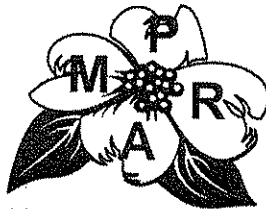


**Municipal Pension**  
**Retirees' Association**



With age, wisdom & power

**MPRA**  
**Regulations**

Revised May 2015



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## MPRA Provincial Regulations

### **Amendments to the Provincial and District Regulations**

*(As amended June 2010)*

1. Proposed changes, additions or deletions to these regulations must be received by January 31 in any odd numbered year. *(As amended May 2015)*
2. An Amendment is a proposed policy or regulation that the Provincial Executive or District members would like to have the MPRA adopt at a Biennial Convention. *(As amended May 2015)*
3. The proposed amendment shall be included in the Delegates package.
4. The amendment shall require approval at the Biennial Convention. *(As amended May 2015)*

## Duties of Provincial Executive Members

### Provincial Secretary

1. In accordance with the Constitution/Bylaws the Provincial Secretary will record the minutes of all Provincial meetings.
2. The MPRA office will receive all copies of District meetings in a timely manner, read the minutes and email information to the Provincial Executive; record and provide copies in the future if required. *(As amended May 2015)*
3. After the Minutes of the Biennial Convention are completed the Minutes will be sent to the Provincial Office for distribution. A copy of the Minutes will be sent to each District Chair, and District Secretary and an individual copy to each Delegate. *(As amended June 2008)*  
*(As amended June 2010) (As amended May 2015)*

## Provincial Treasurer

1. In accordance with the Constitution/Bylaws, the Treasurer will receive payment of all membership dues and any other monies, record payments and provide Financial Statements. *(As amended June 2008)*

## Annual Dues *(As amended June 2010, June 2011)*

1. \$20.00 per member and \$35.00 per couple. *(as of May 2007)*  
Effective commencing in 2008 all new members shall only have the dues deduction option for annual dues.
2. Dues Deduction will occur in the month of March of each year from the member's March pension payment.
3. The member must sign authorization for Dues Deduction and provide their Social Insurance Number.
4. All requests for dues deduction must be received no later than December 31<sup>st</sup>.
5. New members will pay for the annual dues by cheque or money order for the first year and shall provide their Social Insurance Number for Dues Deduction in the following years.
6. Members who do not have sufficient pension funds or members who are on Long Term Disability, or members who are in receipt of a pension from another pension plan are required to pay annual dues by cheque or money order at the beginning of each year.
7. Members who no longer wish to be members must notify the Provincial Office in writing. Members will continue as members until the end of the current year. Refunds for annual dues will not be given.
8. Upon application by the member and proof that the member has reached the age of 90 and that the member has been a member in good standing for one calendar

year, then the member shall be exempt from payment of annual dues. This will be effective in 2011.

9. A Member who is in a receipt of a Municipal Pension shall be recognized individually as a regular member and shall pay \$20.00 annual membership and shall receive their own Membership Number commencing January 2011.

**Rebates** *(As amended June 2007) (As amended June 2010)*

District rebates shall be a minimum of \$2.00 for each \$20.00 member paid per year.

1. No District shall receive less than \$150.00 per year.  
*(As amended May 2015)*
2. Rebates will be paid in full at the end of February of the following year.
3. If a District can demonstrate that more funding is required to operate, the District shall make application in writing to the Provincial Executive and the Provincial Executive shall do whatever is financially possible to assist the District from existing Provincial Funds.

**Signing Officers** *(As amended June 2008) (As amended May 2015)*

1. The Signing Officers of the Municipal Pension Retirees' Association shall be the President, the First Vice-President, the Provincial Secretary and the Provincial Treasurer. For all transactions there shall be two signatures required.
2. The MPRA will transfer to a Business Account within the Interior Savings, where our account is presently, which will enable the processing of transactions with email consent of a second authorization of a signing officer.

**Remuneration** *(As amended June 2010, 2011)*

2. The Provincial Executive shall not receive any remuneration for their services to the Association, but will be reimbursed for the following, subject to the discretionary rights of the Provincial Treasurer to limit payment of these expenses: *(As amended May 2015)*
  - a) Provincial Executive members who attend scheduled meetings to promote, to present or to respond to the views/concerns of the Municipal Pension Retirees' Association shall be reimbursed their expenses.
  - b) Reimbursement will be a per diem of \$15.00 and reasonable cost of fuel to travel to and from the meeting. *(As amended May 2015)*
  - c) Other expenses presented with receipts, i.e. telephone expenses, ticket costs, toll fees, etc.
  - d) Biennial Convention Delegate Expense allowance shall be established by the Provincial Executive prior to each convention. An expense sheet shall be completed by each Delegate. *(As amended May 2015)*

## **Treasurer's Report**

3. The Provincial Treasurer will receive from the District Treasurer an annual report.
  - a) The report shall include all income and expenses with a copy of the December 31<sup>st</sup> bank statement.
  - b) The report shall be submitted by the end of February of any year.

## **Regional Vice-Presidents** *(As amended June 2008)*

4. Role of Regional Vice-President
  - a) The role of the Regional Vice-President is one of communication, facilitation and coordination between the District Executives of the region and the Provincial Executive. *(As amended May 2015)*
  - b) Retain an up to date contact list of District Executives in the region.
  - c) Ensure the planning and scheduling of regular District meetings, dates and locations.
  - d) Obtain, retain and review minutes of all District meetings to ensure communication, ideas and needs of the Districts are addressed.
  - e) Make recommendations to the Provincial Executive to address the needs of the Districts. *(As amended May 2015)*



## Delegates to Biennial Convention

5. In accordance with Part 4 Number 9 of the Constitution/Bylaws:
  - a) Delegates who are regular members in good standing from each district shall be elected to attend the Biennial Convention and the district shall forward their names by January 31st of the Biennial Convention year. *(As amended May 2015)*
  - b) Districts with 200 regular members or more shall have three delegates.
  - c) Provincial Executive members are automatic delegates. *(As amended May 2015)*

## **MPRA District Regulations**

### **Article I – Objectives**

1. District meetings shall be held quarterly as outlined in Article 4 Section 15.
  - a) To provide advice and assist members in need.
  - b) To maintain liaison with members in all areas of our District, and
  - c) To support the Association and other Districts.
2. Purpose of these meetings
  - a) To foster fellowship,
  - b) To convey and distribute information from the Association to the membership, and
  - c) Any other business deemed necessary.

### **Article II – Membership**

3. Any person enrolled in the Association as well as his or her spouse is entitled to become a member of the District upon payment of the prescribed dues.

### **Article III – Officers** *(As amended June 2010) (As amended May 2013)*

4. **The Executive of the District may be:**
  - a) Chairperson
  - b) 1<sup>st</sup> Vice Chairperson
  - c) 2<sup>nd</sup> Vice Chairperson
  - d) Secretary
  - e) Treasurer
  - f) Warden
  - g) Past Chair (optional)

5. The Chairperson, the 2<sup>nd</sup> Vice Chairperson, and the Treasurer be elected for a two year term in odd number years and
6. The 1<sup>st</sup> Vice Chairperson, the Secretary, and the Warden are elected for a two year term in even number years.
7. The Executive of a District shall consist of the above officers who shall be elected for a two year term in the March meeting as described in numbers 5 & 6 above. Any vacancies which occur between these dates shall be filled for the remainder of the term by an election. District Executive shall have the discretion to appoint to the position until an election can be held. Notifications shall be submitted to the Provincial Office
8. The district executive may create the position of Past Chair upon majority vote of the District Executive

#### **Article IV Duties of Officers**

##### **8. Chairperson**

- a) The Chairperson shall exercise supervision over all the affairs of the District;
  - b) call executive meetings when necessary and
  - c) be a member of all committees.
9. The **Chairperson** shall establish regular meeting dates for the year as follows:
- a) District meetings shall be scheduled in the months of March, June, and September or October and the final meeting shall be scheduled in either November or December at the discretion of the District Executive. *(As amended June 2007) (As amended May 2013)*

- b) Locations for meeting should also be established at this time and the information submitted to the Provincial Secretary for publication.

**10. 1<sup>st</sup> Vice Chairperson**

- a) The 1<sup>st</sup> Vice Chairperson shall preside in the absence of the Chairperson and shall assist as required.

**11. Secretary**

- a) The Secretary will keep full records of all meetings and attend to the correspondence. The Secretary will submit a copy of the minutes of all District Meetings to the Provincial Secretary within 15 days after the meeting.
- b) Shall request an updated membership list from the Provincial Office with advance notice of at least 14 days.

**12. Treasurer**

- a) The Treasurer may receive monies from members and committees, issue receipts for the same and forward all membership dues to the Provincial Treasurer in a timely manner.
- b) Upon receipt of a rebate cheque from the Provincial Treasurer, the Treasurer shall deposit the cheque received in the bank or credit union in the name of the District; keep account of monies received and expended and prepare a monthly statement.
- c) The District Treasurer will complete an Annual Income Statement showing income and expenses and bank balance as of December 31<sup>st</sup>.
- d) The annual statement will be sent the Provincial Treasurer by the end of February of the following year.

**13. 2<sup>nd</sup> Vice Chairperson**

- a) The 2<sup>nd</sup> Vice Chairperson shall assist the Treasurer when requested and shall perform such other duties as required.

**14. Warden**

- a) The Warden shall keep the list of members entering a meeting and perform such duties as required.

15. **Meeting dates**, time and place for the following calendar year shall be established at the November/December meeting of the District and this information shall be sent to the Provincial Office for publication, with any changes, as soon as possible. *(As amended June 2010)*

### **Article V - Meetings**

16. Quorum – A quorum shall be a minimum of ten members or 5% of the district membership whichever is greater.
17. Special meeting shall be called by the Executive on request in writing by five (5) or more members.
18. Any member of the Executive failing to attend three (3) consecutive meeting without just cause shall be removed from office.

### **Article VI - Finance**

19. All District bills shall be paid by the District Treasurer and receipts issued for all funds received. An accurate accounting of receipts and disbursements shall be maintained. The District shall have full control over district revenue and expenditures.
20. A Committee of three members not signing officers shall review the financial information of the District.
21. The signing officers of a district should be a least three people to manage for two signatures on transactions of the Bank account.
22. The fiscal year of the District shall be January 1 to December 31 of each year.

## **The Rules and order of Business governing Conventions and Conferences shall be:**

1. The President, or in his/her absence or at his/her request, the Executive Vice-President shall take the chair at the time specified, at all regular and special Conventions. In the absence of both the President or his/her designated representative, a Chairperson shall be chosen by the Executive Council.
2. No question of a sectarian character shall be discussed.
3. When a delegate wishes to speak he/she shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson he/she shall give his/her name and the organization he/she represents and shall confine his/her remarks to the question at issue.
4. Speeches shall be limited to five minutes except in moving a resolution, when the delegate shall be allowed ten minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another, except to call a point of order.
7. If a delegate be called to order he/she shall, at the request of the Chairperson, take his/her seat until the question of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chairperson will be compelled to name him/her and submit his /her conduct to the judgment of the Convention. In such case the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.
9. When a question is put, the Chairperson after announcing the question shall ask: "Are you ready for the question?" If no delegate wishes to speak the question shall be put.
10. Questions may be decided by a show of hands, or a standing vote on the basis of one vote per delegate. A roll call vote

may be demanded by one-third of the delegates present. In a roll call vote each delegate shall be entitled to one vote.

11. Two delegates may appeal the decision of the chair. The Chairperson shall then put the question thus: "Shall the decision of the chair be sustained?" The question shall not be debatable except that the Chairperson may make an explanation of his/her decision.
12. The Chairperson shall have the same rights as other delegates to vote on any question. In case of a tie vote, he/she shall cast the deciding vote.
13. When the previous question is moved, no discussion or amendment of either motion is permitted. If the majority vote that "the question be now put" the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.
14. Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of Committees are not subject to amendment except such as is acceptable to the Committee, but a motion to refer back to the Committee for reconsideration shall be in order.
15. A delegate shall not move a motion to refer back after he/she has spoken on the question at issue.
16. A motion to refer back is not debatable and when properly seconded the question shall be immediately put to the Convention.
17. If the report of a Committee is adopted it becomes the decision of the Convention. If defeated it may be referred back to the Committee for reconsideration.
18. When a question is pending before the Convention, no motion shall be in order except – to refer – for the previous question – to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.
19. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next sitting, and said

notice of motion is supported by two-thirds of the delegates qualified to vote.

20. The Provincial Executive is empowered to establish the hours of the Convention.
21. In all matters not regulated by these rules of order, Bourinot's Rules of Order shall govern.