

NORTHEASTERN ONTARIO MUNICIPAL ASSOCIATION

NEOMA

CONSTITUTION

1. **Name:** The Association shall be known as the Northeastern Ontario Municipal Association (N.E.O.M.A.)
2. **Mandate:** The mandate of the Association is:
 1. To consider matters of general interest to municipalities and to assist in the procuring of such enactment through legislation for the benefit of northern municipalities.
 2. To take united action with other associations where the rights and interests of municipalities may be affected.
 3. To assist in advancing the standards of Municipal Government through discussion and education and generally to promote their interests.
3. **Interpretation:**

In this Constitution words referring to the singular shall include the plural and vice versa; the masculine gender shall include the feminine.
4. **Membership**

Any municipality in the District of Cochrane and the District of Timiskaming shall be eligible for membership in the Association.
5. **Disclosure of Pecuniary Interest**

Any Member who is in any way directly or indirectly personally interested in a proposed contract or matter with the Association shall declare his interest at a meeting of the Association. Any Association member declaring such an interest shall have no right to vote on the matter.
6. **Representation**

Each member municipality shall be entitled to send delegates to the meetings, but in no case shall the number of accredited representatives who shall be elected members of Council from one member municipality exceed ten (10). When such representation exceeds ten (10), the secretary shall be notified of the accredited representatives.
- 7 **Remuneration of Members**

The NEOMA President, or members who are appointed to special committees, will have their travel expenses reimbursed by NEOMA if they are on NEOMA business;

And further that travel expenses will be reimbursed in accordance with the particular municipality's travel policy.

8. **Voting**

A quorum shall consist of a simple majority of the number of municipalities that form the Association. The Association consists of fifteen (15) municipalities. For purposes of determining a majority of municipalities in attendance, all members present from any single municipality shall be considered as one.

9. **Membership Fees and Assessments**

The annual membership fees shall be paid to the Secretary/Treasurer during the month of January of each year. Fees shall be determined by the Association and each municipality will be so advised by the Secretary/Treasurer. These fees shall apply each year unless the Association determines otherwise by resolution.

The Secretary/Treasurer shall from time to time and at least annually, prepare the operating budget based on the estimated operating expenses for the next fiscal year. The resulting annual membership fees, as recommended by the Executive, shall be presented at the Annual Meetings of the members. In addition, the Executive may request that special dues be assessed, separate from the operating budget. The Executive shall provide the members in writing, the amount, the date payment is required and reason for the assessment.

10. **Fiscal Year**

The fiscal year of the Association shall end on the 31st day of December each year. All expenditures and disbursements shall be approved by resolution of the Association.

11. **Meetings**

- a) The Association shall meet at an annual general meeting on a date and location as the President may decide.
- b) The Association shall meet on the first January after a Municipal Election and on the third January following a municipal election to elect the Executive.
- c) The President may call an emergency meeting as may be required providing such business is of a nature for immediate attention.
- d) The meetings of the Association shall be rotated amongst the municipalities.
- e) All meetings of the Association, including any Sub-Committees, shall be conducted in a manner consistent with Roberts Rules of Order.

12. **Executive**

The Executive of the Association shall consist of the President, the Vice President, the Past - President and the Secretary- Treasurer and such other officers as the Board may from time to time determine.

Duties

President:

The President shall, when present, preside at all meetings of the Association and shall be charged with the general supervision of the business and affairs of the Association.

Vice-President:

During the absence or inability of the President, his duties may be performed and his powers exercised by the Vice-President.

Secretary/Treasurer:

The Secretary shall attend all meetings of the Association and shall keep proper minutes of the business transacted at such meetings. He shall be responsible to ensure the by-laws are adhered to at all times. He is responsible for maintaining an up-to-date list of members, addresses, telephone numbers and e-mail contact information. If for any reason the Secretary is unable to act, the President shall arrange for the appointment of an interim Secretary.

The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Association. The Treasurer shall give an account of the financial position of the Association and a financial report to its members at the Annual Meetings.

13. Elections

Executive term of office shall be for 2 years with elections to take place at the first January after each Municipal Election and on the third January following a Municipal Election. A vacancy in office shall occur in the event of death or resignation of a member or if he ceases to hold an elected municipal office. Such vacancy may be filled by an accredited representative appointed by the Executive or the vacancy may be left until the next annual meeting. At each annual meeting, the President shall appoint a member to conduct the nominations and election of the Executive.

14. Committees

Mayors and Councillors in office shall be eligible to be appointed by the Association as members of committees. Staff of member municipalities may be appointed to serve on committees as resource persons. The chair of each committee shall report regularly, as required, to the Executive and Association members, as appropriate to the priority and urgency of the specific committee activity.

15. Head Office

The office of the Association for purposes of correspondence and day-to-day business shall be the municipality of the presiding President.

16. Constitution

The Constitution of the Association may be amended at the annual meeting of the Association. The notice and copy of any proposed amendment shall be mailed by the Secretary/Treasurer to all municipalities and members 30 days prior to the meeting.