

# Bylaws of International Minerals Innovation Institute (IMII)

As Ratified at the AGM on May 23, 2019

Effective December 13, 2018  
As Amended By Resolution of the Board of Directors

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## Article 1 – Definitions and Interpretation

Unless otherwise defined herein, the following terms shall have the following meanings throughout this document.

- a) **“Anti-competitive”** means any act prohibited by the *Competition Act* of Canada;
- b) **“Board”** means the Board of Directors of the International Minerals Innovation Institute Inc. (IMII);
- c) **“Competition Act”** means the *Competition Act* of Canada (RSC 1985, c 19) and its associated regulations, as amended from time to time;
- d) **“Competitor(s)”** means corporations, businesses, or institutions (including educational institutions) whose primary business is the same or similar in nature, or who engage in or have an interest in the same or a similar type of matters;
- e) **“Corporation”** means the body corporate of the International Minerals Innovation Institute, incorporated under the *Non-Profit Corporations Act, 1995* of Saskatchewan;
- f) **“Director(s)”** means the members of the Board of Directors of IMII;
- g) **“E&T”** means Education & Training activities related to the minerals sector;
- h) **“Member(s)”** means the individual members and Member Organizations belonging to IMII, whether they be individuals or Corporate entities;
- i) **“Member Organization(s)”** means any business, educational institution, or other entity that has been granted membership in IMII;
- j) **“Panels”** means the Education & Training Panel and/or the Research, Development & Demonstration Panel;
- k) **“Participants”** includes Members, Directors, Staff, consultants or others as the context may require;
- l) **“Policy Manual”** means a document listing all policies of IMII, as approved by the Board of Directors of IMII;
- m) **“RD&D”** means Research, Development & Demonstration activities related to the minerals sector;
- n) **“Staff”** means individuals who are employed directly by IMII or contracted on long-term basis to perform work for the IMII;
- o) **“The Act”** means *The Non-Profit Corporations Act, 1995* under which IMII was incorporated.

## Article 2 – Purpose, Intent and Structure of IMII

### IMII Vision:

Our vision is to make Saskatchewan home to the world’s most innovative and sustainable mining and minerals industry.

### IMII Mission:

Our mission is to be an industry-led catalyst, driving innovation and sustainability in minerals sector research, development, education and skills-training.

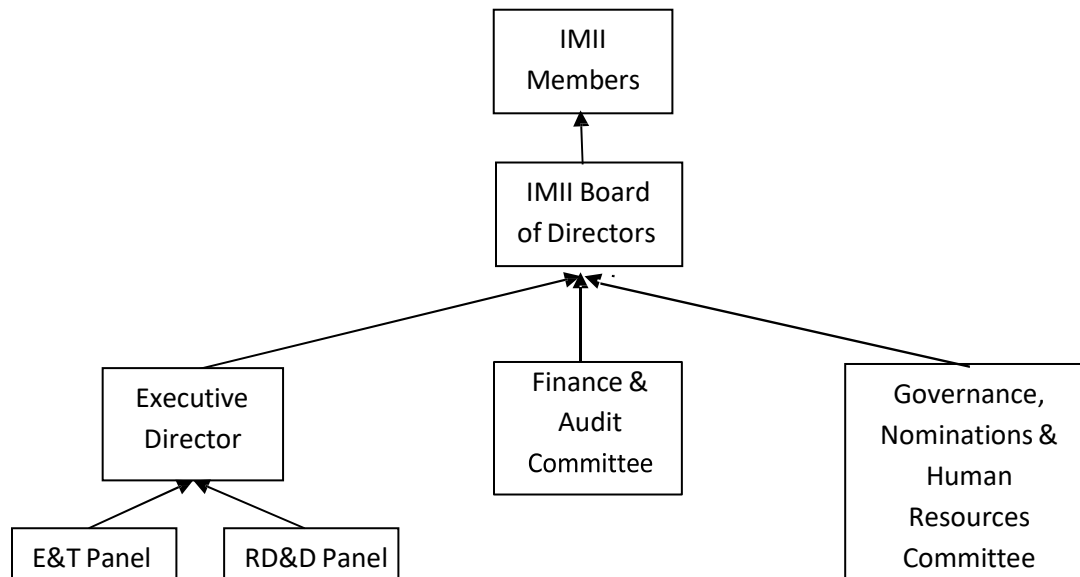
### IMII Objectives and Purposes:

- To support the attraction and retention of skilled people to support Saskatchewan's minerals industry.
- To facilitate research and development in support of Saskatchewan's minerals industry.
- To provide leadership and capacity building in the development of programs, technical certificate and undergraduate and post-graduate programs to support Saskatchewan's minerals industry.

And thereby:

- Enhance the profile of Saskatchewan's minerals industry both nationally and internationally.
- Enhance the competitiveness of Saskatchewan's minerals industry.

### IMII Structure:



The two standing Committees report to the Board of Directors which guides and makes decisions for the organization on behalf of IMII members. The two panels report to the Executive Director who then reports to the Board of Directors on their behalf.

## **Article 3 – Members**

### **3.1 Classes of Membership**

Membership in IMII is available to companies, governments, institutions and associates that are committed to furthering IMII's purposes and whom wish to apply for and be admitted to membership by resolution of the Board of Directors of IMII in one of five categories:

- a) Minerals companies: those companies involved in the Saskatchewan minerals industry in exploration, development, extraction/production or closure/reclamation, and share a commitment to innovation through IMII. This category is further categorized as follows:
  - Category A minerals companies are large companies as defined by international revenues in IMII membership fee policy;
  - Category B minerals companies are mid-size companies as defined by international revenues in IMII membership fee policy; and
  - Category C minerals companies are small companies as defined by international revenues in IMII membership fee policy.
- b) Supply Chain Companies: those companies who are not minerals producers but are involved in the minerals industry's innovation ecosystem through the provision of goods and services (e.g., original equipment manufacturers, engineering firms, construction companies, consultancies, other service companies), to minerals companies operating in Saskatchewan, and share the minerals companies' commitment to innovation through IMII.
- c) Government Entities: those departments or agencies which share a commitment to innovation through IMII, and support financially or otherwise the activities of IMII to a degree satisfactory to the Board.
- d) Institutions: not-for-profit post-secondary institutions and/or research organizations in Saskatchewan that share the minerals companies' commitment to innovation through IMII and may contribute to the education & training and/or the research, development & demonstration activities of IMII to a degree satisfactory to the Board.
- e) Associates: not-for-profit organizations that represent interests relevant to the minerals industry to a degree satisfactory to the Board, and want to show support for the minerals industry and its innovation ecosystem.

### **3.2 Membership Application and Representation**

Organizations desiring to be members of IMII must apply and be accepted by the Board of Directors of IMII to become members. Members of IMII are companies, partnerships, sole proprietorships, institutions and/or government entities, not individual natural persons in their own right. The member organizations designate a person to represent their organization in IMII as permitted herein. No special consideration will be given where the applicant or Member has made material or other contributions to the Institute.

The individuals chosen by their employer to be their official representative, once chosen, are expected to attend the Board and/or committee meetings to which they have been appointed. The representative can, however, be substituted due to scheduling conflicts. Board members can also attend E&T and R&D panel meetings and speak at seminars or forums organized by IMII.

To the extent that any rules are agreed to restricting who may apply for membership, these must be:

- a) consistent with the stated objectives of the Institute;
- b) documented and well publicized; and
- c) applied in a consistent, non-discriminatory manner;

Applicants shall be informed of the status of their application within a reasonable period, and in any event, not more than thirty (30) days following the Board meeting at which the membership decision is made. Where membership has been denied, the Board shall provide the applicant with written reasons for the denial within thirty (30) days of the decision.

### **3.3 Membership Fees**

Membership fees, as established by resolution of the Board of Directors, will be assessed for each member according to category as set out in the IMII Membership Fee Policy.

### **3.4 Termination of Membership**

The membership in IMII is terminated when:

- a) The Member Organization is liquidated or dissolved, as the case may be;
- b) The Member Organization resigns by delivering a written resignation to the Chair of the Board in which case such resignation shall be effective on the date specified in the resignation;
- c) The Member Organization is expelled or their Membership is otherwise terminated in accordance with Bylaws;
- d) The Member Organization's term of Membership expires; or
- e) IMII is liquidated or dissolved under the Act.

### **3.5 Effect of Termination of Membership**

Upon any termination of membership, the rights of the Member Organization, including any rights in the property of IMII, automatically cease to exist.

### **3.6 Discipline of Members**

- (a) The Board has the authority to suspend or expel any Member from IMII on any one or more of the following grounds:
  - (i) Violating any provision of Bylaws or other written policies of IMII;
  - (ii) Carrying out any conduct which may be detrimental to IMII as determined by the Board in its sole discretion; or
  - (iii) For any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of IMII.
- (b) In the event that the Board determines that a Member should be suspended or expelled from Membership in IMII, after providing the Member with at least ten (10) days' written notice that the matter was to be considered and providing the Member with an opportunity to be heard by the Board prior to its making any determination, the Chair of the Board, or such other Officer as may be designated by the Board shall notify the Member of the suspension or expulsion.

## **Article 4 – Members’ Meetings**

### **4.1 Notice of Annual General or Members’ Meetings**

- (a) Notice of the time and place of an Annual General Meeting or Meeting of Members shall be given to each Member entitled to vote at the meeting by the following means:
  - (i) by mail, courier or personal delivery to each Member entitled to vote at the meeting, at least fourteen (14) days before the day on which the meeting is to be held; or
  - (ii) by telephonic, electronic or other communication facility to each Member entitled to vote at the meeting, at least fourteen (14) days before the day on which the meeting is to be held.
  
- (b) Notice to Others. Notice of a Meeting of Members shall also be given to each Director and to the auditor of the Corporation during a period of fourteen (14) days before the day on which the meeting is to be held.

Notice of any Meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit the Member to form an informed judgment on the business and provide the text of any Special Resolution or Bylaw to be submitted to the meeting. The Directors may fix a record date for determination of Members entitled to receive notice of any Meeting of Members in accordance with the requirements of the Act.

### **4.2 Place of Members’ Meeting**

Meetings of Members may be held at any place within Saskatchewan determined by the Board.

### **4.3 Annual General Meetings**

An annual meeting of Members shall be held at such time in each year as the Board may from time to time determine, provided that the annual meeting must be held not later than fifteen (15) months after holding the preceding annual meeting and no later than six (6) months after the end of the Corporation’s preceding fiscal year. The annual meeting shall be held for the purpose of considering the financial statements and reports of the Corporation to be presented at the meeting, appointing the Organization’s auditor, and transacting such other business as may properly be brought before the meeting.

### **4.4 Special Meetings**

The Board may at any time call a Special Meeting of Members for the transaction of any business which may properly be brought before the Members.

### **4.5 Members Calling a Members’ Meeting**

The Board shall call a Special Meeting of Members on written requisition of Members carrying not less than twenty percent (20%) of the voting rights that may be cast at a Meeting of Members sought to be held. If the Board does not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

### **4.6 Special Business**

All business transacted at a Meeting of Members, except consideration of the financial statements, auditor’s report and re-appointment of the incumbent auditor, is special business.



#### **4.7 Waiver of Notice**

A Member and any other person entitled to attend a Meeting of Members may in any manner and at any time waive notice of a Meeting of Members, and attendance of any such person at a Meeting of Members is a waiver of notice of the meeting, except where such person attends a Meeting of Members for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### **4.8 Persons Entitled to be Present at Members' Meetings**

The only persons entitled to be present at a Meeting of Members are those Members entitled to vote at the meeting, the Directors, and the auditor of the Institute and such other persons who are entitled or required under any provision of the Bylaws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chairperson of the meeting, by Ordinary Resolution of the Members or if the chairperson asks if anyone present objects to the presence of others and no objection is raised at the meeting.

#### **4.9 Chair of Members' Meetings**

The chairperson of Meetings of the Members shall be the Chair of the Board. In the event that the Chair of the Board is absent, any Board Member, if any, shall be the chair of Meetings of the Members. In the event that both the Chair of the Board and any Board Member are absent, or are unable or unwilling to act as chair, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

#### **4.10 Quorum at Members' Meetings**

- (a) A quorum at any Meeting of Members shall be fifty percent (50%) of the Members. If a quorum is present at the opening of a Meeting of Members, the Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. For the purpose of determining quorum, a Member may be present in person, by proxy, or by telephonic and/or by other electronic means.
- (b) If a quorum is not present at the opening of a Meeting of Members, the Members present may adjourn the meeting to a fixed time and place but may not transact any other business.
- (c) The quorum at an adjourned Meeting of Members shall be the presence of those Members entitled to vote who are present at the meeting.

#### **4.11 Participation by Electronic Means at Members' Meetings**

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a Meeting of Members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this By-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

#### **4.12 Members' Meeting Held Entirely by Electronic Means**

Notwithstanding section 4.11, if the Directors or Members of the Corporation call a Meeting of Members, those Directors or Members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

#### **4.13 Absentee Voting at Members' Meetings**

- (a) Mailed In or Electronic Ballot. A Member entitled to vote at a Meeting of Members may vote by mailed-in ballot or by means of a telephonic, electronic or other communication facility if the Corporation has a system that:
  - (i) enables the votes to be gathered in a manner that permits their subsequent verification, and
  - (ii) permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each Member voted.
  
- (b) Voting by Proxy. Every Member entitled to vote at a Meeting of Members may vote by proxy by appointing in writing a proxy holder, and one or more alternate proxy holders, who are not required to be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:
  - (i) A proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;
  - (ii) A Member may revoke a proxy by depositing an instrument signed by the member;
  - (iii) A proxy holder or an alternate proxy holder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where a proxy holder or an alternate proxy holder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
  - (iv) A proxy shall be in writing, executed by the Member or the Member's attorney;
  - (v) Votes by proxy shall be collected, counted, and reported in such manner as the chair of the meeting directs.

#### **4.14 Votes to Govern**

At any Meeting of Members every decision shall, unless otherwise provided by the Act, the Articles or the Bylaws, be determined by a majority of the votes cast on the decision. In case of an equality of votes using a show of hands or a ballot or electronic voting, the motion fails. The chair of the meeting shall not have a second or casting vote.

## **Article 5 – Directors**

### **5.1 Board Responsibilities**

The Board of Directors of IMII holds overall responsibility for items that include, but are not limited to, the following:

- a) Ensuring a qualified and effective Executive Director (or similar senior management official) is in place;
- b) Establishing, reviewing and updating the strategic direction and effectiveness of IMII;
- c) Ensuring effective financial and information controls are in place;
- d) Identifying and mitigating risks to the organization;
- e) Overseeing effective communications with stakeholders;
- f) Ensuring proper governance procedures are being followed;
- g) Identifying and managing conflicts of interest;
- h) Protecting against anti-trust and competition law issues; and
- i) Appointing committees with specific mandates as required.

### **5.2 Number of Directors**

The Board shall consist of a minimum of six (6) members and a maximum of twenty (20) members.

### **5.3 Appointment and Election of Directors**

The composition of the Board of Directors shall be as follows:

- a) One representative from each Category A Minerals Companies holding membership in IMII;
- b) One representative for the Category B Minerals Company group holding membership in IMII;
- c) One representative for the Category C Minerals Company group holding membership in IMII;
- d) One representative for the Supply Chain Company group holding membership in IMII;
- e) One representative designated by the University of Saskatchewan provided it holds membership in IMII;
- f) One representative designated by the University of Regina provided it holds membership in IMII;
- g) One representative designated by Saskatchewan Polytechnic provided it holds membership in IMII;
- h) One representative for the Institutions group holding membership in IMII from amongst Institutions other than those specified in clauses 5.3.e), 5.3.f) and 5.3.g) hereof;
- i) Two representatives to be designated by the Government of Saskatchewan; and
- j) One representative designated by the Saskatchewan Mining Association

The election of persons to be a member of the IMII Board of Directors for Category B Minerals Companies, Category C Minerals Companies, Supply Chain Companies and Institutions is to take place as follows:

- a) 60 days prior to the Annual General Meeting, IMII will contact the representatives of all members of each of the noted categories where there is more than one member of IMII, requesting nominations. Representatives can nominate themselves or others from within their category.
- b) 40 days prior to the Annual General Meeting, nominations will close.
- c) Within two business days of the close of nominations, ballots will be sent to the Category's representatives to vote for candidates within, and only within, their own Category.
- d) Completed ballots are to be received by IMII no later than 20 days prior to the Annual General Meeting.

- e) The elected Board members will be announced at the Annual General Meeting.

#### **5.4 Terms of Office**

The representatives of the following categories will serve two-year terms which will, to the greatest degree possible, conclude in alternating years in instances where there is more than one designated representative:

- a) Category B Minerals Companies
- b) Category C Minerals Companies
- c) Saskatchewan Mining Association

The representatives of Government Entities will serve at the direction of the Government Entity that appoints them to the Board.

The representatives of Institution members will serve three-year terms and will, to the greatest degree possible, conclude in alternating years.

#### **5.5 Ceasing to Hold Office**

A Director ceases to hold office when:

- j) the Director dies or resigns;
- k) the Director is removed from office by the Members; or
- l) the Member appoints another person to be its representative on the IMII Board of Directors.

#### **5.6 Effective Date of Resignation of Director**

A resignation of a Director becomes effective as of the date that written resignation is received at the offices of IMII or at the time specified in the resignation, whichever is later.

### **Article 6 – Meetings of Directors**

#### **6.1 Calling of Meetings of Board**

Meetings of the Board may be called by the Chair of the Board or any two (2) Directors at any time.

#### **6.2 Notice of Meeting of Board of Directors**

Notice of the time and place for the holding of a meeting of the Board shall be given to every Director of the Corporation not less than fourteen (14) days before the time when the meeting is to be held.

#### **6.3 Participation at Meeting by Telephone or Electronic Means**

A Director may participate in a meeting of the Board by means of a telephonic, electronic or other communications facility that permits all participants to communicate adequately with each other during the meeting. A Director participating in the meeting by such means shall be deemed to have been present at the meeting.

#### **6.4 Quorum**

A majority of the number of all Directors shall constitute a quorum at any meeting of the Board. For the purpose of determining quorum, a Director may be present in person or by teleconference and/or by other electronic means.

### **6.5 Votes to Govern at Meetings of the Board**

Each Director has one (1) vote. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. The Chair of the IMII Board of Directors does not have a vote.

### **6.6 Resolutions in Writing**

A resolution in writing, signed by all of the Directors entitled to vote on that resolution at a meeting of the Board, shall be as valid as if it had been passed at a meeting of the Board. A copy of every such resolution in writing shall be kept with the minutes of the proceedings of the Board of Directors.

### **6.7 Governance Policies**

Every Director shall follow the terms and intent of all IMII Governance Policies.

## **Article 7 – Committees of the Board**

The Board of Directors has established two (2) standing committees, and can appoint or disband committees as required, in order to assist IMII to operate effectively. The two standing committees are:

- a) Finance & Audit Committee (F&A); and
- b) Governance, Nominations & Human Resources Committee (GNHR).

### **7.1 Governance, Nominations & Human Resources Committee**

- a) The roles and responsibilities of the GNHR Committee include, but are not limited to:
  - (i) Ensure that IMII is governed in a sound manner and in compliance with the Bylaws,
  - (ii) Code of Ethics and good business practices;
  - (iii) Ensure the Bylaws are followed and reviewed periodically;
  - (iv) Ensure that nominations for vacancies on the Board and its committees are filled with qualified candidates;
  - (v) Ensure human resource policies are in place and followed by IMII;
  - (vi) Guide and participate in recruitment activities surrounding the appointment of the Executive Director when required;
  - (vii) Ensure succession planning occurs when required; and
  - (viii) Review the performance of the Executive Director annually and make recommendations to the Board of Directors as required.
- b) The Governance, Nominations & Human Resources Committee will include at least three members and not more than five members of the Board and will be appointed by the Board on an annual basis.
- c) All members will be sufficiently versed in human resource and compensation matters in order to assess performance and guide compensation issues.
- d) The Committee will elect its own Chair annually.
- e) The Executive Director, with input from the Committee Chair, will set the agenda for the meetings which is to be distributed to the Committee at least four (4) days in advance of the GNHR Committee meeting.

## **7.2 Finance & Audit Committee**

- a) The roles and responsibilities of the Finance & Audit Committee include, but are not limited to:
  - (i) Oversight of accounting and financial reporting and processes;
  - (ii) Review and evaluation of capital and operating budgets;
  - (iii) Oversight of disclosure, systems and control practices by management;
  - (iv) Review of audit processes;
  - (v) Ensuring annual financial statements are accurate and in accordance with generally accepted accounting principles (GAAP);
  - (vi) Identification of financial risks to IMII;
  - (vii) Recommend to the Board on the appointment of an external auditor; and
  - (viii) Oversight of compliance of IMII with laws and regulations.
- b) The Finance & Audit Committee will include at least three members and not more than five members of the Board and will be appointed by the Board on an annual basis.
- c) All members will be sufficiently versed in finance and audit matters in order to assess performance and guide compensation issues.
- d) The Finance & Audit Committee will have the authority to:
  - (i) Conduct or authorize investigations into any matters within its scope of responsibility;
  - (ii) Full access to all books, records, facilities and personnel of IMII; and
  - (iii) Retain independent counsel, accountants and others to advise the Committee or assist in its duties.
- e) The Committee will elect its own Chair annually.
- f) The Executive Director, with input from the Committee Chair, will set the agenda for the meetings which is to be distributed to the Committee at least four (4) days in advance of the Finance & Audit Committee meeting.

## **Article 8 – Advisory Panels**

The Board of Directors has established two (2) standing Advisory Panels in order to assist IMII operate effectively. The two standing Panels are:

- a) Education & Training (E&T)
- b) Research, Development & Demonstration (RD&D)

### **8.1) Education & Training Panel**

- a) The roles and responsibilities of the Education & Training Panel include, but are not limited to:
  - (i) Articulate education and training needs from an industry perspective;
  - (ii) Work collaboratively with other panel members in developing recommendations for the Board that articulate the problem, the proposed solution, the delivery agent(s) and the funding required;
  - (iii) Provide advice about the current education and training system to ensure minimization of duplication; and
  - (iv) Participate in oversight meetings as required to monitor progress of the projects approved.

- b) The E&T Panel is chaired by the IMII Executive Director or designate.
- c) The E&T Panel is comprised of persons from IMII member organizations and are designated as a representative of that organization.
- d) Decision making is by consensus. If consensus cannot be reached, a vote is taken with the simple majority of the voting panel members present prevailing.
- e) The E&T Panel meetings are intended to be quarterly, prior to IMII Board meetings, but will also be dictated by the need for the development of new or modified E&T programs as desired by the industrial members of IMII, IMII strategic plan, budget and annual E&T funding cycles, availability of members, and/or as requested by the IMII Board.
- f) The E&T panel is advisory to the Board of Directors.

## **8.2) Research, Development & Demonstration Panel**

- a) The roles and responsibilities of the Research, Development & Demonstration\_Panel include, but are not limited to:
  - (i) Articulate industry needs from their company and/or industry perspective that could be addressed via conducting research and development activities;
  - (ii) Work collaboratively with other panel members in developing recommendations for the Board that articulate the problem, the proposed solution, the delivery agent(s) and the funding required;
  - (iii) Once a project reaches the request for proposal stage, to withdraw from participating in the selection of the winning proposal unless requested by the industrial consortium that is providing the industry share of the project funding; and
  - (iv) Participate in oversight meetings as required to monitor progress of the projects approved.
- b) The RD&D\_Panel is chaired by the IMII Executive Director or designate.
- c) The RD&D Panel is comprised of persons from IMII member organizations and are designated as a representative of that organization.
- d) Decision making is by consensus. If consensus cannot be reached, a vote is taken with the simple majority of the voting panel members present prevailing.
- e) The RD&D Panel meetings are intended to be quarterly, prior to IMII Board meetings, but will also be dictated by the need for the development of new or modified RD&D programs as desired by the industrial members of IMII, IMII strategic plan, budget and annual RD&D funding cycles, availability of members, and/or as requested by the IMII Board.
- f) The RD&D Panel is advisory to the Board of Directors.

**Article 9 – Bylaws and Effective Date**

The Board will enact Bylaws for the Institute by resolution, which will be effective from the time the resolution is passed or the date stated in the resolution, provided that the Bylaws and any amendments shall be ratified at the next following Annual General Meeting, and, should the AGM not ratify the Bylaws or any amendment thereto, such part or parts not ratified shall be deleted and in the event the AGM substitutes alternate language for the part or parts deleted, such alternate language shall replace any deleted part or parts of the Bylaws. Notwithstanding any lack of ratification and/or amendment, any actions taken pursuant to the deleted or amended bylaws shall be valid and effective. In the event the Bylaws are changed by deletion or alteration at the AGM, the Board shall not thereafter have the authority to amend the Bylaws in a manner which would change the intent of the deletion and/or amendment at the Annual General Meeting and any such resulting deletions or added provisions shall be subject to re-enactment or amendment only at an Annual General Meeting.

Enacted by the Board of Directors of IMII as at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

\_\_\_\_\_  
IMII Chairperson

\_\_\_\_\_  
Executive Director