

PACIFIC VILLAGE I  
OWNERS SOCIETY

OWNERS COUNCIL

POLICY and PROCEDURES MANUAL

And

RULES of CONDUCT

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## DESCRIPTION of the OWNERS COUNCIL

A new Owners Council is elected each year at the Annual General Meeting, as described in section 26 of The Society Act.

The Owners Council (which is officially referred to as the "Board of Directors" in the Society Act) normally consists of the five members as described in section 25 of The Society Act; the duties that each of them carries out on the Council is listed in the next section below.

In the event of a vacancy occurring on the Owners Council during the year, the Council may carry on with as few as three (3) Members; at their discretion, Council Members may appoint a 'replacement' Member in accordance with sections 27 and 28 of The Act.

The Owners Council can use all the powers that the Society Act allows them to use in the performance of their duties, as long as it abides by all of the laws of the Society, the bylaws, and the Pacific Village I Rules and Regulations.

As stipulated in section 5 of The Society Act: All members of the Council shall uphold the Constitution of the Owners Society of Pacific Village I, and must comply with all of the By-Laws of Pacific Village I at all times.

Members do not receive any remuneration for serving on council; however, they can claim reasonable expenses that may be incurred while on Council business, in accordance with section 30.

## CODE of CONDUCT of COUNCIL MEMBERS

As stipulated in section 5 of the Society Act: All members of the Owners Council are bound by the Constitution to obey and adhere to the responsibilities and restrictions of the Constitution, the By-laws thereof, and the Pacific Village I Rules and Regulations at all times.

No member of the Council may, at any time, forgo or ignore any decision previously made by the Council as a whole, nor may they act contrary to anything that is in the above statutes.

## DUTIES of the MEMBERS of the OWNERS COUNCIL

### PRESIDENT

The President normally sets the agenda for meetings of the Owners Council; the President may prepare and distribute the agenda to the other Members personally, or may delegate this responsibility to the Secretary.

The President is the Chief Executive Officer of the Council, is the Chair at all Council meetings, and oversees over all the other Members of the Council in the performance of their duties.

The President may also be called upon to represent the Owners Council on occasions other than at the Council's regular or special meetings.

### VICE-PRESIDENT

The Vice-President will assist the President in any and all ways that may be required.

The Vice-President carries out the duties of the President in the President's absence.

### SECRETARY

The Secretary will normally take and keep the minutes of each Council meeting.

The Secretary will normally handle any correspondence that is required by the Owners Council, unless it is a matter that Council determines should be handled by Diversified Properties instead.

The Secretary is responsible for maintaining any and all records pertaining to Council business, including all correspondence.

The Secretary will have the Owners Council's "Approval Stamp" and will officially approve any written material, as may be required by the Council.

## **TREASURER**

The Treasurer is responsible for reviewing the monthly financial statements provided by Diversified Properties, and for reporting to the Council any discrepancies that arise from such statements.

## **MEMBER-AT-LARGE**

There is no description of this position in The Society Act; this term has been in common usage by Council Members for several years now, and is used to denote the fifth Council member, who does not have a specifically defined set of duties.

The Member-at-Large may be called upon, from time to time, to substitute for one of the other Council Members in their absence.

## **REGULAR MEETINGS of the OWNERS COUNCIL**

The Owners Council shall normally hold regular meetings, the exact date and time of which shall be determined by a consensus of the members of that Council.

A quorum consisting of a minimum of three (3) members of the Council must be present within 30 minutes of the scheduled time for a meeting in order for the meeting to take place or for the Council to conduct official business of any kind.

The Council may determine, to their own satisfaction and based upon circumstances, whether such meetings, or any portion of such meetings, may be 'open' to any other residents of Pacific Village I.

## MANNER of CONDUCTING of the MEETINGS

All meetings of the Owners Council shall be conducted with regard to recognized rules of order, the degree of formality or informality being at the discretion of the Council members present at the time.

The President shall chair all meetings; when the President is absent, the Vice-President shall preside over the meeting.

The Owners Council shall – at any meeting that they call, and regardless of whether it is a regular or special meeting – conduct whatever business that they deem necessary, or that may be required by The Society Act.

Such business may consist of, but is not necessarily limited to:

- Any matters that the Owners Council is required to deal with, as laid out in sections 2, 3, and 4 of The Society Act;
- Matters of routine correspondence between the Owners Council and anyone who has business with the Council;
- Any financial matters relating to, or stemming from, the monthly assessment fees, fines, or any other financial matters pertinent to the operation of Pacific Village I;
- Any other matters arising from routine business of the Owners Council;
- Matters arising from the Rules and Regulations of Pacific Village I;
- Any complaints or issues that may be directed to the Council for resolution; and
- Any other matters that may arise during, or in between, meetings of the Owners Council that the Council chooses to deal with at a meeting or at any time in between, either by special meeting or by the forming of a Committee to deal with a particular matter, in accordance with sections 32, 33, and 34 of The Society Act.

Any member of the Owners Council may make a motion related to business arising during a meeting; the motion need not be seconded in order to be valid.

Only the members of the Owners Council may vote on matters before the Council for any reason. Voting shall be by show of hands, and each Council member shall have one vote; the President may vote at any time but cannot vote a second time in order to break a tie vote.

Any decision made by the Owners Council by such a vote is binding on all members of the Council, without exception, and cannot be overruled or overturned by any member of the Council without another vote taking place by the Council to invalidate the first vote.

## SPECIAL MEETINGS of the OWNERS COUNCIL

The Owners Council may also meet at any other time in between the regular meetings in order to deal with any matter that may arise and which requires immediate attention before the next regular meeting would take place. The location and time of such meetings shall be at the discretion of the Council themselves, based upon the circumstances.

## RECORDS of COUNCIL MEETINGS and BUSINESS

All of the Owners Council's records - including correspondence, minutes of meetings, and copies of any financial statements - shall be kept current in a filing cabinet in a secure location in the Rec Centre. The Council President shall have the keys to the cabinet.

## CHANGES to RULES AND REGULATIONS

The Owners Council may - either during a regular meeting, a special meeting, or through a special Committee formed to deal with any matter propose to make changes to the "Rules and Regulations of Pacific Village I"

No change(s) of the Rules and Regulations is valid unless - and until - it follows the procedure as detailed in section 39 of the Society Act: The correct procedure is as follows:

- 1) That the proposed change(s) be put in writing using the exact language that will become the new wording;
- 2) That it be read into the record of an official meeting of the whole council;
- 3) That it is signed unanimously by all members serving on the Owners Council at the time.

Any changes thus made to the "Pacific Village I Rules and Regulations" can not take effect until they are announced to all residents, either by public disclosure of the minutes of the meeting (such as a newsletter), or by a special announcement distributed to all owners and residents of Pacific Village I (and Pacific Village II, if said change affects them), or by issuing to all owners and residents a new and revised edition of the "Pacific Village I Rules and Regulations".

## RECALL of a MEMBER of the OWNERS COUNCIL

As specifically laid out in section 29 of the Society Act:

*“The members [of The Owners Society] may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.”*