody of all funds and securities. He shall prepare and submit financial reports annually to the Executive Committee and at other times as requested by the Executive Committee.

ARTICLE VII - COMMITTEES

1. Special Committees may be appointed by the Membership of the Association at any Annual or special meeting, by the Executive Committee, or by the President at any time.

ARTICLE VIII - MEETINGS

1. The Annual Meeting of the Association shall be held within **sixty (60)** days of the end of the fiscal year at such time and place as the Executive Committee may decide. The Executive Committee shall have its Annual Meeting immediately following the Annual Meeting of the Association.

2. Special meetings of the Association shall be held on the request in writing of any three (3) regular meetings or as called by the Executive Committee upon notice in writing to members **seven (7)** days prior

to the meeting.

3. The Membership of the Association shall be notified at least **two (2)** weeks in advance of the date and place of the Annual Meeting.

4. A minimum of **twelve (12)** regular members in good standing shall constitute a quorum.

5. Special meetings of the Executive Committee shall be held on the call of the President or on the request in writing to the President of any **two (2)** members of the Committee.

ARTICLE IX - AMENDMENTS

1. These Bylaws may be amended or repealed by a resolution of not less than one-half the regular members in good standing at the Annual Meeting of the Association, provided that notice of any proposed amendments or repeal shall have been sent to all members not less than **thirty (30)** days prior to the Annual Meeting. Where a members is not able to attend the Annual Meeting his vote by proxy shall be permitted.

2. Any member my propose an amendment to the Bylaw or the repeal of a Bylaw and such proposal shall be int he hands of the Secretary-Treasurer at least **forty-five (45)** days prior to the Annual Meeting of the Association.

3. When deemed necessary, the regular members may, by majority vote, direct that a ballot on the matter of the Constitution or Bylaw amendment be taken through polling the regular members by mail.

ARTICLE X

1. Parliamentary procedure shall be as per Roberts Rule of Order.