

**BY-LAWS OF THE MANITOBA PROFESSIONAL
PLANNERS INSTITUTE**

NAME

1. Persons subscribing to these by-laws in conformance with the provision herein and in conformance with the Charter and By-laws of the Canadian Institute of Planners shall together constitute the “Manitoba Professional Planners Institute” hereinafter referred to as the Association.

OBJECTS

2. The objects of the Association are to promote the objectives of the “Canadian Institute of Planners” (hereinafter referred to as the Institute) by members of the Association.

AREA

3. The area from which membership may be drawn comprises the entire Province of Manitoba.

MEMBERSHIP

4. 1) Classes of membership. There shall be seven classes of members:
 - a) full members,
 - b) retired members,
 - c) honorary members,
 - d) fellow members,
 - e) provisional members,
 - f) student members,
 - g) non-practicing members.
- 2) Except for Honorary Members, any member of the Canadian Institute of Planners who is in good standing and who is a permanent resident of the Province of Manitoba may become a member with all the rights and responsibilities of other members in the Association.
- 3) The persons described in (2) above become members of the Association on approval of their application by the Executive Committee of the Association.
- 4) A member of the Association ceases to be a member by virtue of withdrawal in writing as a Member, Retired Member, Honorary Member, Provisional Member or Fellow of the Canadian Institute of Planners or by being in arrears of fees to the Association as of May first of each year.

- 5) When any person has ceased to be a member of the Association by virtue of being in arrears of fees to the Association, he/she may obtain reinstatement at any time upon payment of a reinstatement fee and the current annual fee, unless waived by a decision of the Executive Committee.

APPLICATION FOR MEMBERSHIP

5.
 - 1) All applications for membership, except for Honorary or Fellow membership, shall be made in writing and on the prescribed form to the Secretary or to the Chairperson of the Membership Committee of the Association and shall be accompanied by the required application fees
 - 2) The Executive Committee may elect to be an Honorary Member any person who is nominated by three members of the Association who are in good standing provided that documented evidence is submitted showing that the nominee has made a significant contribution to or has had special involvement in the planning profession.

RIGHTS OF MEMBERS

6. Except as otherwise specified in these by-laws, members of all classes may enjoy all rights and privileges of membership:

EXCEPT THAT

- 1) Provisional Members may not serve as the Association's representative to the National Council.
- 2) Only Full Members of the Association shall be appointed to be members of the Membership Committee.
- 3) For the election of the Executive Committee, Student Members may only participate in the election of the student representative.

RESPONSIBILITIES OF MEMBERS

7. Current annual fees shall be due and payable on the first day of January of each year.
8. In order to better serve the public, each Full and Provisional member shall undertake annual mandatory Continuous Professional Learning and shall report on that professional learning to the Association on an annual basis.
 - a) Continuous Professional Learning (CPL) means the specific activities that members actively engage in to further their knowledge, understanding, skills and abilities relevant to the theory, methods, and practice of planning.

- b) The Executive Committee shall establish the CPL requirements for the Association in keeping with the standards established by the Institute.
- c) The Executive Committee shall establish a monitoring procedure in order to determine membership compliance, which procedure may be on a sample basis.
- d) The Executive Committee shall provide membership with notice of a reasonable number of professional learning activities in order to assist members in fulfilling the structured learning requirement of the CPL program.
- e) The Executive Committee shall notify and consult with the affiliate membership regarding significant changes to the CPL program prior to the start of the following reporting period to which the changes would apply.

COMMITTEES

- 9. 1) The standing committees of the Association shall be:
 - a) the Executive Committee, and
 - b) the Membership Committee,
- 2) The Executive Committee may from time to time, as it considers necessary, appoint a Discipline Committee and such other standing or ad hoc committees consisting of members of the Executive Committee or other members to assist in carrying out the duties of the Executive of the Association.

EXECUTIVE COMMITTEE

- 10. 1) The Executive Committee of the Association shall consist of:
 - (a) the following members who shall be elected every second year by the membership in accordance with these by-laws:
 - i. a President
 - ii. a minimum of four other members and a maximum of eight other members of the Association, provided that the maximum number of members to be elected is determined by the Executive prior to the election,
 - b) the immediate Past President.
- 2) The Executive Committee of the Association will appoint 1 or more planning students, as recommended by The University of Manitoba Association of Planning Students (UMAPS) to be the student representative/s on the Executive. Student representatives may attend and participate in Association meetings, and may sit on committees.

- 3) A majority of the members of the Executive, including the President, shall be Full Members.
- 4) All members of the Executive Committee shall be elected in accordance with these by-laws, and shall be active members of the Association.
- 5) The term of office of the officers and directors is two years from the close of the Annual General Meeting of the Association, at which their election is determined, until the close of the second Annual General Meeting following their election.
- 6) The Executive Committee shall elect, from among its members, a Secretary, a Treasurer, a Chairperson of the Membership Committee, and Chairpersons of other committees as established under this by-law.

NATIONAL COUNCIL REPRESENTATIVE

11. The Executive Committee of the Association shall appoint a representative to the National Council of the Canadian Institute of Planners. The National Council Representative shall be a Past President of the Association. The National Council Representative shall be appointed, or the incumbent's re-appointment confirmed, by the Executive Committee no later than one month following the Annual General Meeting of the Canadian Institute of Planners. The National Council Representative shall be an ex-officio member of the Executive Committee.

ELECTION OF EXECUTIVE

12.
 - 1) At least sixty days before the Annual General Meeting of each year, the Executive Committee shall appoint a Nominating Committee consisting of three full members of the Association.
 - 2) The Nominating Committee shall nominate
 - a) at least one qualified person for President every second year, for a two-year term; and,
 - b) up to four qualified persons for the Executive Committee each year for a two-year term.
 - 3) At least sixty days before the Annual General Meeting of each year, the Secretary shall notify the membership in writing requesting nominations for members of the Executive Committee and for President every second year.

- 4) Any three persons who are Full or Provisional Members of the Association may nominate any qualified person for President or member of the Executive Committee. Nominations by the Nominating Committee or by the membership at large shall be made in writing and be signed by the nominators and the nominee and be sent to the Secretary not later than four weeks before the Annual General Meeting of the Association. The Secretary shall forthwith distribute the list of candidates (and a return ballot) to the membership. The Secretary shall also require a brief resume from each candidate. The resume is to be circulated to the membership with a list of candidates and return ballot.
- 5) The Secretary shall request the local planning students to nominate a representative(s) for appointment to the Executive.
- 6) The members present at the Annual General Meeting shall appoint two invigilators who shall scrutinize the counting of the ballots at the Annual General Meeting.
- 7)
 - a) The candidate who receives the most votes in respect to the position(s) for which he/she is nominated shall be declared to be the person elected for that position.
 - b) In the event of a tie vote, the invigilators shall place in a ballot box or in a suitable container one ballot for each of the nominees who have received an equal number of votes and that nominee shall be declared elected whose ballot is withdrawn from the ballot box or suitable container by the Secretary who shall withdraw the necessary number of ballots sight unseen.
- 8) The invigilators shall report the results of the count to the presiding officer of the Annual General Meeting, who shall announce to the Meeting the names of the Officers and Directors elected.
- 9) Return of ballots:
 - a) Ballots may be returned by (i) mail, or (ii) in person.
 - b) Mailed in ballots shall be returned to the Secretary at least 24 hours before the Annual General Meeting and shall show the name of the returnee on the outside of the envelope.
 - c) The Secretary shall check the names of the returnees against the roster of membership and shall keep a list of the names of returnees for a period of thirty days after the Annual General Meeting.

DUTIES OF EXECUTIVE

13. 1) The Executive Committee shall manage the affairs of the Association in accordance with these by-laws.
- 2) Without restricting the general responsibility in (1) above, the Executive Committee shall:
 - a) establish policies and make decisions that are in the best interests of the Association;
 - b) actively encourage the growth of the Association as a professional body;
 - c) foster the maintenance of those standards and qualities of membership that are consistent with the by-laws and constitution of the Institute as established or as amended from time to time;
 - d) establish such committees or other working groups as may be required to further the aims and objectives of the Association and to assist the Executive Committee in conducting the business of the Association;
 - e) review reports and recommendations of the Membership Committee with respect to all applications for membership for any class and either endorse the recommendations of the Committee or make such other determination as may be deemed appropriate;
 - f) appoint the Secretary and a Treasurer from the membership at large, and at the discretion of the Committee, an Assistant Secretary and/or Treasurer.
- 3) The Executive Committee shall meet:
 - a) at the call of the President at least four times during its term of office; and,
 - b) at the call of the Secretary if two members of the Executive committee make a written request to the Secretary for such a meeting.
- 4) Four of members of the Executive Committee constitute a quorum.
- 5) At meetings of the Executive Committee:

- a) votes may be determined by a show of hands and the Executive Committee shall be bound by the vote of the majority of its members present; and
 - b) each person who is a member of the Executive committee has one vote on any question and in the event of a tie vote, the presiding officer shall cast an additional vote to decide the question.
- 6) Each member of the Executive Committee shall have assigned to him/her by the Executive Committee a responsibility for his/her term of office.

DUTIES AND RESPONSIBILITIES OF COMMITTEES (OTHER THAN THE EXECUTIVE COMMITTEE)

14. 1) Each committee is charged with the duty of performing such duties and responsibilities as are assigned to it from time to time by the Executive Committee or by the membership at an Annual General Meeting or other special meeting.
- 2) The Chairperson of each committee is responsible for:
- a) conducting the committee meeting in an orderly manner;
 - b) maintaining the properly recorded minutes or notes;
 - c) submission of required minutes, reports or recommendations in person or in writing to the Executive Committee or, if required, to the general membership.
- 3) A simple majority of the members of each committee established under this section shall constitute a quorum.

OFFICERS

15. The officers of the Association shall include (i) the President, (ii) the Past President, (iii) the Secretary and (iv) the Treasurer.

DUTIES OF OFFICERS

16. 1) The President:
- a) has the general supervision of the Association;
 - b) shall preside at meetings of the Executive Committee;
 - c) shall preside at the Annual General Meeting;

- d) shall appoint to the committees established by the Executive Committee or the Institute by-laws such members of the Association as are required provided that such appointments shall be ratified by the Executive Committee;
 - e) is a signing authority in respect to cheques and other documents on behalf of the Association;
 - f) may institute policies, programs, and decisions considered desirable and beneficial for the Association;
 - g) shall represent the Association in such manner as is considered appropriate by the Executive Committee or the general membership.
- 2) The Past President:
- a) shall be responsible for those duties as set out from time-to-time by the Executive Committee; and
 - b) shall represent the Executive on the Discipline Committee.
 - c) shall, in the absence of the President, preside at the Executive Committee meetings or the Annual General Meeting, and shall otherwise perform the President's duties as needed.
- 3) The Secretary shall:
- a) attend to and maintain records of all correspondence and proceedings of the Association and of the Executive Committee;
 - b) maintain a roster containing the name, addresses and callings of all persons who have been members of the Association; and the names, addresses and callings of all persons who are or who have been members of the Executive Committee;
 - c) give all notices required to be given by these by-laws or by the Executive Committee;
 - d) transfer in good condition, all records, files and documents when required to do so either through a change of officers, through resignation or at the behest of the Executive Committee;
 - e) maintain for distribution at cost to members up-to-date copies of the Association's by-laws;

- f) distribute to all members at least ten days before the Annual General Meeting:
 - i) the minutes of the previous Annual General Meeting;
 - ii) any proposed by-law changes;
 - iii) a copy of the financial statement for the year ending;
 - iv) a copy of all committee reports for the year ending.

- 4) The Treasurer shall:
 - a) perform the bookkeeping and accounting functions pertaining to all financial transactions of the Association so that all accounts are in current and satisfactory condition;
 - b) present at all regular meetings of the Executive Committee for review:
 - i. an up-to-date statement of current revenue, expenditure, receivables and payables as are normally provided by accepted bookkeeping standards;
 - ii. bills, invoices and such other commitments that are due and payable
 - c) prepare and present at the Annual General Meeting of the Association the annual statement of revenue, expenditure, amounts due or owing and a year-end balance sheet;
 - d) in addition to the President and such other officers as may be appointed, to be a signing authority for cheques, or such other documents as may be directed by the Executive Committee or general membership to sign or endorse;

DUTIES OF THE NATIONAL COUNCILLOR

- 17. 1) shall be appointed by a majority of the Executive Committee and shall be a Past President;
- 2) shall represent the views and desires of the Association's Executive Committee;
- 3) shall report regularly to Executive Committee on all matters considered by the National Council of the Canadian Institute Planners and
- 4) shall be appointed every two years for a maximum of one two-year term, unless extended by a decision of the Executive Committee.

PAYMENT OF BILLS AND ACCOUNTS

18. Disbursement of Association funds to meet payment of pay bills, invoices or other commitments shall only be executed after expressed Approval of the Association by resolution of the Executive Committee or upon authorization of the general membership by resolution passed at a meeting convened to conduct Association business.

PROFESSIONAL CONDUCT DISCIPLINE COMMITTEE

19. 1) a) The Code of Professional Practice of the Canadian Institute of Planners, as amended from time to time, is hereby adopted.
- b) Conduct unbecoming a member is a question of fact which shall be determined by the Discipline Committee, or by the Executive Committee acting under the provisions of this section, on the basis of the facts presented to the Discipline Committee and to the Executive Committee.
- c) Any matter, conduct or thing that, in the judgement of the Discipline Committee, constitutes a breach of the Code of Professional Practice, shall be deemed to be conduct unbecoming a member.
- 2) a) Any person who is of the opinion that a member of the Manitoba Professional Planners Institute has acted in a manner unbecoming a member may submit a complaint to the Executive Committee, which shall refer the complaint to the Discipline Committee.
- b) Every complaint submitted, as provided for in clause (a), shall:
- i. be in writing and contain a concise statement of the facts relevant to the complaint;
 - ii. identify the name and address of the complainant, or the complainant's solicitor to whom communications shall be sent; and
 - iii. if the complainant is a member of the Institute, specify the applicable clauses of sections of the Code of Professional Practice relied upon by the complainant.
- 3) There shall be appointed, as required in each year by the Executive Committee, a committee to be known as the Discipline Committee to act in accordance with the following:

- a) The Discipline Committee shall consist of not less than five or more than seven members, all of who are Fellows or Members in good standing and resident in the Province of Manitoba.
 - b) A member of the Executive Committee or an employee of the Association is not eligible to be a member of the Discipline Committee, with the exception of the immediate Past President as set out in Section 15(2b) of this By-Law.
 - c) Appointments to the Discipline Committee shall be for a term as required to fulfill the duties arising out of a complaint against a member. Should any additional complaints arise during the term of the appointed Discipline Committee, that Committee shall also deal such complaints.
 - d) Members of the Discipline Committee shall hold office until their successors are appointed and are eligible for reappointment. Where a member ceases to be a member before the expiry of his/her term, the Executive shall appoint another eligible person for the unexpired portion of the term.
 - e) The Executive Committee shall appoint one of the members of the Discipline Committee to be Chairperson and another, the Vice-Chairperson, who shall act as chairperson in the absence of the Chairperson.
 - f) Three members of the Discipline Committee constitute a quorum.
 - g) The Discipline Committee shall appoint a Secretary of the Committee who shall keep on file minutes and records of all complaints and proceedings thereon.
 - h) All disciplinary determinations require a vote of the majority of members of the Discipline Committee present at a hearing, but in the event of a tie vote, the motion or recommendation shall be considered lost.
- 4) Upon receipt of a complaint against a member, the member shall be notified by the Discipline Committee of the complaint and the pertinent facts in the complaint.
 - 5) The Discipline Committee shall review all complaints received against members of the Institute and shall either:

- a) take no further action if it is of the opinion that the complaint is frivolous or without basis or, if proven, would not constitute conduct unbecoming a member, or
 - b) request additional information from the parties involved in the complaint, or
 - c) determine that, in its opinion, the evidence obtained by it on the preliminary investigation warrants a further investigation and that a formal hearing be conducted.
- 6) Upon a decision made pursuant to subsection (5), the Discipline Committee shall either:
- a. dismiss the complaint and so notify the complainant, if any, and the person whose conduct has been subjected to preliminary investigation, or
 - b. hold a formal hearing in respect of the matters under investigation.
- 7) When a formal hearing is to be held by the Discipline Committee pursuant to subsection (6), the Discipline Committee shall give to the member whose conduct is being investigated and to the other parties to the complaint at least 30 days written notice respecting the time and place at which such hearing will be held, specifying the basis of the complaint and the matters to be investigated, and advising the member generally of the by-law provisions for disciplinary action. This notice shall be served either personally or by mail, addressed and mailed to the member and to the complainant at the latest post office address provided to the Association.
- 8) The Discipline Committee and all parties to the discipline hearing have the right to be represented by counsel or agent at their own expense.
- 9) In the event of the non-attendance at a hearing of a person whose conduct is the subject of inquiry, or other parties to the complaint, the Discipline Committee, upon proof of the proper service of the Notice of Hearing may proceed with the hearing and take any action authorized without further notice to that person or persons.
- 10) a) The Discipline Committee is not bound by the rules of evidence pertaining to actions and proceedings in the courts of justice, but shall proceed to ascertain the facts in such a manner as it considers proper.
- b) Hearings of the Discipline Committee shall be held in camera, but if the person whose conduct is the subject of the hearing requests

otherwise by notice in writing delivered to the Secretary before the day fixed for the hearing, the Discipline Committee may, on a motion approved by a majority of members of the said Committee, conduct the hearing in public or otherwise, as it considers proper.

- c) All parties to the complaint have the right to obtain copies of the documentation to be provided in the formal hearing.
- 11)
- a) When, upon completion of the formal hearing, the Discipline Committee forms the opinion that the conduct under investigation is not conduct unbecoming a member the Discipline Committee shall [notify the individuals involved in the formal hearing] accordingly].
 - b) When, upon completion of the formal hearing, the Discipline Committee forms the opinion that the conduct under investigation is conduct unbecoming a member, but considered the offence is not of such gravity or importance as to warrant suspension or striking of the name of the member from Association membership the Discipline Committee shall reprimand the member in accordance with subsection 11 (d) of this By-Law.
 - c) When, upon completion of the formal hearing, the Discipline Committee forms the opinion that the conduct under investigation is conduct unbecoming a member, and considers the offence to be grave, the Discipline Committee shall direct that the member be suspended from the rights of membership for a specified period, or that his/her name be struck from membership.
 - d) The determination of the Discipline Committee taken after a hearing and made in accordance with this subsection shall be in writing and signed by the majority of all members of the Discipline Committee participating at the hearing and shall be accompanied by reasons in which are set out findings of fact and a copy of the reason and determination shall be dated and forthwith provided to the Executive Committee.
- 12)
- a) Upon determination of a complaint as described in subsection (11) (a) above, the Discipline Committee shall report to the Annual General Meeting that a complaint had been investigated and that no breach of the Code had been found to have occurred. The report of the Discipline Committee shall be made in such a way that the parties to the complaint are not identified.
 - b) Upon determination of a complaint as described in subsection (11) (b) above, the Discipline Committee shall submit a copy of the

letter of reprimand to the Executive Committee and the Chairperson of the Membership Committee shall affix the said copy to the file of the member whose conduct was complained of. In its report to the Annual General Meeting, the Discipline Committee shall publish the substance of the proceedings and the determination of the complaint, in a manner that the parties to the complaint are not identified.

- c) Upon determination of a complaint as described in subsection (11) (c) above, the Discipline Committee shall, after the expiry of the appeal period, submit its report on the investigation to the Executive Committee and the Chairperson of the Membership Committee shall affix the said report to the file of the member whose conduct was complained of. The Executive shall also submit a copy of the said report to the National Council. In its report to the Annual General Meeting, the Discipline Committee shall publish the substance of the proceedings and the determination of the complaint, and may disclose the name of the member against whom the action was taken.
 - d) In the event that a petition has been filed pursuant to subsection (15), no report will be made to the Annual General Meeting until such time as the matter has been finally determined.
- 13) a) Upon furnishing the Discipline Committee with an affidavit to the effect that there is new evidence which was not available at the time of the hearing that could materially have affected the decision of the Discipline Committee, and upon setting out the evidence, any member who has been suspended or any person whose name has been struck from the register may apply to the Discipline Committee for rehearing.
- b) Upon receipt of an affidavit pursuant to clause (a), the Discipline Committee may rehear the matter in accordance with procedures specified in subsections (7) to (11) inclusive.
- 14) a) The operation of the determination of the Discipline Committee shall be stayed for a period of 30 days, in the event that a petition is filed as hereinafter provided, or until such time as the matter has been finally determined.
- b) Clause (a) of this subsection will be recited in the report submitted to the National Council.
- 15) The Executive Committee, or a national appeal body, if such is established for that purpose, without being required to hold a hearing, on petition of a

party or person interested, served by registered mail upon the parties and the Secretary of the Association within 30 days of the date of the determination of the Discipline Committee, may by resolution:

- a) Confirm, vary or rescind the whole or any part of such determination, or
 - b) Refer the matter back to the Discipline Committee for a new hearing on the whole or any part of a complaint submitted pursuant to subsection (2).
 - c) The Secretary shall advise the National Council of any petition received and any action taken pursuant to the provisions of this subsection.
- 16) a) A resolution of the Executive Committee pursuant to subsection (15) shall be made within 60 days of the receipt by the Executive Committee of the petition, in default of which, the determination of the Discipline Committee shall be deemed to be affirmed, and the resolution or affirmation shall be served forthwith, personally or by registered mail upon the parties or person interested, by the Secretary of the Association.
- b) The resolution or affirmation of the majority of the Executive Committee pursuant to subsection (15) shall be in writing and shall be final, binding and conclusive of all matters dealt with therein and where the Executive Committee elects to refer the matter back to the Discipline Committee for a new hearing, there shall be no further rights to petition under subsection (15).
- 17) The determination of the Discipline Committee taken after a hearing conducted pursuant to subsection (15) (b) and made in accordance with the provisions of subsection (11), shall be in writing and signed by the majority of all members of the Discipline Committee participating at the hearing and shall be accompanied by reasons in which are set out findings of fact and a copy of the reasons and determination shall be dated and forthwith provided to the Executive Committee, to all parties to the hearing and to the National Council by the Secretary of the Committee.
- 18) No action lies against any member of the Executive Committee or of the Discipline Committee or any person acting on the instructions of the Discipline Committee or the Executive Committee for anything done, or omitted to be done by him/her in good faith and in purporting to act under these by-laws.

- 19) The Executive Committee, on the advice of the Discipline Committee, may annually set fees on applications for the hearing of a complaint before the Discipline Committee and upon a recommendation therefrom, may waive or refund any such fees owing or actually paid at any time. The failure to pay such fees may result in the complaint being dismissed by the Discipline Committee, by resolution without any notice.

VACANCIES

20. Notwithstanding any other provisions in these by-laws when, in the opinion of the Executive Committee, an officer or member of the Executive Committee is unable to perform his/her duties, the Executive Committee may appoint another member of the Association to assume the duties until the officer or member is able to perform his/her duties or until the next Annual General Meeting.

FINANCIAL MANAGEMENT

21.
 - 1) The fiscal year of the Association is from January 1 to December 31 of each year.
 - 2) For all banking transactions conducted in the name of the Association, the Treasurer, the President, and at least one other member appointed by the Executive Committee are from among themselves the signing officers.
 - 3) The Executive Committee may purchase or otherwise acquire and lend and sell for the Association any property, rights, or privileges which the Association is entitled to acquire at such price and on such terms and conditions as the Executive Committee deems proper, and a report on the transaction shall be submitted at the Annual General Meeting.
 - 4) Deeds, transfers, contracts and engagements on behalf of the Association shall be signed and executed at the direction of the Executive Committee by the President together with the Treasurer.

MEETINGS

22.
 - 1) Executive meetings are open to the membership with the exception of meeting on disciplinary matters. Any member may raise an issue or speak to an issue to be dealt with by the Executive by giving prior notice to the Secretary.
 - 2) The Annual General Meeting of the Association shall be held each year within fourteen months after the last preceding Annual General Meeting, but not prior to April 1, at a time and place to be fixed by the Executive Committee at least four weeks prior to the Annual General Meeting.

- 3) The President may call other meetings of the Association at his/her discretion and shall call a meeting of the Association at the written request of at least two members of the Executive Committee or of at least 40% of the members of the Association.
- 4) The Secretary shall send, at least fourteen days prior to the Annual General Meeting, notice of the time and place of the Annual General Meeting to all categories of members of the Association.
- 5) The Secretary and Treasurer shall prepare and send materials prior to the Annual General Meeting as outlined in Section 16 (3) and 16 (4) of this By-Law.
- 6) The members of the Association present at both the Annual General Meeting and the regular meeting of the Association constitute a quorum.
- 7) At meetings of the Association:
 - a) votes may be determined by a show of hands, unless a recorded secret ballot is requested by voting members, and in either case the meeting shall be bound by the vote of the majority of the members of the Association present;
 - b) each person who is a member of the Association has one vote on any question, and in the event of a tie vote, the presiding officer shall cast an additional vote to decide the question.

AMENDMENT OF BY-LAWS

23.
 - 1) When, in the opinion of the Executive Committee, it is necessary to amend the by-laws, the Executive Committee shall approve a draft of the proposed amendment and the Secretary shall send to each member of the Association the text of the proposed amendment together with the notice of the Annual Meeting at which the proposed amendment is to be considered.
 - 2) The proposed amendment shall conform to the constitution and by-laws of the Canadian Institute of Planners.
 - 3) The proposed amendment may be voted on only by members who are present at the Annual General Meeting, except that student members may not vote on by-law amendments.
 - 4) This by-law or any amendment(s) thereto shall come into force upon being adopted by a two-thirds majority of members present at the Annual

General Meeting. All previous by-laws of the Association are automatically replaced when this by-law comes into force.

Transition

The year 2005 shall be a transition year in which up to eight qualified persons shall be nominated for the Executive Committee with half of the total Executive membership being elected for a one-year term only and the remainder for a two-year term. Thereafter, up to four members will be elected/appointed to the Executive each year.

Signed this _____ day of _____
2005 A.D., at Winnipeg, in the Province of Manitoba, Canada, on behalf of the Manitoba Professional Planners Institute.

President

Secretary

CERTIFIED to be a true copy of the by-law
of the Manitoba Professional Planners Institute.

Secretary