

# **FEDERATION OF NORTHERN ONTARIO MUNICIPALITIES**

## **C O N S T I T U T I O N**

Amended May, 1986  
Amended May, 1989  
Amended May, 1992  
Amended May, 1995  
Amended May, 1996  
Amended May, 2000  
Amended May, 2002  
Amended May, 2003  
Amended May, 2006  
Amended May, 2008  
Amended May, 2010  
Amended May, 2014  
Amended May, 2016  
Amended May, 2017

### **PART I**

#### **NAME**

The name of this municipal Association shall be the Federation of Northern Ontario Municipalities (FONOM).

### **PART II**

#### **MANDATE AND OBJECTIVES**

FONOM is the unified voice for the people of Northeastern Ontario municipalities.

Our Mission is to improve the quality of life for all citizens and to ensure the future of our youth.

### **PART III**

#### **MEMBERSHIP**

Any municipality, local municipality or local board as defined in the *Municipal Act, 2001*, the majority of whose members are elected, or any organization composed of elected municipal officials shall be eligible for membership in the Federation provided in each case that the corporation board or organization operates within the judicial districts of Northern Ontario.

## **PART IV**

### **MEMBERSHIP FEES**

The annual membership fees for each corporation, board, organization covering the 2014 calendar year is as follows:

<b>Population*</b>	<b>Fee</b>
1,000 and under	\$ 160.00
1,000 – 3,000	210.00
3,000 – 5,000	260.00
5,000 – 10,000	320.00
10,000 – 20,000	400.00
20,000 – 40,000	700.00
over 40,000	3,000.00

At commencement of the 2015 fiscal year, membership fees will increase 5 per cent for every new term of council.

\* In assessing annual membership fees, FONOM uses the most recent population data contained in the current *AMCTO Ontario Municipal Directory*

All membership fees shall be paid in full by March 31 of each year.

The fiscal year of the Association shall be from April 1 to March 31.

## **PART V**

### **MEETINGS**

1. An annual general session shall be held each year within 90 days of the fiscal yearend.
2. The place of the annual meeting will be set by the Executive based on guidelines contained in policy. The dates and location of annual meetings will be communicated to members at least one year in advance.
3. The Executive shall meet at least twice a year outside of the annual general meeting with at least one of such executive meetings to be held in the Spring of the year.
4. A quorum of 50% plus one (1) shall be required for any executive meeting.

5. A quorum of 50% plus one (1) of members in good standing representing no fewer than twenty (20) member municipalities as of the date of the annual meeting shall be required for any motions before at an annual meeting.
6. Notice of every annual general session of the Association shall be given by the Executive Director by sending a copy of the notice by electronic mail to each office and member municipality to be received at least thirty (30) days before the date of such meeting. Should a member municipality be unable to communicate by electronic mail, regular mail shall be the alternative.
7. The Agenda of the annual general meeting shall be established by the executive during the year and forwarded to the membership

## **PART VI**

### **EXECUTIVE COMMITTEE**

The Executive shall consist of:

President  
Immediate Past President  
First Vice President  
Second Vice President  
Seven Directors

An Immediate Past President shall remain a member of the Executive Committee of the Association as long as that person continues to be an elected council member of a member municipality. If the Immediate Past President ceases to hold elected office, the most Immediate Past President who holds elected office in a member municipality may be appointed to serve on the Executive.

The Executive shall be comprised of one representative from each of the major municipalities/cities: North Bay, Sault Ste. Marie, Greater Sudbury, Timmins and one representative from each of the seven territorial districts of Northeastern Ontario: Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Timiskaming and Sudbury.

Duties and Number. The affairs of the Federation shall be managed by an Executive Committee who may be known and referred to as Directors. The Executive shall consist of 11 directors or such other number of directors as may be determined from time to time by resolution at the annual general meeting.

Qualifications. Every member of the Executive shall be 18 or more years of age. Every member of the Executive appointed from each of the Federation's major municipalities/cities/territorial district:

- a) Shall be holder of office in such municipality/city/territorial district and elected to such office by qualified electors pursuant to the provisions of the Municipal Elections Act, 1996, as amended, and
- b) Shall be appointed to the Executive by resolution of their respective Council and/or Municipal Association.
- c) Where no *bona fide* Municipal Association exists, the Executive member representing that territorial district shall be selected by resolution of a majority of all the member municipalities within said territorial district.

Term. The term of office of the Executive shall commence with the first meeting following general municipal elections. At the expiration of the four-year term that started with the first meeting following general municipal elections, a new term of office of the Executive shall commence.

Officers. The Officers of the Executive shall be the President, the First Vice-President, the Second Vice-President and the Immediate Past President.

The Officers of the Executive, with the exception of the Immediate Past President, shall be selected by the eligible Directors from among the current eligible Directors at a meeting of the entire Executive to be held in July except for the year succeeding a general municipal election when the meeting shall be in January immediately following said elections.

A Director must have served a minimum of one (1) year on the Executive in order to be eligible for election as President.

The Officers shall serve a term of one (1) year from their appointment effective the 1<sup>st</sup> of August of the appointment year to the 31<sup>st</sup> day of July in the following year.

The position of an Officer of the Executive shall automatically be vacated under the same conditions as a member of the Executive as defined in the following section titled "Vacancies".

Any Officer appointed in accordance with this section shall be subject to removal by a majority vote of the Executive at any time.

There shall be no limit to the number of terms to which any Officer may be elected.

Powers of Officers. The Officers of the Association shall have power and authority to act for the Executive in relation to the following matters:

- 1. During the interval between the meetings of the Executive, the Officers shall possess and may exercise (subject to any regulations which the

Board may, from time to time, impose) all the powers of the Executive in the management of the affairs of the Association in such manner as the Officers shall deem best for the interests of the Association in all cases in which specific directions shall not have been given by the Executive.

2. Develop the agenda for the Executive meetings.
3. Respond to emergency issues, policy matters and resolutions.
4. Recommend to the Executive the terms and conditions of employment of the Executive Director and to enter into such contracts in this regard. To assess the Executive Director's compensation in relation to the annual performance review by the Officers. To recommend to the Executive when an Executive Director search should be undertaken.

Honorarium. The President and Vice President of the Federation of Northern Ontario Municipalities (FONOM) shall receive a yearly honorarium of \$4,000 and \$1,000 respectively.

Vacancies. The position of a member of the Executive shall automatically be vacated:

- a) If the member is found to be mentally incompetent or becomes of unsound mind;
- b) If the member, by notice in writing, to the Federation resigns office, which resignation shall be effective at the time it is received by the Executive Director of the Federation or at the time specified in the notice, whichever is later;
- c) If the member dies;
- d) If the member ceases to be a holder of an office in such municipality, city, territorial district, and is not elected to such office by qualified electors pursuant to the provisions of the Municipal Elections Act, 1996 as amended.

Filling Vacancies. In the event a vacancy occurs in the Executive, such vacancy shall be filled by a new member from the municipality/city/territorial district from which the vacancy originated within 30 days of the creation of such vacancy. Any new member of the Executive appointed pursuant to the terms hereof shall hold office for the remainder of the removed member's term.

Upon the absence of a member of the Executive from three consecutive meetings, the Association/City/District represented by that member shall be requested to appoint a new representative.

## **PART VII**

### **EXECUTIVE DIRECTOR**

A permanent Executive Director shall be appointed by the Executive Committee of FONOM and shall be a non-voting member of the Executive.

The Executive Director shall receive all monies of the Federation and see that they are deposited to the credit of the Federation in a Chartered Bank.

The Executive Director shall disburse funds only after approval by the Executive.

An annual statement of receipts and disbursements shall be prepared by the Executive Director and presented for approval for the annual general meeting.

The Executive Director shall maintain a roll of membership and annually bill the fees connected therewith.

The Executive Director shall record the minutes of all meetings of the Federation and of the Executive and perform such other duties as may be assigned.

The Executive Director may be paid an honorarium as may be determined by the Executive.

## **PART VIII**

### **VOTING**

Each elected representative on the Executive Committee shall be entitled to one vote on all questions before each duly called meeting of the Executive.

Each elected representative from a member municipality may speak to and vote on any motion or resolution before an annual meeting.

A tie vote on any motion before the Executive or before the members at an annual meeting shall be declared lost.

## **PART IX**

### **COMMITTEES**

The members of the Executive Committee as appointed by their respective jurisdictions shall be announced by the President at the Annual Conference.

A Resolutions Committee, including a designated Chairman, shall be appointed by the Executive at their Spring Executive Meeting. The Committee will meet at the call of the Chair, before the annual General Meeting and report their recommendations on all resolutions to the general session.

Special committees may be appointed for specific purposes by either the annual general meeting of the Executive.

## **PART X**

### **RESOLUTIONS**

The Executive shall throughout the year consider and approve resolutions at any of its regular or special meetings as defined in Section V. Once approved by the Executive, these resolutions shall be deemed to be policy of the Federation of Northern Ontario Municipalities.

These resolutions will be presented to the members at the next annual general meeting. Copies of all such resolutions shall be made available to the delegates registered at the annual meeting.

The Executive shall bring forward to the members at each annual general meeting three (3) to five (5) resolutions for discussion by the membership. These resolutions shall be issues of major concern to all or most of the members.

Late resolutions, of an urgent nature and having regional implications, from members may be considered if agreeable to the members at the annual general meeting provided that a sufficient number of copies of the resolutions (200) in print, are in the hands of the Chair of the resolutions committee at the time the resolutions are proposed and further that no new resolutions will be dealt with or discussed until such time as all duly presented resolutions have been dealt with by the delegates.

Questions of Importance affecting local government not specifically dealt with by resolution may be raised and discussed at the annual general meeting on the affirmative vote of the delegates attending the meeting.

Members of the Executive may, from time to time, pass administrative and operational policy resolutions to assist in the administration of the affairs of the Association.

## **PART XI**

### **RULES OF ORDER**

The rules of order of all regular and executive meetings shall be decided by the President and in making such a ruling he shall base his decision on the rules, Forms and Forms of Procedure of the Legislative Assembly of Ontario.

## **PART XII**

### **AMENDMENT TO THE CONSTITUTION**

The Constitution of the Federation may be amended at any general meeting of the Federation, provided that at least thirty (30) days before the date of the said meeting, a notice and copy of the proposed amendment have been filed with the Executive Director who shall forward as soon as possible copies of the proposed amendment to all members.