

Constitution:

| The British Columbia Honey Producers' Association shall be a not for profit society.
The purpose of The British Columbia Honey Producers' Association is to further
beekeeping in British Columbia by:

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1. Promoting and encouraging the keeping of bees using best management practices to ensure the health of bees and beekeepers within our province.
2. Disseminating reliable and practical information of interest to beekeepers
3. Providing educational opportunities for its members
4. Generating and administering funds for the Boone Hodgson Wilkinson Trust Fund to expand knowledge about bees and their management, particularly at the college and university level, and to assist in funding students in the pursuit of higher education and scientific studies, for the betterment of beekeeping.
5. Promoting public knowledge of beekeeping through a variety of activities such as education programs, exhibitions, seminars and web-based information and sponsorship through both sponsorship and offering of beekeeping instruction.
6. Promoting the role of bees in agricultural pollination.
7. Representing the interests of British Columbia beekeepers to the provincial and federal governments and the Canadian Honey Council.
8. Providing forums for debate, information exchange, collaboration and fellowship among its members.

Bylaws:

Bylaw 1 Definitions:

1. The British Columbia Honey Producers' Association hereinafter referred to as the BCHPA.
2. British Columbia, hereinafter referred to as BC.
3. The Boone Hodgson Wilkinson Trust Fund, the charitable fund of the BCHPA, hereinafter referred to as the BHW Trust Fund.
4. Branches: a constituent part of the BCHPA.
5. The Annual General Meeting of the BCHPA hereinafter referred to as the BCHPA AGM.
6. The Annual General Meeting of the BCHPA branch hereinafter referred to as the branch AGM.
7. The Canadian Honey Council hereinafter referred to as the CHC.
8. The central executive of the BCHPA hereinafter referred to as the BCHPA executive.
9. The Table Officers of the BCHPA hereinafter referred to as the BCHPA table officers: President, First Vice President, Second Vice President, Secretary, Treasurer, CHC Representative, Immediate Past President.
10. General meetings of the BCHPA hereinafter referred to as BCHPA general meetings.
11. The executive of the BCHPA branch hereinafter referred to as the branch executive.
12. A BCHPA deficit for Bylaw 8 h is an excess of expenditures or disbursement of current-year operating funds over income for current-year expenditures but does not include disbursements from funds that have been established for specific purposes, or dispersed in a year following their receipt, where there is no net cost to any of the association's annual operating budgets.

Bylaw 2 Location:

The activities of the BCHPA shall be carried on mainly in BC.

Bylaw 3 Membership:

Bylaw 3 (a) Classes of Membership

There shall be three classes of membership, active, associate and honorary.

i) Active membership shall be open to residents of BC and Yukon who support the goals of the BCHPA.

Only active members may vote or hold office.

Life Members shall be considered active members.

Life Membership may be conferred at the BCHPA AGM on any member who, in the opinion of the BCHPA executive, has provided exceptional service to the BCHPA, its branches, or beekeeping in general.

Life Members shall remain active members for the remainder of their life, without payment of fee, or a further membership application.

ii) Associate membership shall be open to non-residents of BC, libraries, institutions, and others admitted to this class of membership by the executive of the BCHPA.

iii) Honorary membership shall be open to persons admitted to this class of membership by the executive of the BCHPA who, although not a member of the BCHPA, have made a significant contribution to beekeeping.

Bylaw 3 (b) Commencement or resumption of Membership:

Active membership shall commence or resume at the time a person who is qualified for membership submits an application, accompanied with the appropriate fee, to the BCHPA treasurer or other such persons or corporations designated by the BCHPA treasurer to receive fees.

Associate membership shall commence or resume at the time the applicant is accepted by the executive of the BCHPA.

Bylaw 3 (c) Termination of Membership:

Membership shall cease:

i) At midnight on the last day of the calendar year for which membership fees have been paid, or

ii) At midnight on the day the member submits, in writing, a resignation to the secretary of the BCHPA, or

- iii) At midnight on the day that the member ceases to qualify for membership.
- iv) For good and sufficient cause, the membership of any member may be terminated by a seventy-five percent (75%) vote of the members present at an annual or special meeting of The Association. No such dismissal shall, however, be effective before the member concerned has been given the opportunity of being heard at an annual or special meeting of The Association

Bylaw 3 (d) Membership Records:

The Treasurer of the BCHPA shall maintain a record of all those admitted to membership, their class of membership, the date on which they were admitted and details of their address and contact information. Membership records shall be confidential but may be shared with the BCHPA executive for administrative purposes, and, also, with the organizers of educational gatherings for the organizational purposes of those gatherings.

Bylaw 4 Fees:

- a) The BCHPA AGM shall establish an annual membership fee.
- b) Should the BCHPA AGM, for any reason, fail to adopt the annual membership fee the fee last adopted by a BCHPA AGM shall remain in effect.
- c) Each BCHPA branch may establish an annual membership fee at its AGM.
- d) Should the BCHPA branch, for any reason, fail to adopt an annual membership fee the fee last adopted by the branch AGM shall remain in effect.
- e) The membership year for the BCHPA and its branches shall commence at 12:01 am on January 1 each year and conclude at midnight December 31 each year.
- f) In accordance with these bylaws members who submit their membership fee in advance of December 31 membership shall continue unabated.
- g) Memberships for those not submitting their membership fee by December 31 shall be terminated but may be re-instated, upon the payment of the annual membership fee, as of the date their membership application and fee is submitted.

Bylaw 5 Voting:

- a) Except as provided herein only active members may vote at any BCHPA meeting. Where extraordinary resolutions are to be considered at a

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BCHPA Annual General Meeting each branch may authorize a member of that branch to exercise one extra proxy vote on the matter provided that the direction of the proxy vote is given by a general meeting of the branch. The direction of the proxy must come in the form of a letter from Branch Executive.

- b) Except as provided herein and in accordance with the standing rules of order, each active member is entitled to vote on any matter at a business meeting of a BCHPA branch of which s/he is a member, and on any matter at any BCHPA business meeting.
- c) In the following paragraphs, “notice” shall include notice by post or by electronic means (email, etc.).
- d) Each active member is entitled to notice of any business meeting of the BCHPA branch of which s/he is a member, and of any BCHPA business meeting.
- e) Each active member elected to a branch executive is entitled to notice of any such business meeting and to vote on any matter at those branch executive business meetings.
- f) Each active member elected to the BCHPA executive is entitled to notice of any business meeting of the BCHPA executive and to vote on any matter at those executive business meetings.
- g) Members who are not members of the executive may request to attend and speak at executive meetings. The attendance and speaking privileges of non-elected persons are at the discretion of each executive but voting privileges may only be extended to those who have been elected to that executive body.
- h) Voting on extraordinary resolutions shall be limited to those persons who were members on the date that the notice of extraordinary resolution was given.

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Bylaw 6 Branches:

The BCHPA may establish constituent parts to be known as branches.

- a) Branches may be established to represent the interests of the BCHPA in certain geographical areas, or in areas of particular interest to BCHPA members.
- b) Upon its application to the BCHPA executive, initial recognition of a branch may be granted. Once branch status is granted to a branch it shall remain a branch providing all the following requirements are met:

i) All branches of the BCHPA shall abide by the Constitution, Bylaws and Standing Rules of Order of the BCHPA.

ii) Active membership in the BCHPA is a requirement for membership in a branch.

iii) Any active BCHPA member may join a branch or more than one branch.

iv) The membership year of each branch will be the same as the membership year of the BCHPA as established in Bylaw 4.

v) A branch may set a meeting attendance fee for persons who are not, or do not wish to become, BCHPA members but those persons shall not vote or hold office in the branch.

vi) Each branch shall have at least five members.

vii) Each branch shall have at least one meeting a year and it shall, if practicable, notify the secretary of the BCHPA of those dates for inclusion in upcoming issues of the BeeScene.

viii) Each branch shall elect branch directors/executive composed of a president, a vice-president or vice presidents, a secretary, a treasurer and (optionally) other directors decided by the branch. Should, for any reason, a branch wish to combine certain positions on its executive it may do so provided that its directors/executive shall be composed of at least three members.

ix) The branch executive shall be responsible for designating its signing officers, and the person or persons responsible for compiling and submitting the records required in Bylaw 6a (ix), (x), (xi), (xii) (xiii) and (xix). The financial records of the branch shall be reviewed by at least two branch directors other than the Treasurer before being submitted to the BCHPA.

x) When the branch conducts elections for its directors/executive it shall notify the secretary of the BCHPA names of the successful candidates within 30 days.

xi) Each branch shall maintain membership lists, financial records and minutes of its meetings.

xii) Each branch shall submit the branch's list of directors and a statement that the branch meets the membership requirement, to the secretary of the BCHPA by March 31 of each year.

xiii) Minutes of the branch's annual meeting and a copy of its financial statements shall be submitted to the secretary of the BCHPA by March 31 of the

year following the end of their fiscal year.

xix) The financial year of each branch shall be the same as the BCHPA financial year.

c) Termination of branch status

d) Should a branch be unable to meet the requirements for branch status as established in Bylaw 10 (a), the BCHPA executive shall attempt to assist the branch to meet those requirements.

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e) Should, after those efforts at assistance and a reasonable period of time, a branch still be unable to meet the requirements, the BCHPA executive shall recommend that the BCHPA AGM terminate the branch's status as a constituent part of the BCHPA. Termination of a branch's status shall require a motion requiring a majority vote at the BCHPA AGM. The presiding officer, if any, of the branch shall be invited to address the BCHPA AGM before the motion is considered.

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f) The directors of a branch shall have full authority over the branch's funds. Should a branch cease to exist, any residual funds shall be transferred to the treasurer of the BCHPA to be held in trust for a period of five years. Within that time period the BCHPA shall use those funds to create a new branch in the same or nearby geographical area, or the same or similar area of interest. Subject solely to the directions of a general meeting of the branch and this Constitution and Bylaws, the Directors of the branch shall have full authority over the branch's funds.

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g) Should a branch cease to exist, all its residual funds shall be transferred to the Treasurer of the BCHPA to be held in trust for a period of five (5) years. Within that time period the BCHPA shall use those funds to create a new branch in the same or nearby geographical area, or the same or similar area of interest.

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Bylaw 7 Affiliated Associations:

The BCHPA may establish relationships with groups having similar goals and objectives as the BCHPA.

These groups shall be known as affiliates but shall not have proxy voting rights at any BCHPA meeting. Any financial links with affiliates shall be approved in advance by the BCHPA executive and reported to the subsequent BCHPA AGM.

Bylaw 8 BCHPA Table Officers:

a) As provided herein the BCHPA AGM shall elect the following table officers: the president, the first and second vice-presidents, the secretary, the treasurer, and

the Canadian Honey Council representative.

b) The immediate past president shall remain as a table officer for a period of two years after the election in which s/he is replaced unless s/he has resigned the position of president in which case the position of past president shall be vacant. The position of past president shall be a voting position.

c) The table officers may meet separately from the BCHPA executive to accomplish matters that are primarily administrative in nature.

d) The table officers shall appoint two BCHPA signing officers in addition to the Treasurer, who has a standing position as a signing officer.

e) The table officers shall be responsible for the appointment of the editor of the BeeScene and negotiation of contracts related to that service.

f) The table officers may meet to consider personnel matters, contracts for various BCHPA activities and the newsletter, or to plan activities that are within the mandates of the various officers.

g) Subject to Bylaw 8 (g) the table officers may be reimbursed for reasonable out of pocket expenses when those expenses are included in the budget approved by the BCHPA AGM. Subject to Bylaw 8 (h) an honorarium may be paid to a member of the executive, including the secretary and treasurer, when the item has been included in the budget approved by the BCHPA AGM.

h) The table officers shall not be paid for any expenses, honorariums or remuneration of any kind if the payment will cause or increase a BCHPA deficit (see definition), in the year in which the payment is made.

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i) The table officers shall be responsible for all the policy and administrative decisions to be made between BCHPA AGMs.

Bylaw 9 Election of BCHPA Table Officers:

a) Elections for table officers shall be conducted at each BCHPA AGM.

i. The President shall appoint a member to act as a chairperson of a nominating committee.

ii. The committee shall attempt to ensure that there is at least one nominee for each vacant position.

iii. Nominations shall be accepted from the floor.

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The president, CHC Representative, and the treasurer shall be elected in even numbered years, and the first and second vice-presidents and the secretary shall be elected in odd numbered years.

When a vacancy occurs during a person's term of office, the executive may fill the position on a temporary basis until the next BCHPA AGM.

At that BCHPA AGM a person may be elected to fill the unexpired portion of the vacant position.

b) Newly elected table officers take office at the conclusion of the BCHPA AGM at which they were elected.

The start of term of the CHC Representative will coincide with the AGM for the CHC. The election for the BCHPA CHC Representative shall take place at the BCHPA AGM.

c) With the exception of the secretary, the treasurer, and CHC Representative no table officer shall be elected for more than two full consecutive terms in the same position.

Bylaw 10 BCHPA Table Officers Duties:

a) Past president: The Past President shall lend the insights gained in his or her term of office to the table officers and the executive.

b) President: In accordance with these bylaws and in consultation with the rest of the BCHPA Executive s/he shall call all BCHPA table officer, executive, general and annual general meetings.

i) The president may preside at all BCHPA table officer, executive, general and annual general meetings.

ii) Should, for any reason, the president not wish or be able to preside at any meeting or part thereof the first vice president shall preside in his or her stead. In the event that the first vice president is unable to preside, the meeting may be asked to select another chair for that portion or portions in which the president is not presiding.

- The president shall be an ex-officio voting member of all committees established by the executive.
- The president shall have general oversight of all BCHPA business.
- The president may assign, with agreement of the executive, additional duties to the table officers or other members of the executive.
- The president or his/her delegate shall be the official spokesperson of the BCHPA.

c) First Vice President: The first vice president shall act for the president in the

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event of the president's absence or incapacity. Should the president not complete their term of office the first vice president shall act in place of the president until the next BCHPA AGM.

The First Vice President shall carry out additional duties as agreed upon with the president and the executive.

d) Second Vice President: The second vice president shall act for the first vice president in the event of the first vice president's absence or incapacity. Should the first vice president not complete their term of office the second vice president shall act in place of the first vice president until the next BCHPA AGM.

ii) The Second Vice President shall carry out additional duties as agreed upon with the president and the executive.

e) Secretary: The Secretary shall have charge of all BCHPA correspondence received or sent during his or her term of office.

In consultation with the president s/he shall

- a) Be responsible for drafting all replies to correspondence.
- b) Report on necessary correspondence at subsequent table officer, executive and general meetings.
- c) Have charge of all BCHPA correspondence received or sent prior to the completion of the term of office.
- d) Be responsible for the minutes of all BCHPA table officer, executive and general meetings.
- e) Be responsible for reviewing the minutes of all BCHPA table officer, executive and general meetings and bringing to the attention of the appropriate parties any actions that are required as the result.
- f) Be responsible for collecting and submitting material on beekeeping, BCHPA branches, and the BCHPA to the SFU Archives in even numbered years.
- g) Ensure that required reports from branches are received and filed
- h) Complete and submit all association reports required by legislation
- i) Carry out additional duties as agreed upon with the president and the executive.

Treasurer: The Treasurer shall have charge of all BCHPA revenues received during his or her term of office.

S/he shall:

- a) Be a signing officer.
- b) Be responsible for payment of all, when approved by the executive, invoices.
- c) Be responsible for payment of each honorarium to a member or honoraria to more than one member. These payments shall only be made when included in the budget by the BCHPA AGM, approved by the executive, and in accordance with Bylaw 8 (g).
- d) Be responsible for collection of all debts due to the BCHPA.
- e) Be responsible for collection of all membership dues and fees for service.
- f) Be responsible for all membership lists.
- g) Have primary responsibility over all the funds held by the BCHPA and ensure that they are disbursed only in accordance with directions given by BCHPA table officer, executive and general meetings.

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a) Be the BCHPA liaison with the organizers of the BCHPA AGM. ¶
b) S/he shall take primary responsibility for the BCHPA's semi-annual meeting and the BCHPA AGM. ¶
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c) Attempt to ensure that there is at least one nominee for each vacant position

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h) Prepare financial statements for each meeting of table officers, executive and general membership.

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i) Prepare financial statements for each BCHPA AGM.

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j) Be responsible for administering membership and director insurance programmes.

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k) Carry out additional duties as agreed upon with the president and the executive.

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CHC representative: The CHC representative shall act on behalf of and represent the BCHPA at the national level.

S/he shall provide:

- a) The table officers, and the executive with the CHC agendas prior to the CHC meeting whenever this is practicable.
- b) The table officers, and the executive and subsequent general meetings with the minutes of the CHC meetings s/he attends.

Should the minutes or agendas not be available to the CHC representative s/he shall provide the table officers, and the executive and subsequent general meetings with written reports on the CHC activities.

c) S/he shall carry out additional duties as agreed upon with the president and the executive.

Bylaw 11 BCHPA Executive :

The BCHPA Executive shall be composed of the elected table officers. The Regional reps, provide a consultative and advisory role on the Executive. The Table officers hold responsibility for the following in consultation with the Regional reps:

- a) Appoint standing committees to provide advice to the executive or a general meeting. The membership of committees is at the pleasure of the executive and may be reviewed and changed from time to time.
- b) Establish a process for appointing members to committees.
- c) Appoint task forces to provide advice to the executive or a general meeting on specific topics. The membership of the task forces shall be at the pleasure of the executive and may be reviewed and changed from time to time.
- d) Establish a process for appointing members to task forces. In the absence of any other direction by the executive, once a task force reports on the issue for which it was established, it shall be disbanded.
- e) Annually appoint a person or persons to review the BCHPA financial statements being presented to the BCHPA AGM and provide an opinion upon their accuracy.

f) Develop or modify procedures for determining the geographic or technical scope of the region for which regional representatives will be selected to serve on the executive committee.

g) Develop procedures to determine how each region will select its representative. As a transitional measure those who are currently serving as regional representatives shall remain in office until the 2017 Annual General Meeting.

Bylaw 12 The BHW Trust Fund:

The BCHPA shall support and promote the BHW Trust Fund as its charitable arm.

Bylaw 13 Procedures

The BCHPA may adopt procedures for the conduct of BCHPA and branch meetings. (See Appendix)

It may from time to time amend those rules by way of a vote of the general membership.

For matters not covered in the Procedures the chair shall consult the most current version of Roberts Rules of Order, Newly Revised.

Bylaw 14 Changes to the Constitution, Bylaws or Procedures

Changes to the Constitution or Bylaws shall be made only by an extraordinary resolution following the Procedures

Bylaw 15 Borrowing Powers Prohibition

a. The BCHPA table officers, executive, general meetings or AGM shall not exercise borrowing powers.

b. A branch of the BCHPA shall not exercise borrowing powers.

Appendices to the Constitution and Bylaws

APPENDIX A

Procedures for BCHPA meetings:

The following shall be the Procedures for all BCHPA meetings.

Educational gatherings:

From time to time the BCHPA or its branches may have gatherings of a purely informative or educational nature in which no business is to be decided.

This type of meeting will be conducted as organized and will not be subject to these standing rules of order.

Minutes of these gatherings are not necessary but the organizer of the activity or the secretary of the branch may wish to forward information on the topics discussed to the secretary of the BCHPA for inclusion in the BCHPA annual report

Changes to the Procedures:

These procedures, once adopted, may be changed by an extraordinary motion requiring the same notice and voting majority as changes to the constitution and bylaws.

General Business Meetings:

General Principle:

In all business meetings each member is entitled to be heard and heard with respect within the guidelines of the standing rules of order.

Members may disagree with each other on the matters being discussed but it is inappropriate to be disagreeable to one another.

The chair is obligated to ensure this expectation is enforced.

Notice of meeting:

Each member is entitled to know when and where a business meeting is to be held.

BCHPA meeting dates and locations may be decided by a meeting of the membership, the executive or the president.

The president shall call a BCHPA general meeting upon the request of 30% of the BCHPA members or two or more branches.

Branch meeting dates and locations may be decided by a meeting of the membership, the executive or the president of the branch.

The branch president shall call a branch meeting upon the request of 30% of the branch members.

Except when it is otherwise impossible to do, a notice detailing the time, place, and date of the meeting shall be given at least 30 days in advance by mail or an electronic communication.

Where such notice is impossible to give each member shall be personally contacted as soon as is practicable outlining the purpose and the time, place, and date of the meeting.

Where meeting schedules are adopted for the year, no further notice is required but may be given as a courtesy.

Extraordinary resolutions shall require 90 days notice of the meeting time and place.

The notice shall include the resolution to be discussed as well as a notice to the effect that the motion may be moved with or without amendments at the meeting.

Meeting agendas:

Voting:

Prior to the commencement of a general meeting procedures shall be adopted to ensure only BCHPA members propose or vote on any motion, stand for election, or cast ballots.

Motions require a mover; a member who is the main proponent of the idea, and a seconder, another member who also agrees the matter should be discussed.

A motion that does not have a seconder shall not be considered, although the minutes may indicate a member attempted to make a motion, which did not receive a seconder.

Members must be present to vote or move or second motions.

For most matters voting shall be by show of hands or of the device or symbol that has been distributed to indicate membership.

However when elections are held they shall be conducted by secret ballots.

Secret ballots shall also be used when a second recount is required after a close vote on an issue.

The first recount after a close vote shall be by show of hands or of the device or symbol that has been distributed to indicate membership.

If, after that recount, the decision of the meeting is still unclear, the second recount shall be by secret ballot.

Adoption of the agenda

The first item of business of all BCHPA general meetings shall be the adoption of the agenda.

It is the responsibility of the president of the BCHPA or the branch to ensure an agenda is presented at the start of each meeting.

S/he shall ensure all items submitted in advance by his/her executive are incorporated into the proposed agenda.

Motions submitted in advance by members shall also be incorporated into the proposed agenda.

To facilitate the business of the meeting time limits may be placed on agenda items.

If time limits are adopted, the meeting will proceed to the vote on the matter being discussed at the appropriate time, unless a motion to amend the agenda to extend the time limit is adopted.

Since such a motion would be to amend the agenda subsequent to its adoption, it will require two-thirds majority vote to be adopted.

Adoption of the agenda requires a motion with a mover and a seconder.

Members shall be given the opportunity to discuss the agenda, and, if they so choose, to change it by adding or deleting items, or reorganizing the order in which items are to be discussed, provided that the proposed changes are consistent with these rules of order.

Voting members may change the order of business proposed by a motion to amend.

An amendment, at this point on the agenda, requires a mover and a seconder and a majority vote of the members to be adopted.

The agenda shall be considered adopted when a majority of the members vote to adopt it.

Subsequent to its adoption, changes to the agenda require a motion with a mover and a seconder and a two-thirds majority vote to be adopted.

Adoption of the minutes:

The second item of business shall be the adoption of the minutes. Members shall be given the opportunity to discuss the minutes, and, if they so choose, to correct them.

If there are no errors or omissions in the minutes the chair may ask if there is unanimous consent to adopt the minutes as circulated.

If there is unanimous consent the minutes will reflect that the members adopted the minutes as circulated.

If the chair fails to get unanimous consent to the adoption of the minutes, then their adoption shall require a motion to adopt, with a mover and seconder, and a majority vote of the members to be adopted.

If there are errors or omissions in the minutes a motion to correct them shall be considered.

This motion requires a mover and a seconder, and a majority vote of the members to be adopted.

Alternatively the chair may ask if there is unanimous consent to change the minutes to incorporate the corrections, and, if there is, to declare that the minutes are adopted as corrected.

If there is unanimous consent the minutes will reflect that the members adopted the minutes as corrected.

Matters arising from the minutes should be considered immediately after the adoption of the minutes unless the matter has been included on the agenda under old business at the time of the adoption of the agenda.

Receipt of reports:

The third item of business shall be receipt of reports if any.

Reports, when given, should allow for members to ask questions regarding that report.

It is preferable for the report to be completed before the report is opened to questions.

The agenda may allow for the time period for each report and questions on it to be limited.

Time limits for reports and questions on the report should be separate items to preclude overly long reports from barring questions upon it.

Members may ask more than one question on a report but the chair shall have the discretion of recognizing questions from other members before returning to those questions from an individual member with multiple questions.

Business arising from the reports should be considered immediately after the questions on the report conclude unless the matter has been included on the agenda under new business at the time of the adoption of the agenda.

There is no need to have a separate motion to receive a report after it has been given because members have already agreed to receive it when the agenda was adopted.

A motion to accept a financial report is in order, however, because it indicates the members have agreed to the information reported.

Elections:

From time to time general meetings are required to conduct elections for the BCHPA or its branches.

It would be appropriate to begin those elections following the receipt of reports.

Elections may take considerable time and may continue on throughout the rest of the meeting.

In conducting an election the chair shall first call for a report, if any, from the nominations committee, and then for further nominations from the floor.

If the chair is one of the participants in the election, another member shall chair that portion of the meeting.

Normally the chair will ask for further nominations three times. After the membership has had the opportunity to submit further nominations a motion to close nominations is in order. It requires a mover and a seconder, is non debatable, and requires a majority vote to pass.

Alternatively when no further nominations are forthcoming, the chair may move immediately to the conduct of the election.

When multiple nominations are received elections shall be conducted by secret ballot.

A person shall be declared elected when s/he receives a majority of the valid ballots cast in the election, or a person may be declared elected by acclamation if no other member wishes to contest the election.

Old business:

The next item on the agenda shall be old business:

Old business is given priority because this part of the agenda includes motions arising from the matters discussed but not decided at a previous meeting.

Such matters should be disposed of before the meeting moves on to discuss new items.

Each motion shall require a mover and a seconder and a requires a majority vote to be adopted.

New business:

The next item on the agenda shall be new business:

This part of the agenda shall first deal with motions placed on the agenda under

new business at the beginning of the meeting.

When those motions have been dealt with, the meeting may consider motions that arise from discussion during the meeting.

Each motion shall require a mover and a seconder and requires a majority vote to be adopted.

If someone, at this point, wishes to move a motion on a matter which could have been placed on the agenda at the beginning of the meeting and which did not arise out of the discussions at the meeting, the chair may ask if there is unanimous consent to consider the matter.

If there is no objection the meeting may then consider the motion but if there is an objection the person wishing to introduce the new matter must make a motion to amend the agenda to discuss the proposed motion.

This motion shall require a mover and a seconder and a requires a two-thirds majority vote to change the agenda.

If the meeting agrees to amend the agenda to hear the motion, the motion may then be placed on the floor.

At this point it shall require a mover and a seconder and a majority vote to be adopted.

After completion of these items the chair may ask if there is unanimous consent to adjourn.

If there is no objection s/he may declare the meeting adjourned.

Alternatively a member may move that the meeting adjourn.

A motion to shall require a mover and a seconder and a majority vote to be adopted.

Once the meeting is adjourned it may not be reconvened without giving all members the appropriate notice of meeting.

Types of Motions:

The following motions are the only motions, which will be considered by a BCHPA business meeting.

Motions:

When considering a motion, the paramount consideration is that the proponent,

and any opponent, of it is acting in the best interest of the BCHPA and its membership.

Any imputation as to the motivation or character of a speaker is out of order and shall not be tolerated by the chair or the meeting.

All motions require a mover and a seconder.

There are three forms of motions: main motions, amendments to the main motion, and amendments to amendments of the main motion.

Normally all motions are debatable and members are recognized to speak by the chair in the order they appear on the floor.

Normally all motions require a majority vote of the members to be adopted but some, such as those changing the agenda subsequent to its adoption require a two thirds majority and **extraordinary resolutions** require a seventy-five percent majority vote to be adopted. 90 days notice of an Extraordinary resolution must be provided to BCHPA membership

Main motions: Motions may be made in the form of a motion that seeks to have the BCHPA endorse a position statement or policy that is consistent with the purposes of the BCHPA or that gives direction to the officers of the BCHPA to pursue a position or policy that is consistent with the purposes of the BCHPA.

A main motion shall succinctly and clearly state the issue to be addressed as a directive, procedure or policy.

It shall not include supporting statements unless it is the intention of the mover and seconder that all of the supporting statements also be adopted as a directive, procedure or policy.

A main motion requires a majority vote of the members to be adopted.

It is helpful to the conduct of the meeting but not mandatory, for motions to be clearly written out and given to the secretary prior to being introduced to the meeting.

Once a motion has been moved and seconded the chair recognizes the mover of the motion to introduce debate on the matter.

Thereafter the chair recognizes members in the order that they indicate a desire to speak to the motion.

From time to time members may feel that they have special information to present to the membership but that does not give them the right to interrupt the order of speakers already being recognized by the chair.

Members entering debates should bring new insight to the debate and should refrain from simply repeating comments that have already been heard.

Members are limited to speaking only once on each motion for a maximum of three minutes.

Members may speak only once on each main motion, only once on amendments to the main motion, and only once on amendments to amendments of the main motion.

Members may ask unlimited questions of the chair to clarify the intent or the effect of a motion but once a member states his/her position on the motion no further questions from that member are in order.

Where substantial debate on the issue has been heard on only one side of the issue the chair may ask if there are any contrary views to be considered and then hear from those members before returning to the original order of members appearing on the floor.

If there is no contrary view forthcoming the chair may ask the members for their consent to immediately consider the question.

After both sides of the debate have been heard and the chair is satisfied that the issue has been fairly discussed, a motion to “call the question” is in order.

Such a motion requires a mover and a seconder. It is non-debatable and requires a majority vote to pass.

If the motion passes the meeting moves immediately to vote on the main motion, the amendment or the amendment to the amendment that was being discussed.

If the meeting were discussing an amendment to an amendment or an amendment, the meeting would then resume discussion on the part of the motion that had not yet been disposed of.

Members should refrain from simply yelling out “**call the question!**” as this can be disruptive to the meeting and has no effect upon the discussion.

Motions may be disposed of by in a manner that makes clear the position of the BCHPA by their adoption or by their defeat, both requiring a majority vote of the members.

The BCHPA may wish to receive further information on the matter before taking a position or may not wish to take a position on the matter and may dispose of a motion without taking a position by referring it to another body, committee or meeting.

Such a referral may, but does not have to, include a request for a report back at a future date but such a request for a report back is not mandatory.

If members simply do not wish to take a position on a matter they may also move to table it.

Both motions to table and to refer require a majority vote of the members to be adopted.

Should a member believe that the discussion of the motion could be harmful to the organization s/he may move **“Objection to consideration.”**

Objection to consideration requires a mover and a seconder and must be made before discussion on the motion being objected to begins.

This is a motion on which only very limited debate is allowed.

Only the mover may explain why s/he believes discussion of the matter might be harmful to the BCHPA then meeting will then immediately proceed to vote on whether to consider the matter.

If the **“Objection to consideration”** motion is adopted by a majority vote, there will be no further discussion of the matter without a position having been taken on it.

Should a member have reason to believe the chair has erred in the conduct of the meeting s/he shall immediately rise on a “Point of Order”.

A **“Point of Order”** may interrupt the speaking order.

The member shall clearly identify what part of the Standing Rules and Procedures is not being followed.

The chair shall immediately respond to the Point of Order by, either by agreeing with it and amending the conduct of the meeting from that point forward, or by explaining his/her contrary position.

Following the chair's explanation s/he shall immediately ask for **“A motion to sustain the chair.”**

This motion requires a mover and a seconder and is non- debatable.

A negative decision on such a motion is not a criticism of the chair.

The chair is insensitive to the outcome and will be guided by the decision of the meeting.

Should there be no motion to sustain the chair forthcoming, or should the motion to sustain the chair not be successful the chair shall proceed in accordance with the rules suggested by the member but, should the motion to sustain the chair be adopted by a majority vote, the meeting will proceed in accordance with the ruling by the chair.

Challenges to the chair or conduct of the meeting shall not be considered after the meeting has made a decision on an issue or after the meeting has adjourned unless the matter concerns the rights of those members not present at the meeting.

Motions, once placed on the floor, become the property of the meeting and may not be withdrawn by the mover or seconder until the meeting disposes of them.

Motions may be amended, if the members so choose, to clarify the main motion. A member may not amend his/her own motion.

An amendment may not be contrary to the intent of the main motion but only to clarify it. An amendment requires a mover and seconder.

An amendment, once proposed, becomes the sole topic for debate until it is dealt with and requires a majority vote of the members to take effect.

Discussion of the main motion while the amendment is being dealt with is not in order.

An amendment being discussed may be further clarified by another proposed amendment.

The amendment to the amendment, once proposed, becomes the sole topic for debate until it is dealt with and requires a majority vote of the members to take effect.

Discussion of the original amendment while the amendment to the amendment is being dealt with is not in order.

Further amendments are not in order while an amendment to an amendment is being discussed.

The secondary amendment must be dealt with before further amendments to the amendment may be considered.

Once a motion is disposed of by its adoption, defeat, referral, or tabling it may not be discussed again at the same meeting unless a motion to reconsider is brought to the meeting by a member who was on the prevailing side of its disposition.

A motion to reconsider requires a two-thirds affirmative vote to be adopted as it

involves change to the agenda.

Policy Motions: From time to time is appropriate that the BCHPA develop a policy position.

Policy positions are ones that assert the BCHPA belief about an issue but for which the BCHPA cannot control the outcome.

Issues such as the importation of bees, pesticide use, or similar items are examples of this type of motion.

Such motions should begin with the stem “**That the BCHPA policy is....**”. Followed by the proposed policy. Should a member make a motion that the chair believes is a policy statement, the chair should clarify that before the debate begins and suggest the appropriate change to the wording of the motion.

Policies, once adopted, remain the policy of the organization until they are removed or amended.

The secretary shall keep a record of all such policies and shall ensure that they are placed on a meeting agenda for reconsideration at least once within each five-year period after their adoption.

Procedure Motions: From time to time is appropriate that the BCHPA develop procedure positions.

Procedure positions are ones that the BCHPA can control the outcome. Issues such as the frequency or location of meetings, reports required of its officers or similar items are examples of this type of motion.

Such motions should begin with the stem “**That the BCHPA procedure is....**” followed by the proposed procedure. Should a member make a motion that the chair believes is a procedure statement, the chair should clarify that before the debate begins and suggest the appropriate change to the wording of the motion.

Procedures, once adopted, remain the procedure of the organization until they are removed or amended.

The secretary shall keep a record of all such procedures and shall ensure that they are placed on a meeting agenda for reconsideration at least once within each five-year period after their adoption.

Executive and table officer Meetings:

Executive and table officer meetings shall follow the general outline of general business meetings: advance notice of the meeting and its proposed agenda,

approval of prior minutes, old business and new business, followed by adjournment.

It is appropriate to have such meetings either in a physical location where all members are gathered together or by teleconference or telecommunication mediums.

Meetings shall be scheduled by the table officers or the executive concerned but may also be called by the chair or any three members providing that appropriate notice can be given to each member.

Because these meetings involve a smaller number of members it is appropriate to seek consensus on the issues before the meeting and limits on the speaking to various issues may not be appropriate.

The chair should endeavour to ensure that all members who wish to state their opinions on the issues being discussed are heard.

Members of the group should refrain from being repetitive and ensure their comments pertain to the matter at hand.

Where consensus is reached a motion to that effect should be entered in the minutes.

Where consensus is not possible or when one or more members appear to be dominating debate, it is appropriate for the chair to follow the rules for regular business meetings.

Matters to be discussed in private:

From time to time matters arise which the discussion of in public might be harmful to the BCHPA or its members, or simply inappropriate to discuss in public.

Such issues might include financial matters, personnel matters or matters concerning the conduct of a member or members.

A motion to "**move into private session to discuss confidential matters**" is appropriate in these circumstances.

The motion requires a mover and a seconder and requires a majority vote to be adopted.

It is inappropriate for members to share the discussions occurring in these private sessions with non-members.

While the members meet in private they may continue to make motions but, in the

disposition of such motions and before the public session of the meeting resumes, they should also agree upon what information about the motions, if any, will be made public.

APPENDIX B

Procedures for BCHA operations:

Not done but this is where procedures for expense claims, dispersals from funds, AGM operations etc should go so that they are consistent and easy to find.

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APPENDIX C

BCHA policies:

Not done but policy decisions such as importation of bees from the USA, pesticides etc should go here.

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