

Rules of Procedure Part I - Internal Matters

made under subsection 4(10) of the
Primary Forest Products Marketing Act
R.S.N.S. 1989, c. 355
N.S. Reg. 95/88

Meeting of the Board

1 (1) The Board or Chairman may fix the time, date, and place of any meeting of the Board.

(2) If a meeting of the Board is called as provided for in 1(1) above, the Chairman or, on instruction from the Chairman, the Executive Officer shall give to the members of the Board three (3) clear days notice of the meeting specifying the place, day and hour thereof.

(3) The non-receipt of any notice by a member of the Board shall not invalidate the proceedings of a meeting of the Board or any act, decision, order or direction done or made at the meeting.

(4) In the absence of the Chairman, the Vice-Chairman shall act in his stead.

Waive notice of meeting

2 The Chairman, with the approval of the majority of the members of the Board, may waive the three (3) clear days notice of meeting required by Rule 1(2) above.

Telephone conference call meeting

3 If the Chairman is of the opinion that a matter or matters can be dealt with prudently and properly by members of the Board participating in a so-called telephone conference call, the Board may hold a meeting by a telephone conference call.

Quorum

4 The Board shall not transact business or make decisions unless a quorum of members is present.

Presiding officer

5 The Chairman of the Board or, in his absence, the Vice-Chairman shall preside as chairman of every meeting of the Board.

Recording secretary

6 A recording secretary shall be appointed for each meeting of the Board.

Recording vote

7 (1) Except as hereinafter provided, and except when there is unanimity, the recording secretary shall record in the minutes the declaration of the Chairman that a resolution is carried or lost without proof of the number or proportion of the members recorded in favour and against the resolution.

(2) A declaration by the Chairman that a resolution has been carried and an entry to that effect in the record of the proceedings of the Board shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour or against such resolution.

(3) If at least two members demand a poll, the recording secretary shall record the declaration of the Chairman that a resolution is carried or lost together with the numerical results of the poll.

(4) If a member requests that

(a) his vote for or against a motion or resolution; or

(b) his abstinence from voting thereon

be recorded, the recording secretary shall record his name and his vote or his abstinence as requested.

Adjournment

8 The Chairman may, with the consent of the Board, adjourn any meeting from time to time and place to place.

Fiscal year

9 The fiscal year of the Board shall be the period beginning the first day of April in any year and ending on the 31st day of March in the year next following.

Chairman of the Board

10 The Chairman is the Board's senior executive officer and is responsible to manage the organization and direct the staff. Without limiting the foregoing, the Chairman is responsible to

- (a) assist the Board in achieving the purposes and objectives of the Act;
- (b) be the official spokesperson for the Board;
- (c) preside at meetings of the Board;
- (d) prepare and present to the Board for approval appropriate budget and financial information as requested by the Board;
- (e) prepare and present to the Board for approval an annual report of the activities of the Board;
- (f) arrange for the custody of the seal, books, records and other data of the Board;
- (g) arrange for the publication of notices, orders, regulations and other documents required to be published;
- (h) perform such other duties and responsibilities which the Board may assign from time to time.

Employees

11 Persons employed by the Board shall perform such duties as assigned to them by the Chairman.

Inspecting records

12 Any member of the Board, upon giving reasonable notice, may inspect the books and records of the Board.

Signing authority

13 (1) If the Board approves the record of a previous meeting of the Board, the Chairman shall sign the record and his signature shall constitute proof of the approval.

(2) Any two of the Chairman and the Vice-Chairman and the Executive Officer shall execute on behalf of the Board contracts, deeds, bills of exchange, loan agreements and other like instruments and documents authorized by resolution of the Board.

(3) The Chairman shall sign orders duly made by the Board and any other documents not included in subsections (1) and (2) of this Rule.

Using services and systems of government

14 The Board shall use to the extent possible and practicable the services and systems of appropriate departments of government, particularly with reference to housing, finances, purchasing, legal advice and other functions of normal administration.

Annual audit

15 The accounts of the Board shall be audited annually and a copy of the audited statement shall be sent to the Minister of Natural Resources.

Annual report

16 A report of the activities of the Board shall be prepared annually and a copy of the report approved by the Board shall be sent to the Minister of Natural Resources.

Seal

17 The Executive Officer shall affix the seal to any document which requires that the Board seal be affixed.

Amendments

18 The Board may amend these Rules of Procedure at any meeting of the Board.