CONSTITUTION AND BYLAWS

OF THE

NORTH CENTRAL TRANSPORTATION PLANNING COMMITTEE

As Approved at
Annual General Meeting
April 18, 2019

I. NAME

The official name of the not-for-profit corporation shall be the "North Central Transportation Planning Committee"

The official abbreviation for the committee name shall be "NCTPC"

II. VISION & MISSION

a. The Vision of the North Central Transportation Planning Committee is:
The challenges and opportunities which sustainable infrastructure development presents to the province of Saskatchewan necessitate the development of transportation plans that maximizes the social and economic development opportunities, while delivering the highest level of shareholder value to the people of Saskatchewan.

b. In Order to achieve the Vision, the NCTPC has established three Mission statements
   i. To expand the development opportunities of all economic sectors within the NCTPC.
   ii. To inform the membership of changes, improvements and opportunities within the MHI and NCTPC working relationship.
   iii. To provide services and information of substance to the membership and the people of Saskatchewan.

III. MEMBERSHIP / VOTING RIGHTS

Membership on the NCTPC shall be open to urban municipalities, rural municipalities, First Nations, Metis Nation of Saskatchewan, Industry & Oil, and such other stakeholders as the NCTPC may deem appropriate to approve.

A. Full Members

Subject to payment of the prescribed membership fees Full Members shall have one vote in all matters at the Annual General Meeting (AGM).

At Regular Meetings of the Executive only the elected members of the Executive committee shall have voting rights.

B. Associate Members

Associate Members will be subject to a reduced membership fee and will be responsible for all costs associated with their appointed representative attending all meetings associated with the NCTPC.

Associate Members will not have any voting privileges at NCTPC function but can participate fully in programs administered by the NCTPC.

Associate Members could be but are not limited to: Development Corporations, Regional Planning Groups and adjoining ATPCs.

C. Working Partnerships

The NCTPC will willingly enter into Working Partnerships with interested organizations with the common goal of the betterment of transportation throughout the NCTPC.

Working Partnerships can be established with, but not limited to: Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), Saskatchewan Professional Planners Institute (SPPI) and Saskatchewan Economic Development Association (SEDA).

IV. MEMBERSHIP FEES

The Membership fee formula and schedule shall be approved, and may be amended from time to time as required, by the NCTPC Executive Committee with the final approval at the NCTPC AGM.

The Membership Fee shall be no more than $600 and no less than $50 for any Full Member.

Associate Members will be subject to a reduced membership fee of $150.

V. ORGANIZATIONAL STRUCTURE

A. General Organization

The organization of the NCTPC will consist of the following:

- NCTPC Membership
- Executive Committee
- Financial Committee
- Communications Committee
- Prioritization Committee
- Subcommittees or ad hoc committees as may be struck by the Executive Committee to conduct the designated business of the Executive Committee

B. Executive Committee

1. Representation

One Urban and on Rural municipal representative shall be elected for each Division within the NCTPC. Representatives of the Executive Committee must be nominated by a Full Member, in good standing, from within the specified Division boundary for which the elected seat is available.

In addition to the representatives listed above there will be one representative elected from each of the following categories:

- First Nations and Metis Nation
- Industry & Oil.

These elected representatives will form an Executive Committee to discharge the business of the NCTPC.

Representatives shall serve a two-year term. The terms shall be staggered so that not more than one half of the Executive Committee may be newly elected each year.

In even numbered years, Division 2, 4, and 6 – Urban Representatives, Divisions 1, 3 and 5 – Rural Representatives, and Industry & Oil Representative shall be elected.

In odd numbered years, Divisions 1, 3, and 5 – Urban Representatives, Divisions 2, 4, and 6 – Rural Representatives, and First Nations and Metis Nation Representatives shall be elected.

Should a vacancy arise in any Division, it shall remain vacant until the next AGM. A by-election, if necessary, will be conducted at the AGM for a one-year term.

Associated Members can each appoint one representative to serve at the pleasure of the respective organization.

Working Partnership Organizations can each appoint one representative to serve at the pleasure of the respective organization.

The Executive Committee may appoint up to two members at large to represent constituencies as the NCTPC may deem appropriate.

Any Representative who misses three consecutive meetings without medical cause or without requesting pre-approval for extenuating circumstances shall forfeit their position on the Committee.

Notification after the second consecutive absence will be given to the Representative, and failure to attend the next meeting of the Executive Committee, without Committee approval, shall result in the Representative's dismissal from the Executive Committee.

2. Executive Committee Organization

   An Organizational Meeting shall be held as soon as possible after the conclusion of the Annual General Meeting for the newly elected Executive Committee and the Provincial Planner from the Ministry of Highways and Infrastructure (MHI) for the purpose of appointing the following Officers:

   a) Chairperson
   b) 1st Vice Chairperson
   c) 2nd Vice Chairperson
   d) Executive Administrator

   The above Officers will act as the signing authorities which will require 2 of the 4 to sign each cheque issued by the NCTPC.

   This Organizational Meeting shall also appoint, from the Executive Committee, 3 persons to sit on the Financial Committee along with the Executive Administrator and the Provincial Planner.

   This Organizational Meeting shall also appoint, from the Executive Committee, 2 persons to sit on the Communications Committee along with the Executive Administrator and the Provincial Planner.

   This Organizational Meeting shall also appoint, from the Executive Committee, 3 to 5 persons to sit on the Prioritization Committee along with the Executive Administrator and the Provincial Planner.

   This meeting will also set the Indemnity for the coming year.

3. Election Procedures

   The Chairperson shall call for a volunteer to sit as the Election Coordinator at the outset of the Annual General Meeting.

   a) Representatives

      Full Members, in good standing, from within the specified Division shall nominate individuals to serve.

      Only Full Members, in good standing, from within the specified division shall vote.

In the event of two or more nominations, voting will be required. In the event of a tie, the winners name will be drawn from a hat.

The Election Coordinator shall count the votes, and announce the newly elected Executive Committee members for each Division.

Where only one candidate stands, that candidate shall be declared elected by acclamation.

b) Officers

All officers will serve a one-year term on the Executive Committee

Current officers may allow their name to stand for re-election.

4. Duties of the Executive

a) Chairperson

The Chairperson provides overall leadership and direction to the Executive Committee and the NCTPC Membership.

Acts as a spokesperson and main contact for the NCTPC on issues relating to transportation in the NCTPC. Chairs meetings of the Executive Committee.

The position will ensure decisions are fiscally responsible, and that the needs of the constituent members are met. Serves as an ex-officio member of all committees.

Term of office: one year.

b) 1st Vice Chairperson

The 1st Vice Chairperson acts on behalf of the Chairperson in the temporary absence or incapacity of the Chairperson.

Term of office: one year.

c) 2nd Vice Chairperson

The 2nd Vice Chairperson acts on behalf of the 1st Vice Chairperson in the temporary absence or incapacity of the 1st Vice Chairperson.

Term of office: one year.

d) Executive Administrator

The Executive Administrator shall keep an accurate record of the proceedings at all meetings; conduct all correspondence and perform such other duties as may be requested by the Executive Committee.

The Executive Administrator shall collect fees, dues, subscription charges, etc. and deposit the funds in a chartered bank or recognized credit union to the credit of the NCTPC.

The books and records accounting for such funds shall be promptly posted and be subject to examination at any time by the Finance Committee, Auditors or any accredited member of the Committee.

The Executive Administrator shall make all payments by cheque, signed by the approved signing officers and shall submit to the Annual General Meeting a complete report of the transactions of the committee's financial affairs.

In addition, the Executive Administrator shall perform such other duties as may be requested by the Executive Committee.

The office of Executive Administrator may be an appointed position.
Term of Office: one year.

e) Financial Committee Chairperson

The Financial Committee Chairperson oversees the activities of the Financial Committee
Term of office: one year.

f) Prioritization Committee Chairperson

The Prioritization Committee Chairperson oversees the activities of the Prioritization Committee.
Term of office: one year.

g) Communications Committee Chairperson

The Communications Committee Chairperson oversees the activities of the Communications Committee. In consultation with the Chairperson, acts as the primary spokesperson and news media contact for the NCTPC.
Term of office: one year.

5. Conduct of Business

    a) Motions

    When a motion is made before the NCTPC or Executive Committee, it shall be re-stated by the Chairperson and must be seconded from the floor before debate commences.

    b) Resolutions

    The Chairperson shall ask for volunteers to sit on the Resolutions Committee at the outset of the Annual General Meeting.

    In the event of no volunteers, the Chairperson shall appoint three individuals.

    The cut-off for receipt of Resolutions will be noted in the Agenda of the Annual General Meeting. Resolutions will be received by the Resolutions Committee until the appointed cut-off time.

    When the matter of Resolutions comes up on the Agenda, the Resolutions shall be read aloud by a member of the Resolutions Committee, and must be seconded from the floor before debate commences and voting takes place.

C. Financial Committee

Responsible for:

- Preparing an annual budget
- Receiving revenues on behalf of the Executive Committee
- Recommending disbursal of funds to satisfy obligations
- Drafts and reviews the membership fee schedule.

D. Communications Committee

Responsible for:

- Internal and external communications by mail or electronic means where possible
- Publication of the NCTPC Newsletter
- Preparation and distribution of news released on behalf of the NCTPC to the media

E. Prioritization Committee

Responsible for:

- Preparation and recommendation of the NCTPC's Annual Priorities report
- Distribution and discussion of the Annual Priorities with the Executive Committee
- Once approval by the Executive Committee is achieved, also responsible for the delivery of the NCTPC's Annual Priorities to the Provincial Planner
- Submission any additional information requested by the Provincial Planner for clarification of the NCTPC's Annual Priorities

VI. ANNUAL GENERAL MEETING

The Executive Committee shall call an Annual General Meeting within the fourth quarter of each fiscal year.

At this time the general business of the NCTPC will be discussed and a new Executive Committee elected by the NCTPC membership.

VII. FISCAL YEAR

The fiscal year for the NCTPC is April 1 to March 31 in the following calendar year.

VIII. AMENDMENTS

The Constitution and Bylaws of the North Central Transportation Planning Committee may be amended at the Annual General Meeting; providing that one-month notice is given to the membership.

An amendment to the Constitution and/or Bylaws of the NCTPC shall require a passing vote of 2/3 of those Full Members, in good standing, in attendance at the Annual General Meeting.