



# Manitoba Municipal Administrators

Local Leaders, Thriving Communities

By-law #1

## Constitution of the Manitoba Municipal Administrators Association

September XX, 2025

|  |    |
|--|----|
| ARTICLE 1 - PURPOSE                            | 1  |
| ARTICLE 2 - GENERAL OBJECTS                    | 1  |
| ARTICLE 3 - INTERPRETATION                     | 2  |
| ARTICLE 4 – MEMBERSHIP                         | 2  |
| Member Classification                          | 2  |
| Eligibility                                    | 4  |
| Responsibilities of Members                    | 6  |
| Rights of Members                              | 6  |
| Membership Fees                                | 7  |
| Members in Transition                          | 8  |
| Termination of Membership                      | 8  |
| Expulsion of Members                           | 9  |
| Member Discipline                              | 10 |
| Member Standing within the Association         | 11 |
| Member Registry                                | 11 |
| ARTICLE 5 – DISTRICTS                          | 12 |
| ARTICLE 6 – EXECUTIVE COUNCIL                  | 12 |
| ARTICLE 7 – DUTIES OF OFFICERS                 | 14 |
| ARTICLE 8 – EXECUTIVE COMMITTEE                | 16 |
| ARTICLE 9 – QUALIFICATIONS AND TERMS OF OFFICE | 16 |
| ARTICLE 10 – ELECTIONS                         | 18 |
| ARTICLE 11 – APPOINTMENT OF EXECUTIVE DIRECTOR | 19 |
| ARTICLE 12 – VACANCIES                         | 19 |
| ARTICLE 13 – MEETINGS                          | 20 |
| ARTICLE 14 – FINANCE PROVISIONS                | 21 |
| ARTICLE 15 – GENERAL PROVISIONS                | 22 |

**WHEREAS** pursuant to the terms of *The Manitoba Municipal Administrators Association Inc. Act*, The Manitoba Municipal Secretary-Treasurers Association was continued as a body corporate under the name "The Manitoba Municipal Administrators Association Inc." (The "Association")

**AND WHEREAS** section 10(2) (j) of the Act provides:

The Executive Council may by by-law

(j) Provide for the establishment of a constitution...

**NOW THEREFORE** the Executive Council of the Manitoba Municipal Administrators Association Inc, enacts the following as a by-law:

## **ARTICLE 1 - PURPOSE**

- 1.1 The purpose of this by-law is to establish a constitutional by-law for the Association and to regulate and govern the organization, membership, and proceedings of the Association.
- 1.2 The provisions of this by-law are in addition to those contained in the Act.

## **ARTICLE 2 - GENERAL OBJECTS**

In addition to the General Objects found in the Act, The Manitoba Municipal Administrators' Association goals and objectives are as follows:

- a) To promote the recognition of the importance and responsibility of the work performed by M.M.A.A. members.
- b) To encourage members to carry out their work with diligence, professionalism, ethics, and integrity.
- c) To endeavor to maintain an effective working relationship with the Provincial Department appointed to service and support municipalities and the elected official organization.

## **ARTICLE 3 - INTERPRETATION**

- 3.1 This by-law may be referred to as the "By-law #1 - The Constitution of the Manitoba Municipal Administrators' Association".
- 3.2 "Quasi municipal body" is any organization that is governed by elected officials and whose responsibility is to serve the local government electorate

## **ARTICLE 4 – MEMBERSHIP**

- 4.1 The Members of the Association are:
- a) those natural persons who are Members in good standing on the date these By-laws come into force; and
  - b) those natural persons who subsequently become Members in accordance with these By-laws,
  - c) provided, in each case, that such person has not ceased to be a Member in accordance with these By-laws.

### Member Classification

- 4.2 There are two classes of Voting Members:
- a) Registered Member; and
  - b) Life Member.

- 4.3 There are four classes of Non-Voting Members:
- a) Affiliate Member
  - b) Honorary Member
  - c) Student Member
  - d) Retired Member
- 4.4 Non-voting Members may not be elected to any position (or as alternates to positions) on the Executive Council with the following exceptions:
- a) Retired Members may serve out the remainder of their term if they become Retired Members while serving on the Executive Council.
  - b) The Member is appointed to the Executive Council subject to the by-laws of the Association.
- 4.5 To become a Member, a person must apply to the Association.
- 4.6 An eligible person may become a Member upon:
- a) completion of the application in accordance with the admission process;
  - b) payment of all fees, dues, levies, or assessments owing; and
  - c) acceptance by the Executive Council or its delegate.
- 4.7 The Executive Council or its delegate may accept an application from an eligible person and may refuse any application for membership for any reasons considered appropriate in the Executive Council's sole discretion.
- 4.8 The Executive Council may establish any additional policy, procedures, terms, or conditions regarding admission to the Association.

## Eligibility

- 4.9 To be eligible to be accepted as a Registered Member, a person must:
- a) be eighteen years of age or older;
  - b) be employed by or under contract in Manitoba with a municipality, local government district, or quasi-municipal body in an administrative, clerical, or management position;
  - c) pay the applicable dues, fees, and assessments for a Registered Member; and
  - d) meet other criteria as the Executive Council may establish by policy.
- 4.10 To be eligible to be accepted as a Life Member, a person must:
- a) have been a Registered Member;
  - b) have made a significant contribution to municipal administration or the Association as would warrant such outstanding honor;
  - c) have been conferred life membership pursuant to a resolution adopted by the Executive Council; and
  - d) meet other criteria as the Executive Council may establish by policy.
- 4.11 To be eligible to be accepted as an Affiliate Member, a person must:
- a) be an employee of the Governments of Manitoba or Canada; or
  - b) be an employee or owner of a private business, association, or non-profit organization with an interest in municipal government; or
  - c) an employed private individual who has an interest in municipal administration; or
  - d) be a person who otherwise meets the criteria for a Registered Member but is employed by a municipality outside of Manitoba.

And:

- e) pay the applicable dues, fees, and assessments for an Affiliate Member; and
- f) meet other criteria as the Executive Council may establish by policy.

4.12 To be eligible to be accepted as an Honorary Member, a person must:

- a) have not been a Registered Member;
- b) have made a significant contribution to municipal administration or the Association as would warrant such outstanding honor;
- c) have been conferred honorary membership pursuant to a resolution adopted by the Executive Council; and
- d) meet other criteria as the Executive Council may establish by policy.

4.13 To be eligible to be accepted as a Student Member, a person must:

- a) have not previously been a Member;
- b) be enrolled in the CMMA program or a full or part-time course of related studies in an accredited Canadian post-secondary institution;
- c) pay the applicable dues, fees, and assessments for a Student Member; and
- d) meet other criteria as the Executive Council may establish by policy.

4.14 To be eligible to be accepted as a Retired Member, a person must:

- a) have been a Registered Member;
- b) be retired from full-time employment;

- c) not be eligible for affiliate membership;
- d) pay the applicable dues, fees, and assessment for a Retired Member; and
- e) meet other criteria as the Executive Council may establish by policy.

#### Responsibilities of Members

4.15 All Members shall:

- a) Uphold and act in accordance with this Constitution;
- b) comply with the Association's By-laws and any policies adopted by the Executive Council;
- c) comply with the Association's Professional Code of Conduct and any other standards or duties of care as may be established by the Association from time-to-time; and
- d) not interfere or obstruct the purposes, aims and objectives of the Association.

#### Rights of Members

4.16 A Voting Member has the following rights of membership:

- a) to receive notice of, and attend, all general meetings of the Members;
- b) to move, second, and speak to motions at general meetings of the Members in accordance with the Associations meeting procedures;
- c) vote on motions at a general meeting of the Members;



- d) to stand for election to the positions on the Executive Council for which they are eligible; and
  - e) notwithstanding the foregoing, a Life Member may only stand for election if they meet the eligibility requirements set out for a Registered Member.
- 4.17 A Non-Voting Member has the following rights of membership:
- a) to receive notice of, and attend, all general meetings of the Members; and
  - b) to speak to motions at general meetings of the Members in accordance with the Association's meeting procedures.
- 4.18 A non-voting member may not move, second, or vote on motions at a general meeting, nor can they stand for election any position on the Executive Council.
- 4.19 Notwithstanding the foregoing, a Retired Member who at the time of retirement was serving in a position on the Executive Council, may complete their full-term of that office.
- 4.20 The Executive Council may by policy, characterize or clarify, or may establish additional terms and conditions to, the rights and responsibilities of Members.

#### Membership Fees

- 4.21 The Executive Council:
- a) shall set the annual dues for the Members;
  - b) may set differentiated amounts for annual dues for classes or types of memberships;
  - c) may provide discounts, reduced rates, or incentives for the purposes of attracting and retaining members;

- d) may levy any additional fees, levies, or assessments as it deems necessary; and
- e) may establish any policy and procedures pertaining to dues, fees, levies, and assessments.

4.22 Membership dues:

- a) are payable at the start of the fiscal year of the Association or other such time as may be established by the Executive Council; and
- b) become delinquent after three (3) months, if not paid.

Members in Transition

- 4.23 A Registered Member in good standing, who due to being unemployed, no longer meets the eligibility requirements set out for registered membership, may maintain their registered membership for up to two years without re-gaining employment that meets the eligibility requirements.
- 4.24 Upon submission of a written request, the Executive Council or their delegate, at their sole discretion, may waive the payment of annual dues, fees, levies, or assessments for Members in transition.

Termination of Membership

- 4.25 A person will cease to be a Member:
- a) by giving written notice of resignation by mail or electronic means to the Executive Director;
  - b) upon death;
  - c) if the Member has been delinquent in paying any outstanding fees, duties, levies, or assessments for six (6) consecutive months;
  - d) if the Member ceases to meet the qualifications to be a Member as

set out in the Association's by-laws and policies; or

e) upon being expelled from the Association.

4.26 A Member in good standing, that ceases to meet the eligibility requirements of one class of member, may transfer their membership to another class of member provided they meet the eligibility requirements of that class and pays any difference in the annual dues, fees, levies, or assessment.

4.27 No refund will be provided for terminated or transferred memberships.

#### Expulsion of Members

4.28 A Member may be expelled by:

a) a motion of the Executive Council adopted by at least two-thirds of all Directors; or

b) the results of a disciplinary process set out by the by-laws and policies of the Association.

4.29 The Executive Council may reinstate a person who has ceased to be a Member if:

a) the person pays any outstanding dues, fees, levies, and assessments; and

b) the matter that resulted in the termination of the membership has been resolved to the satisfaction of the Executive Council and in accordance with all applicable by-laws and policies.

4.30 In the case of memberships terminated due to a disciplinary process, reinstatement shall be subject to any restrictions placed on reinstatement by the disciplinary process.

4.31 Reinstated memberships may:

a) Include special terms and conditions as set out in policy or at the discretion of the Executive Council; and

- b) be in the same classification as it was prior to termination provided that the person still meets the eligibility requirements, or a different classification for which the person meets the eligibility requirements.
- 4.32 The Executive Council may by policy, establish further requirements and provisions for the reinstatement of terminated memberships.

#### Member Discipline

- 4.33 Following an appropriate investigation conducted in accordance with the policies established by the Executive Council, a Member may be disciplined, suspended, or expelled by the Association if they:
- a) have failed to comply with the by-laws or policies of the Association;
  - b) violated the Association's Professional Code of Conduct or any other standards or duties of care as may be established by the Association from time-to-time;
  - c) engaged in actions which are deemed detrimental to the purposes, aims, or objectives of the Association; or
  - d) been convicted of a criminal offense.
- 4.34 The Executive Council shall establish policy, procedures, and protocol that will govern the initiation, investigation and adjudication of complaints, and the imposing of the discipline on a Member.
- 4.35 Policy, procedure, and protocols governing member discipline shall:
- a) ensure that complaints are not frivolous or submitted anonymously;
  - b) ensure the Member receives a copy of the complaints made against them;

- c) ensure the Member is afforded a reasonable opportunity to respond to the complaint and can attend a hearing where the matter is considered;
- d) ensure the Member receives written documentation of any disciplinary decision and action to be taken by the Association;
- e) provide an opportunity to appeal the initial disciplinary decision; and
- f) ensure the disciplinary process is transparent and fair.

#### Member Standing within the Association

4.36 To be considered in good standing a Member must:

- a) not be delinquent in paying any required dues, fees, levies, and assessments;
- b) not be censured or suspended as a result of a disciplinary action of Association.

4.37 A Member who is not in good standing shall not benefit from or exercise the Member rights set out in this by-law, other than the right to receive notice of, and attend, all general meetings of the Members.

#### Member Registry

4.38 The Association shall maintain and make public a register of all Members.

4.39 The Member Registry shall include the following information:

- a) the full name of the Member;
- b) the class of their membership;

- c) the current standing of their membership.
- 4.40 Where Members are not in good-standing, the registry shall indicate whether the Member is pending, not-in-good standing, censured, suspended, or another status as may be provided for by the by-laws and policies of the Association.
- 4.41 The Executive Council may establish policy, procedures, and protocols to govern the maintenance of the Member Registry.

## **ARTICLE 5 – DISTRICTS**

- 5.1 The Province of Manitoba shall be divided into eight districts, more particularly described in Schedule “A”, for the purpose of:
  - a) Holding meetings of the members located in the district
  - b) Electing a representative Director to the Executive Council and an alternate who shall act in the absence of the Director
- 5.2 The District to which a member belongs shall be determined by the location of their office

## **ARTICLE 6 – EXECUTIVE COUNCIL**

- 6.1 The business and affairs of the Association shall be controlled, managed, and regulated by the Executive Council consisting of those Officers of the Association set forth in section 7(1) of the Act and:
  - a) One Director from each District as described in Schedule “A”
  - b) The Immediate Past President
  - c) The Executive Director who shall act as Secretary-Treasurer

- 6.2 The objects or powers of the Association shall be carried out and exercised by by-laws and resolutions passed by the Executive Council; but every by-law, unless confirmed at a general meeting of the Association for the purpose of confirming it, shall have force only until the next annual general meeting; and in default of confirmation shall cease to have force.
- 6.3 In addition to the powers set forth in the Act, the Executive Council may by by-law:
- a) Establish the qualification for and the conditions of registration for members,
  - b) Regulate and govern the conduct of members of the Association in the practices of their business or profession, by prescribing a code of ethics, rules of professional conduct and standards of practice, and for providing for the suspension, expulsion or other penalty for professional misconduct, incapacity, or incompetence,
  - c) Prescribe fees payable to the Association, other than annual membership fees,
  - d) Govern the calling, conducting, and holding of meetings of the Executive Council and members of the Association,
  - e) Authorize the spending of funds for any purposes that advance the knowledge and education of members, to improve the standards of the practice in municipal administration, and to support and encourage public information and interest in the past and present role of Chief Administrative Officers, treasurers, and administrators in society,
  - f) Establish the qualifications for membership in the various membership categories,
  - g) Provide for the manner in which records and the making of reports are maintained and kept for and by the

Association.

- h) Provide for the custody and use of the Seal of the Association.
- 6.4 The Executive Council may, by resolution, establish policies and procedures related to any Association by-law and which shall be kept together in a policy manual.
- 6.5 The Executive Council may appoint such committees as it deems expedient, and it may delegate to them its powers respecting the examination of any question or the execution of specified duties.
- 6.6 The Executive Council may, by resolution, appoint ex-officio members from other local government organizations to the Executive Council as they see fit. These ex-officio members have no voting privileges.

## **ARTICLE 7 – DUTIES OF OFFICERS**

The Officers of the Association and their duties shall be as follows:

- 7.1 The President shall:
  - a) Be the Head and Chief Executive Officer of the Association
  - b) Be an ex-officio member of all Committees
  - c) Preside at all meetings of the Association, the Executive Council, and the Executive Committee;
  - d) Maintain order and decorum and decide questions of order, subject to appeal to the Executive Council, or at the President's discretion, to the general membership;
  - e) Keep informed on the performance of all duties by the other Officers of the Association; and
  - f) Attend to such measures as will promote the objects and welfare of the Association.



7.2 The Vice-President shall, in the absence of the President at any meeting:

- a) Preside at any such meetings, and
- b) Be vested with all the duties and authority of the President while so presiding.

7.3 The Executive Director shall:

- a) Record in a minute book all resolutions, decisions and other proceedings of the Executive Committee and the Executive Council and all proceedings of the Annual General Meeting and Special General Meetings;
- b) Conduct all correspondence of the Association, the Executive Committee, and the Executive Council
- c) Send all notices to all members of the Association, the Executive Committee, and the Executive Council
- d) Keep all records, minutes, by-laws, and other necessary documents in a place of safekeeping
- e) Receive and deposit all money belonging to the Association, in a Chartered Bank, Credit Union, or Caisse Populaire in the name of the Association
- f) Ensure the proper fees are levied and collected and keep a record of all monies received;
- g) Prepare an annual statement of receipts and disbursements and provide this statement to the auditor when directed to do so by the Board; and
- h) Perform such other duties as are directed by the Executive Council or the Executive Committee.

7.4 A Director shall:

- a) Call an annual meeting of the District Members
- b) Preside at meetings of the District Membership, and
- c) Perform such duties as may be assigned by the Executive Committee or the Executive Council.

## **ARTICLE 8 – EXECUTIVE COMMITTEE**

- 8.1 Subject to any regulations the Executive Council may prescribe, the Executive Committee shall, during intervals between Executive Council meetings, possess and may exercise such powers of the Executive Council as defined by the Executive Council in the administration of the business and affairs of the Association.
- 8.2 The Executive Committee may make regulations as it sees fit to govern the calling and holding of its meetings.
- 8.3 All minutes of the Executive Committee shall be presented at the next Executive Council meeting.
- 8.4 The Executive Committee shall be composed of the President, the Vice-President, and the Past President.

## **ARTICLE 9 – QUALIFICATIONS AND TERMS OF OFFICE**

- 9.1 Any Registered Member in good-standing of the Association shall be eligible for election to the Executive Council
- 9.2 The term of office of the President shall be three years, with no eligibility for consecutive re-election.
- 9.3 The President shall be elected at the annual meeting and shall hold office until the close of the third annual meeting following their

election, at which time their successor shall take office.

- 9.4 The term of office of the Vice-President shall be three years, with no eligibility for consecutive re-election.
- 9.5 The Vice-President shall be elected at the annual meeting and shall hold office until the close of the third annual meeting following their election, at which time their successor shall take office.
- 9.6 The term of office for Directors in Districts One through Seven shall be for three years, with no eligibility for consecutive re-election.
- 9.7 Directors in Districts One through Seven shall be elected at the Annual District meeting of the Association and shall hold office until the close of the third annual meeting following their election, at which time their successor shall take office.
- 9.8 The term of office for Alternate Directors shall be one year, with the right of eligibility for re-election. There shall be no limit on the number of re-elections for which an Alternate Director is eligible.
- 9.9 Alternate Directors shall be elected at the Annual District meeting of the Association and shall hold office from the adjournment of the annual meeting until their successor assumes office.
- 9.10 Where an appointment has taken place in accordance with Article 12, the portion of the term shall not be included in the term stipulated in this Article.
- 9.11 The Chief Administrative Officer for the City of Winnipeg shall annually appoint one Member to represent District Eight on the Executive Council and may also appoint an alternate. They shall notify the Executive Council in writing no later than January 1 of each year with the names of the appointed representatives. There shall be no term limits for appointees from District Eight.
- 9.12 Where a member has served on the Executive Council for the term specified in this Article and is therefore ineligible to be re-elected, the person shall regain their eligibility after the expiration of one year

out of office.

9.13 To ensure continuity of the Executive Council, Directors shall be elected in alternating years, with Districts 1, 3, 5, and 7 being elected in one year, and Districts 2, 4, and 6 being elected in the following year.

9.14 To allow for the transition to the terms of office, the MMA shall enact the following provisions:

a) In 2025, Executive Council elections shall proceed in accordance with the current by-laws. District Directors who have served more than three consecutive years on the Executive Council as of the 2025 election shall not be eligible for re-election. Members with less than three consecutive years of service may seek re-election.

b) In 2026, all District Director positions shall be open for election at the annual meeting. Directors from Districts 1, 3, 5, and 7 shall be elected to a two-year term (2026–2028). Directors from Districts 2, 4, and 6 shall be elected to a three-year term (2026–2029). Any current Director at the time of the 2026 election shall be eligible to run for a new term, provided they have not already exceeded the three-year term limit.

c) The terms for the President and Vice-President shall be extended by one year and the next election for these positions shall take place in 2027 at the annual meeting.

d) Beginning in 2028, Executive Council elections shall follow a three-year cycle:

- Year 1: Elections for Districts 1, 3, 5, and 7
- Year 2: Elections for Districts 2, 4, and 6
- Year 3: Election for President and Vice-President

e) All subsequent terms shall be three years in length as per Article 9.

## **ARTICLE 10 – ELECTIONS**

- 10.1 Only eligible members who are in good standing shall be entitled to vote during any election of officers or on any matter requiring a vote.
- 10.2 All matters except elections shall be decided by majority vote of the members in attendance at the annual general meeting. All voting during any election shall be by ballot (paper or electronic means) and the candidate receiving fifty percent (50%) or more of the vote shall be declared elected. If there are three or more candidates on the ballot (paper or by electronic means) and none of the candidates receive fifty percent (50%) or more of the vote on the first vote, the candidate with the least number of votes shall be dropped from the ballot (paper or electronic means) and a second vote taken. This procedure shall continue until a vote has determined that a candidate has received fifty (50%) or more of the vote.
- 10.5 In the case of a tie vote between two candidates, a second vote shall be taken. If after the second vote a tie still exists, the deciding vote shall be cast by lot, with the Presiding Officer making the draw.
- 10.6 Scrutineers shall report the result of each vote to the Presiding Officer who shall announce the result to the Meeting. In an electronic meeting, the Executive Director shall report the results of each vote.
- 10.7 The Presiding Officer shall not announce the number of votes for each candidate unless a majority of the members in attendance shall otherwise direct.
- 10.8 No objection to validity of any vote will be allowed, except at the meeting and at the time of the taking of the vote.
- 10.9 The Presiding Officer shall be the sole judge of the validity of every vote taken at any meeting.
- 10.10 The Immediate Past President shall be the Presiding Officer at the Election of Officers at the annual meeting.

## **ARTICLE 11 – APPOINTMENT OF EXECUTIVE DIRECTOR**

- 11.1 An Executive Director shall be appointed by resolution of the Executive Council to serve for such term and upon such conditions, as the Executive Council shall determine.
- 11.2 The Executive Council may by resolution split the duties of the Executive Director into the offices of Treasurer and Secretary.

## **ARTICLE 12 – VACANCIES**

- 12.1 A vacancy shall occur in the Executive Council when:
- a) A member resigns;
  - b) A member dies;
  - c) A member ceases to be an eligible member of the Association;
  - d) A member ceases to be in good-standing;
  - e) A member is absent from three consecutive Executive Council meetings without the written consent of the Board;
  - f) A member is convicted of an indictable offence;
  - g) A District fails to elect a Director at the Director meeting; or
  - h) A member is granted a leave of absence by the Board.
- 12.2 When a vacancy occurs in the Executive Council for any cause, the Executive Council shall fill the vacancy by designating Executive Council members as follows:
- a) Vice-President to replace the President

- b) Director to replace the Vice-President
- c) Alternate Director to replace Director

- 12.3 A vote of the Executive Council shall determine the Director to replace the Vice-President if more than one indicates they are prepared to complete the vacant term.
- 12.4 The foregoing designations shall be deemed "Acting" and for all vacancies except an approved leave of absence, shall remain in effect until the end of the term of office in which the Acting individual is fulfilling. Those Acting in place of an Executive Council member who is on an approved leave of absence, shall remain Acting until such time as the leave of absence is complete or the end of the term of office is fulfilled.
- 12.5 The process for requesting, approving and administering a leave of absence for a member of the Executive Council shall be established by policy.

## **ARTICLE 13 – MEETINGS**

- 13.1 The annual meeting of the Association shall be held at such time and place in each year as shall be determined by the Executive Council.
- 13.2 Special meetings of the Association shall be held at the call of the President or the Executive Council, or upon receipt of a request in writing signed by at least fifteen members of the Association specifying the reasons for calling such special meeting.
- 13.3 Meetings of the Executive Council shall be held at the call of the President or upon receipt of a request in writing from three members of the Executive Council specifying reasons for calling such meeting.
- 13.4 An annual District meeting shall be held in each District at such time and place as may be determined by the District Director.
- 13.5 Notices of meetings shall be given as follows:

- a) Notice of the Annual Meeting and all Special Meetings shall be emailed to each member at least three weeks before the date of the meetings and shall state the time and place of the meeting.
  - b) In the notices of Special Meetings, the nature of the special business to be brought before the meeting shall be clearly specified and no other matter may be dealt with at that meeting.
- 13.6 At least seventy-two hours notice of all Executive Council and District meetings shall be given to the members thereof and notices may be given in person, by telephone, email, or postage mail sent to the members last known address or telephone number. The necessary quorum for the transaction of business at any meeting shall be as follows:
- a) 25 members at the annual meeting;
  - b) 15 members at a special meeting;
  - c) A majority of members at a Executive Council meeting;
  - d) A majority of any Committee or Executive Committee;
  - e) 5 members at any District meeting.
- 13.7 Committees may be appointed by the Executive Council by resolution or by members at either an annual general meeting or special meetings for the purpose of considering any matter and the Committee shall report of the matter as the body or reference may direct.
- 13.8 Rules of procedure to be followed at the Annual Meeting, Special Meetings, District Meetings and all meetings of the Executive Council shall be that as set down in Bournot's "Rules of Order".
- 13.9 The Executive Council or Committee, as the case may be, may, participate in a meeting by means of telephone or electronically. A



member participating in the meeting by that means is deemed for the purposes of this by-law to be present at that meeting.

## **ARTICLE 14 – FINANCE PROVISIONS**

14.1 The Executive Council may expend money from Association funds:

- a) To implement any of the objects or powers conferred by the Act of Incorporation;
- b) To meet expenses of all Annual, Executive Council, or Executive Committee Meetings;
- c) To pay expenses of Executive Council Members;
- d) To meet the expenses incurred in the entertainment and reception of guests of the Association; or
- e) To meet such other expenses as may be necessary or advisable for the operation of the Association.

14.2 The Board shall establish, by policy, the procedures for preparing and authorizing payments made by, for, or on behalf of the Association.

14.3 The Executive Council shall not incur any debt for which Association funds are not on hand and available.

14.4 The fiscal year of the Association is from January 1 to December 31.

14.5 The finances of the Association shall be presented to the membership at the annual meeting. The financial report shall have been audited by a professional accountant authorized to practice in the Province of Manitoba.

## **ARTICLE 15 – GENERAL PROVISIONS**

- 15.1 In the event of any dispute in the meaning or intent of this by-law, or any rules, regulations and by-laws thereafter enacted by the Association, the interpretation of the Executive Council shall be final.
- 15.2 Any by-laws, rules or regulations of the Association may be amended at any Annual or Special meetings of the Association provided that notice of any proposed amendments to this by-law or other by-laws shall be submitted in writing to the Executive Director at least thirty days in advance of the date of the Annual or Special meeting and all such proposed amendments to the by-laws of the Association shall be adopted upon a majority vote of the members voting in favor thereof. This by-law shall come into force and take effect on the day it is adopted by the Annual Meeting of the Association.

**THIS IS SCHEDULE "A" TO THE CONSTITUTION OF THE MANITOBA  
MUNICIPAL ADMINISTRATORS' ASSOCIATION INC.**

**District 1**

District One shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                           |                       |
|---------------------------|-----------------------|
| Boissevain-Morton, MUN    | Brenda-Waskada, MUN   |
| Deloraine-Winchester, MUN | Grassland, MUN        |
| Melita, Town              | Pipestone, RM         |
| Riverdale, MUN            | Sifton, RM            |
| Souris-Glenwood, MUN      | Two Borders, MUN      |
| Virden, Town              | Wallace-Woodworth, RM |
| Whitehead, RM             |                       |

**District 2**

District Two shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                             |                                |
|-----------------------------|--------------------------------|
| Argyle, RM                  | Cartwright-Robin, MUN          |
| Glenboro-South Cypress, MUN | Killarney-Turtle Mountain, MUN |
| Lorne, MUN                  | Louise, MUN                    |
| Morden, Town                | Norfolk Treherne, MUN          |
| Oakland-Wawensa, MUN        | Pembina, MUN                   |
| Prairie Lakes, RM           | Stanley, RM                    |
| Thompson, RM                | Victoria, RM                   |
| Winkler, City               |                                |

### District 3

District Three shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                        |                       |
|------------------------|-----------------------|
| Altona, Town           | Carman, Town          |
| Cartier, RM            | De Salaberry, RM      |
| Dufferin, RM           | Emerson-Franklin, MUN |
| Grey, RM               | Hanover, RM           |
| Headingley, RM         | La Broquerie, RM      |
| Macdonald, RM          | Montcalm, RM          |
| Morris, RM             | Morris, TWN           |
| Niverville, TWN        | Piney, RM             |
| Reynolds, RM           | Rhineland, RM         |
| Ritchot, RM            | Roland, RM            |
| Ste. Anne, RM          | Ste. Anne, TWN        |
| St. Pierre-Jolys, VILL | Steinbach, City       |
| Stuartburn, RM         | Tache, RM             |

## District 4

District Four shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                         |                           |
|-------------------------|---------------------------|
| Alexander, RM           | Arborg, Town              |
| Armstrong, RM           | Beausejour, Town          |
| Bifrost-Riverton, Mun   | Brokenhead, RM            |
| Coldwell, RM            | Dunnottar, VIL            |
| East St. Paul, RM       | Fisher, RM                |
| Gimli, RM               | Grahamdale, RM            |
| Lac du Bonnet, RM       | Lac do Bonnet, TWN        |
| Pinawa, LGD             | Powerview-Pine Falls, TWN |
| Rockwood, RM            | Rosser, RM                |
| St. Andrews, RM         | St. Clements, RM          |
| St. Francois Xavier, RM | St. Laurent, RM           |
| Selkirk, City           | Springfield, RM           |
| Stonewall, TWN          | Teulon, TWN               |
| Victoria Beach, RM      | West Interlake, MUN       |
| West St. Paul, RM       | Whitemouth, RM            |
| Winnipeg Beach, TWN     | Woodlands, RM             |

## District 5

District Five shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                             |                         |
|-----------------------------|-------------------------|
| Alonsa, RM                  | Brandon, CITY           |
| Carberry, TWN               | Cornwallis, RM          |
| Elton, RM                   | Glenella-Lansdowne, MUN |
| McCreary, MUN               | Neepawa, TWN            |
| North Cypress-Langford, MUN | North Norfolk, RM       |
| Portage la Prairie, CITY    | Portage la Prairie, RM  |
| Rosedale, RM                | Westlake-Gladstone, MUN |

## District 6

District Six shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                           |                          |
|---------------------------|--------------------------|
| Clanwilliam-Erickson, MUN | Ellice-Archie, MUN       |
| Hamiota, MUN              | Harrison Park, MUN       |
| Minnedosa, TWN            | Minto-Odanah, MUN        |
| Prairie View, MUN         | Oakview, MUN             |
| Russell-Binscarth, MUN    | Riding Mountain West, RM |
| Rosburn, MUN              | Yellowhead, RM           |

### **District 7**

District Seven shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                        |                       |
|------------------------|-----------------------|
| Churchill, TWN         | Dauphin, CITY         |
| Dauphin, RM            | Ethelbert, MUN        |
| Flin Flon, CITY        | Gilbert Plains, RM    |
| Gillam, TWN            | Grand Rapids, TWN     |
| Grandview, MUN         | Roblin, MUN           |
| Kelsey, RM             | Lakeshore, RM         |
| Leaf Rapids, TWN       | Lynn Lake, TWN        |
| Minitonas-Bowsman, MUN | Mossey River, MUN     |
| Mountain, RM           | Mystery Lake, LGD     |
| Ste. Rose, MUN         | Snow Lake, TWN        |
| Swan River, TWN        | Swan Valley West, MUN |
| The Pas, TWN           | Thompson, CITY        |

### **District 8**

District Eight shall be comprised of all Members who work in the geographical areas governed by the Corporations listed below:

|                |
|----------------|
| Winnipeg, CITY |
|----------------|