



Algoma District Services Administration Board

Board Constitution - Approved January 28, 1999

- 1.** The Board shall be a corporation and the number of members and the Areas they represent and the manner of their appointment shall be as set out in the schedule to the Regulations of the District Social Services Administration Boards Act.
- 2.** Notwithstanding anything in the Constitution, the municipalities of the Areas designated in the Regulations shall select among themselves, the member or members for the Board representing that Area. Where a tie breaking procedure is required in any area balloting will continue until the appropriate level of representation is reached eliminating the candidate with the lowest number of votes on each successive ballot.
- 3.** An annual general meeting of all municipalities participating in the operation of the Board shall be held the fourth Thursday in April of each year.
- 4.** Special general meetings may be called at any time at the request of a majority of the municipalities participating in the operation of the Board, a majority of Board members, or by the Chair, for the purpose set forth in the request.
- 5.** Notice of a general meeting shall be served, by the Board, on all municipalities participating in the operation of the Board, by certified mail at least 15 days before the time fixed for the holding of the meeting.
- 6.** At any general meeting a majority of the municipalities present shall form a quorum.
- 7.** Each municipality may select one voting delegate to attend any general meeting and shall notify, in writing, the Board Chair the name of the delegate prior to the meeting.
- 8.** Following the municipal elections, each of the municipal geographic wards will have an election meeting. These meetings will be held by January 15 . Each geographic ward meeting will be considered valid if a majority of municipalities forming that geographic ward assemble in person or by other means and elect the required representative(s) from amongst themselves.

Following the municipal elections, an election for the representative from the unincorporated areas will be held under rules to be approved by the Ministry of Community and Social Services.

9. Each member of the Board other than the members at large shall be for a term to coincide with the municipal elections.

10. Each municipally appointed member of the Board serves at the pleasure of the council or the geographic area which appointed or elected them. Each council may replace their appointment by a resolution of their council. Each geographic area may replace their appointment(s) by a majority vote of the municipalities within that geographic area.

The member of the Board from the unincorporated area serves at the pleasure of the unincorporated area which elected them. The unincorporated area may replace their representative by a new election to be held under rules to be approved by the Ministry of Community and Social Services.

11. A member at large of a Board shall hold office for a term to be set by the Lieutenant Governor in Council.

12. The Board Administrator shall have the responsibility of ascertaining those duly appointed Board members and shall advise each municipality in the operation of the Board of the members appointed for each term of office.

13. The Board Chair shall preside at the annual meeting and shall determine the agenda.

14. At each annual meeting the last completed auditor's report, the financial report on the preceding year's operation of the Board and the Chair's report shall be presented.

15. Meetings of the Board shall be held monthly unless otherwise approved by a majority of the Board.

The Chair of Board may call additional meetings as required

The Chair of each Committee may call Committee meetings as required subject to the Board Committee rules

A meeting of the Board may be conducted by tele-conference, video-conferencing or other means of distance communication.

15.1 The Board shall, at its first meeting after the first day of January in each year, elect from among its members a Chair and Vice-Chair.

15.2 The member of the Board who is elected Chair shall serve as such until the first meeting of the New Year, and, may be re-elected as Chair for the ensuing year, subject to sub-section 15.3.

15.3 No member of the Board shall serve for more than three (3) consecutive years as Chair.

15.4 Special meetings of the Board may be called at any time by the Chair

16. Where a member of the Board in the geographic wards ceases to act as such for any reason, the successor to fill the vacancy will be appointed by the municipalities in that geographic ward. Where a member of the Board from a single municipality ceases to act as such for any reason, the successor to fill the vacancy will be appointed by that municipality.

Where a member of the Board from the unincorporated area ceases to act as such for any reason, the successor to fill the vacancy will be elected by the unincorporated area under rules to be approved by the Ministry of Community and Social Services.

17. A quorum for a meeting of the Board shall be a simple majority of the municipally appointed members and the representative from the unincorporated.

18. The Board shall appoint the following committee:

- French Language Services
- Personnel

Other committees may be appointed on an as needed basis and for a term to be set by the Chair.

19.

A. The Chair shall preside at all meetings of the Board, enforce order and observance of the by-laws and regulations, sign all necessary documents and have general supervision over the work of the Board.

B. During the absence of the Chair, the Vice-Chair shall exercise those duties and functions.

C. In the event of both Chair and Vice-Chair being absent at a meeting, the attending members may elect one of their numbers to preside, and the member so elected shall have all the powers of the Chair while so presiding.

20. The Board may enact by-laws for the transaction of business for the regulations of its employees and for all other purposes and shall, during their term of office, have full and complete management control and disposal of the affairs, property, and funds of the Board.

21. All employees in the absence of agreements to the contrary, shall be subject to removal by resolution of the Board at any time.

22. All procedures shall be according to Robert=s Rules of Order, unless otherwise indicated by Provincial legislation or this Constitution.

23. The Constitution may be amended at any time between annual meetings by a 2/3 majority of the Board of Directors, in which event the amendment or amendments shall be ratified by a majority of those in attendance at the next annual meeting.

24. The Board shall be the Board of Appeal for any administrative decision, in respect to staff, office procedure and all discretionary programs.

25. Appeals in respect to the granting of mandatory assistance programs shall be made to the Social Benefits Tribunal.

26. Any decision of the Board to expand services beyond those set out as mandatory services in the District Social Services Administration Board's Act or any significant change in the Board's terms of reference will be by a resolution approved by a majority of the municipalities and the unincorporated area who represent a majority of the population served by the Board.