

**RULES OF THE COLLEGE OF PHARMACISTS OF BRITISH COLUMBIA
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PART 1 - INTERPRETATION

1.1 In these rules, unless the context requires otherwise:

- a) "College" means the College of Pharmacists of British Columbia;
- b) "Province" means the province of British Columbia;
- c) "Act" means *The Pharmacists, Pharmacy Operations and Drug Scheduling Act* of the Province of British Columbia and all amendments thereto;
- d) "Bylaws" mean the bylaws of the council of the college;
- e) "Rules" mean the rules of the college;
- f) "Registrant" means a registrant of the college pursuant to the act, the bylaws and these rules;
- g) "General meeting" means a meeting of the registrants of the college;
- h) "Council" means the council of the college;
- i) "Councillor" means a person elected or appointed to serve as a registrant of the Council pursuant to these rules;
- j) "Officer" means a person appointed to serve as an officer pursuant to these rules;
- k) "District" means an area within the province, the boundaries of which are determined in accordance with these rules;
- l) "Majority" means more than half (1/2) of the total number of votes cast in favor or against a motion;
- m) "A two-thirds vote" means at least two-thirds (2/3) of the total number of votes cast in favor or against a motion;
- n) "Voters list" means the list of voting registrants who are entitled to vote in an election to the council;
- o) "Date of election" means the date on which the election ballots are counted.

1.2 The definitions in the act and the bylaws apply to these rules.

PART 2 - REGISTRANTS

2.1 The voting registrants of the college shall include those persons who are on the register of pharmacists of the college, in accordance with the act and the bylaws.

2.2 The non-voting registrants of the college shall include those persons who are not on the register of pharmacists but are on the other registers of the college, as provided by the act and the bylaws.

- 2.3 The council may select as honorary registrants of the college such persons who have rendered distinguished service to the profession of pharmacy, and such registrants shall only be entitled to vote if they are on the register of pharmacists of the college.

Rights and privileges of registrants

- * 2.4 Voting registrants shall be entitled to attend, speak, and where applicable - make motions and vote at general meetings of the college (with such motions and votes being advisory and non-binding on council, unless the act or these rules provide otherwise), and shall also be entitled to be nominated, and - if elected or appointed under these rules - to serve on the council.
- 2.5 Non-voting registrants shall be entitled to attend and speak at general meetings of the college, but shall not be entitled to make motions or vote, nor shall they be entitled to be nominated for or to serve on the council.

Fees

- 2.6 Voting registrants shall be required to pay annual fees and such other fees, as determined under the bylaws.

Ceasing to be a voting registrant

- 2.7 Voting registrants in the college shall cease and the rights and privileges of a voting registrant shall be forfeited upon:
- a) a registrant failing to pay the annual fees and such other fees as determined by the council by the deadline established by the council; or
 - b) a registrant being suspended in accordance with the act or the bylaws; or
 - c) a registrant being expelled in accordance with the act or the bylaws.
- 2.8 A person shall be reinstated to voting registrant status if such person meets the reinstatement requirements in the act and the bylaws.

PART 3 - DISTRICTS

- 3.1 There shall be seven (7) districts in the province, as follows:
- (a) District 1: The area contained within Electoral Areas A (University Endowment Lands) and C (Bowen Island); the Cities of Vancouver, Burnaby, Richmond, New Westminster and North Vancouver, the Districts of North Vancouver and West Vancouver, the Village of Lions Bay, and the Regional District of Squamish-Lillooet (except the District of Lillooet).
 - (b) District 2: The area contained within Electoral Area B (Ioco-Buntzen); the Regional Districts of Dewdney-Alouette, Central Fraser Valley and Fraser Cheam; the Cities of Coquitlam, Port Coquitlam, Port Moody, Surrey and White Rock; and the District of Delta.
 - (c) District 3: The area contained within the Capital Regional District; the Regional Districts of Alberni-Clayoquot, Central Coast (Ocean Falls), Comox-Strathcona, Cowichan Valley, Mount Waddington, Nanaimo, and Sunshine Coast.

- d) District 4: The area contained within the Regional Districts of Central Kootenay, Central Okanagan, Columbia-Shuswap, East Kootenay, Kootenay Boundary, North Okanagan, Okanagan-Similkameen and Thompson-Nicola; the District of 100 Mile House (from within the Regional District of Cariboo), and the District of Lillooet (from within the Regional District of Squamish-Lillooet).
- e) District 5: The area contained within the Regional Districts of Bulkley-Nechako, Cariboo (except the District of 100 Mile House), Fraser-Fort George, Kitimat-Stikine, Peace River-Liard, Skeena-Queen Charlotte, and Stikine.
- f) District 6: The hospitals contained within the Capital Regional District and within the area bounded by and including the City of North Vancouver on the north, the Pitt River and the City of Surrey on the east, and the Canada/USA boundary on the south.
- g) District 7: The hospitals contained within the area of the province outside the area outlined for District 6.

3.2 Each registrant shall be assigned to only one district, as follows:

- a) A voting registrant who has only one place of practice which is not a hospital shall be assigned to the district, from among Districts 1 to 5, within which such registrant's place of practice is located;
- b) A voting registrant who has only one place of practice which is a hospital shall be assigned to the district, from among Districts 6 and 7, within which such registrant's place of practice is located;
- c) A voting registrant who practices in more than one district shall be assigned to the district within which such registrant resides, unless such registrant advises the registrar in writing of a different choice, from among the districts within which such registrant practices;
- d) A non-voting registrant shall be assigned to the district, from among Districts 1 to 5, within which such registrant resides.

PART 4 - MEETINGS OF THE REGISTRANTS (GENERAL MEETINGS)

- * 4.1 Meetings of the registrants shall be called general meetings, and shall be held at the times and places, within the province, as the council determines. General meetings shall be primarily for the purpose of enabling the council to present reports to the members and for the purpose of gathering non-binding input, to assist the council in fulfilling its public protection mandate under the act.
- 4.2 General meetings shall include annual general meetings and special general meetings, and any adjournments thereof.
- 4.3 The annual general meeting shall be held once in every fiscal year.
- 4.4 As provided in the act, a special general meeting may be called by the council at its discretion, and the council must call such a meeting if it receives a petition requesting such a meeting and signed by not less than seventy-five (75) voting registrants.

Notices of general meetings

- 4.5 A written notice of a general meeting shall be sent to each voting registrant not less than twenty-one (21) days prior to the date of such meeting, and such notice may be included or implied in any official publication of the college. If a general meeting is adjourned to a future date - due to the lack of a quorum or for any other reason - it shall not be required to send a new notice for the adjourned meeting.
- 4.6 Notice of a general meeting shall specify the place, day, and time of such meeting.
- 4.7 The accidental omission to give notice of a general meeting to, or the non-receipt of a notice by, any voting registrant, shall not invalidate the proceedings at that general meeting.

Agendas for general meetings

- * 4.8 The agenda for the annual general meeting shall include the presentation of reports, any business initiated by the council, and discussion of issues and non-binding resolutions (if any) initiated by voting registrants.
- * 4.9 The agenda for a special general meeting shall be limited to the items which are specified in the notice of the meeting, and no additional items shall be considered, except for informal discussion of specific public protection issues on which council seeks input from the registrants.
- * 4.10 If any resolutions are adopted by the registrants of the college during general meetings or by mail ballot, they shall be of an advisory nature and shall not be binding on the council, except as provided otherwise in the act or the bylaws.

General meeting agenda process

- * 4.11 The council or any three (3) or more voting registrants may, in writing, submit an issue or – if needed – a non-binding resolution for consideration at a general meeting.
- * 4.12 The deadline for receipt of issues or non-binding resolutions by the college office, for consideration at a general meeting shall be fifty (50) days prior to the date of such meeting. The council shall not be required to formally solicit agenda items from the members, and it shall be sufficient to announce the date of the general meeting in question.
- * 4.13 Any non-binding resolution submitted for consideration at a general meeting shall be reviewed by the council or by a resolutions committee appointed by the council.
- * 4.14 The council or the resolutions committee shall be entitled to clarify or improve the wording of a non-binding resolution without changing its intent, or combine resolutions dealing with related subjects, or request that the proponents amend their non-binding resolution, or advise the proponents that their resolution is out of order and would therefore not be considered.

Rules of debate

- * 4.18 On each agenda item, each registrant shall be entitled to speak up to two (2) times, each time no longer than three (3) minutes, except when granted permission by the voting registrants to speak more often or longer.

4.20 Voting by proxy shall not be permitted.

Vote by mail ballot

- * 4.21 The council may order that the vote on a resolution be taken by mail ballot, and the council shall be authorized to establish the procedures for such mail ballot.

Quorum

4.22 In accordance with the act, a quorum during general meetings shall be fifty (50) voting registrants.

PART 5 - OFFICERS

5.1 The officers of the college shall be from among the members of the council and shall include the president and the president-elect.

5.2 No person may hold more than one officer position at the same time.

5.4 A person serving as president-elect shall, upon the completion of his or her term of office as president-elect, assume the office of president for a term of one year or until replaced by the council.

5.5 The officers shall perform such duties as are stipulated in the act, the bylaws, these rules and the parliamentary authority, and as further directed by the council.

5.6 In the event that the president is unable or unavailable to perform the president's duties, the president-elect shall assume such duties.

5.7 An officer shall cease to hold office:

- a) Upon ceasing to be a councillor, under Rule 8.17; or
- b) Upon submitting a written resignation from the officer's position to the college office; or
- c) Upon being removed from the officer's position by the council by a two-thirds (2/3) vote, provided that notice of the proposal to remove such officer has been included with the notice of the council meeting.

5.8 A vacancy in the office of president-elect shall be filled by the council, and the person filling such vacancy shall be entitled to assume the presidency upon the conclusion of the remainder of the term of the president-elect.

5.9 In the event of a vacancy in the office of president:

- a) The president-elect shall assume the office of president for the remainder of the term, and - upon the conclusion of the remainder of the term - shall be entitled to serve as president for a subsequent full term of office; and
- b) The council shall be entitled to appoint a person to complete the remainder of the term of the president-elect, but - at the end of such partial term - such person shall not automatically become president, and the council shall elect a president-elect for a full term of office.

College staff

- 5.10 The council shall be responsible for the appointment of a college registrar, who shall be responsible for implementing council's policies and for staffing decisions at the college, including the hiring of a deputy registrar who shall assume the registrar's duties and powers in the absence of the registrar. The registrar shall report regularly to the council on policy implementation and administrative activities.

PART 6 - COUNCIL: GENERAL

Powers

- 6.1 The council shall be the governing body of the college and may exercise all such powers and do all such acts and things that the college may exercise and do, and - subject to the act and the bylaws - the council may delegate its duties to the executive committee or to another committee.
- 6.2 In exercising its powers, the council shall be subject to the act, the bylaws and these rules.
- 6.3 As indicated in Rule 4.10, resolutions adopted by the registrants during general meetings or by mail ballot shall be of an advisory nature and shall not be binding on the council, except as provided otherwise in the act or the bylaws.

Duties of a councillor

- 6.4 It shall be the duty and obligation of each councillor to work diligently to uphold the college mandate to protect the public interest, and each councillor shall ensure that the public interest supersedes any other interests that such councillor may have.
- 6.5 Council decisions may not be unanimous; nevertheless, decisions passed by a simple majority become the policy or the direction of the council as a whole. As stated in Rule 9.11, a councillor has the privilege of requesting that his/her negative vote be recorded in the minutes of the meeting. However, outside the meeting all councillors are expected to present and support the decisions made by council.

Remuneration

- 6.6 No councillor shall be remunerated for being or acting as a councillor, but a councillor shall be entitled to income replacement and to be reimbursed for all expenses necessarily and reasonably incurred by such councillor while engaged in the affairs of the college, subject to income replacement and expense reimbursement policies as determined by the council.

Pecuniary interest

- 6.7 A councillor shall not be precluded from applying for employment with the college, nor shall a councillor be precluded from bidding on contracts or pursuing assignments to provide goods and/or services to the college.
- 6.8 A councillor who has a pecuniary interest in a proposed contract or transaction with the college shall disclose fully and promptly the nature and extent of such interest to the council shall leave any meeting while such contract or transaction is discussed, and shall refrain from influencing the decision on such contract or transaction in any way.

* Denotes amendment

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- 6.9 A councillor who becomes an employee of the college and/or accepts a contract or assignment to provide goods and/or services to the college shall be deemed to have resigned from the council and shall not be eligible to serve on the council as long as such employment or provision of goods and/or services to the college is in effect.

PART 7 - COUNCIL: COMPOSITION

- 7.1 The members of the council shall include:
- a) Seven (7) councillors, one from each of the districts, each to be elected by the registrants who are assigned to the respective district;
 - b) Four (4) councillors appointed by the lieutenant-governor in council; and
 - c) The dean of the faculty of pharmaceutical sciences at the University of British Columbia.
- 7.2 No one person shall hold more than one councillor position at the same time.

PART 8 - COUNCILLOR ELIGIBILITY, ELECTIONS, VACANCIES

Eligibility

- 8.1 This part 8 of the rules applies only to the councillors covered under 7.1.a.
- 8.2 To be eligible to be nominated to the council, a person must:
- a) be a voting registrant of the college; and
 - b) be assigned to the respective district.
- 8.3 To be eligible to serve as a councillor, a person must:
- a) meet the requirements in 8.2;
 - b) not be an employee of the college; and
 - c) not be engaged in a contract or assignment which provides goods and/or services to the college.
- 8.4 In the event that a person who does not meet the requirements in 8.3.b or 8.3.c wins an election to the council:
- a) The registrar shall notify such person of the election result;
 - b) The person in question shall be required to advise the college in writing whether he or she intends to resign as an employee of the college and/or terminate his or her involvement in the contract or assignment in question, and such person shall not assume office as a councillor until he or she meets the requirements in 8.3.b and 8.3.c; and
 - c) In the event that the person in question does not meet the requirements in 8.3.b and 8.3.c within thirty (30) days from the date of being notified under 8.4.a, the council may deem the respective councillor's position vacant.

Terms of office

- 8.5 The councillors shall be elected for terms of office of two (2) years or until their successors are elected or appointed, such terms of office commencing and ending upon the adjournment of the respective annual general meeting.

- 8.6 The terms of office of the councillors representing odd-numbered districts shall commence and end in odd-numbered years, and the terms of office of councillors representing even-numbered districts shall commence and end in even-numbered years.

Voters list

- 8.7 The registrar shall, on the first day of May of each year, prepare a list of voting registrants for each district in which an election of a councillor is due to be held. Such list shall be known as the voters list, and only those registrants on such list shall be eligible to vote in an election.

Date of election

- 8.8 Each year, the registrar shall establish the date of election to be no more than sixty (60) calendar days and not less than twenty-one (21) calendar days prior to the date of the June council meetings.
- 8.9 The election ballots shall be counted on the date of election.

Nominations

- 8.10 At least forty-two (42) days before the date of election, the registrar shall issue a call for nominations to all the voting registrants assigned to the districts which are due to elect councillors in the said year.
- 8.11 The deadline for receipt of nominations shall be thirty (30) days prior to the date of election. To be considered, a nomination must be signed by at least three (3) voting registrants - not counting the nominee - from within the respective district, and must be accompanied by a signed declaration of the nominee that he or she will serve if elected.
- 8.12 The registrar shall prepare a list of nominees who are nominated under Rule 8.11.

Election

- 8.13 If there is only one nominee for a councillor's position, no mail ballot shall be required and the nominee shall be declared elected by acclamation.
- 8.14 If there are two (2) or more nominees for a councillor's position, the vote shall be by mail ballot, with the procedures for the mail ballot being as determined by the registrar, with the deadline for receipt of ballots being the close of business on the day before the date of election, with the nominee receiving the largest number of votes being elected, and with ties being resolved by drawing lots.
- 8.15 In the event that there are no nominees for a councillor position, or if an elected councillor withdraws from office before the start of his or her term of office, or in any other event where an election of a councillor cannot be completed in the manner provided for in these rules, the council may fill the available position under the provisions in Rule 8.18.

Disruption in postal service

- 8.16 In the event of an on-going or impending disruption in postal service, the council shall be entitled to determine the process by which nominations and elections shall be conducted.

Ceasing to hold office as a councillor

- 8.17 A councillor shall cease to hold office as a councillor and - if also an officer - shall cease to be an officer, upon:
- a) Ceasing to be qualified to serve as a councillor under Rule 8.3; or
 - b) Submitting a written resignation from the councillor's position to the college office; or
 - c) Being removed from the councillor's position by the council by a two-thirds (2/3) vote, provided that notice of the proposal to remove such councillor has been included with the notice of the council meeting; or
 - d) Being absent from three (3) or more consecutive council meetings for reasons which the council finds unacceptable.

Vacancies

- 8.18 In the event of a vacancy in a councillor position, the council may appoint a person qualified under Rule 8.3 to fill such vacancy, and such appointment shall be effective until the next annual general meeting, at which time the remainder of the term - if any - shall be filled by the registrants of the respective district, in a manner similar to other nominations and elections under these rules.

Election of president

- 8.19 When the results of annual election of councillors (Rule 8.8 through 8.16) are complete, the current president shall initiate the process of electing a president for a one-year term commencing and ending upon the adjournment of the respective annual general meeting. The election of president shall follow the following process:
- a) Call for nominations on or before the June council meeting.
 - b) Presentation of nominees on or before the June council meeting.
 - c) If there are two or more nominees for president, the vote shall be conducted by secret ballot.
 - d) Election day must be set within 14 days following the June council meeting.
 - e) Ballots are due by the close of business on the day of the election.
 - f) In the event of a postal disruption, the process shall follow the terms outlined in Rule 8.16.
 - g) The nominee with the largest number of votes shall be deemed the president-elect.
 - h) In the event of a tie, there should be one re-vote and if there is no change in the votes then the tie shall be resolved by drawing lots.

Duties of the president-elect

- 8.20 The council president-elect shall uphold the duties outlined in Rule 6.4. In addition, the president-elect shall prepare for the duties of president including, but not limited to:
- a) Familiarity with policy governance
 - b) Familiarity with procedures in meetings of council
 - c) Council meeting agenda preparation
 - d) Media relations training
 - e) Familiarity with Robert's Rules of Order

PART 9 - COUNCIL MEETINGS

- 9.1 Council meetings shall be open to the registrants and to the general public, except for council meetings which are held "in-camera."

Regular meetings of the council

- 9.2 There shall be at least four (4) regular meetings of the council in each fiscal year. The schedule of the regular meetings of the council shall be as approved by the council once a year, and - once established - such schedule may be changed by the council or the president, provided that all councillors have been advised of such changes.

Special meetings of the council

- 9.3 Special meetings of the council may be called by the president, and shall be called if a written request for such a meeting, signed by three (3) or more councillors, is received at the college office.
- 9.4 Special meetings of the council may be held by teleconference calls, video-conferencing or by other electronic means, provided that all the councillors have been so notified and provided that a quorum of the council participates in such proceedings.

Resolutions in writing

- 9.5 A resolution in writing, signed by all the councillors holding office, shall be as valid and effective as if regularly passed at a meeting of the council, and shall be placed with the minutes of the council.

Council meeting agendas

- 9.6 The agendas for the meetings of the council shall be prepared by the president and the registrar, in accordance with policy governance principles. To place an item on the agenda for a meeting of the council, a councillor shall be required to have such item - along with supporting documentation - submitted no less than twenty-one (21) days prior to the date of the meeting.
- 9.7 A late item may be added to the agenda of a regular meeting of the council, provided that the councillor proposing that such item be added shall be required to explain the significance of the item, and provided that - if one (1) or more councillors object to the addition of the item - the council shall take a vote on whether the item in question shall be added to the agenda.

Council quorum

- 9.8 A quorum during council meetings shall be a majority of the councillors holding office.

Procedures in meetings of council

- 9.9 On each debatable motion, each councillor shall be entitled to speak up to two (2) times, each time for no longer than three (3) minutes, except when granted permission by the council to speak more often or longer.
- 9.10 The presiding officer shall be entitled to vote on all motions, and shall also be entitled to speak in debate, but not in preference to other councillors.

Recording negative votes and abstentions

- 9.11 Upon the request of a councillor who abstains or votes against a resolution, the vote of such councillor shall be recorded in the minutes, provided that such request is made at the same meeting when the vote was taken. Such request may also be granted by the council at a subsequent meeting, but shall then require a majority vote.

Notices of council meetings

- 9.12 A notice of at least seven (7) days of a council meeting shall be given to all councillors. In the case of regular meetings, such notice shall be deemed to have been given upon the approval of the schedule of regular meetings under Rule 9.2.
- 9.13 The notice of a council meeting may be waived or reduced by a unanimous vote of all the councillors holding office. A councillor who is present when the presence of a quorum at a council meeting is established shall be deemed to have consented to waive the notice requirement.
- 9.14 Notwithstanding Rules 9.12 and 9.13, a councillor may send to the college office a written waiver of notice, due to absence from the province or due to any other reason, and such councillor may, at any time, withdraw such waiver. Until such waiver is withdrawn, no notice of meetings of the council shall be required to be sent to such councillor, nor shall the consent of such councillor be required to waive or reduce the notice of a council meeting.

PART 10 - COMMITTEES

- 10.1 As provided in the act, the council shall appoint the executive committee, the inquiry committee, the discipline committee, the board of examiners, and the PharmaNet committee. The powers and duties of these committees shall be as prescribed in the act and the bylaws, and as further defined by the council.
- 10.2 In addition to the committees referred to in Rule 10.1, the council may establish other standing or special committees, and shall be authorized to specify such committees' terms of reference, delegate powers and duties to them, appoint or remove their members and chairs, or decide that such committees shall be dissolved.
- 10.3 The president shall be a non-voting ex-officio member of all committees, except that the president shall have a vote on the executive committee and on any committee of which he or she is a full committee member.

Executive committee

- 10.4 The composition of the executive committee shall be as stipulated in the Act.

Committee procedures, quorum

- 10.5 The chair of a committee may, and - at the request of two (2) or more members of the respective committee - shall call a meeting of the committee.
- 10.6 Unless prohibited from doing so by the act, the bylaws, or its terms of reference, a committee may transact its business by teleconference calls or other electronic means, provided that all of its members have been notified, and provided that a quorum of the committee shall participate in its proceedings.

10.7 The quorum of a committee of the college shall be a majority of its members then in place.

PART 11 - FISCAL YEAR

11.1 The fiscal year of the college shall commence on the first day of March and end on the last day of February of the following year.

PART 12 - PARLIAMENTARY AUTHORITY

12.1 The rules contained in the current edition of Robert's Rules of Order shall govern the college in all cases to which they apply and in which they are not inconsistent with the act, the bylaws and these rules. In cases of ambiguity or dispute, council shall determine the degree of applicability of the parliamentary authority to the college.

PART 13 - MINUTES

13.1 Minutes of meetings shall indicate any action taken during a meeting, as well as a point-form summary of discussions that preceded the vote on resolutions. It shall not be required to record the names of movers and seconders of motions in the minutes.

PART 14 - AMENDING THE RULES

14.1 Except as provided in 14.2, these rules may be amended by a resolution of council requiring a majority vote, provided that notice of such resolution has been given in the call of the council meeting at which it is to be considered.

14.2 Any provisions from the act which are imported into these rules may not be amended by the council. In the event that the act is amended by the provincial legislature, and if such amendment makes an imported provision inconsistent with the rules, the amended provision shall apply immediately upon its adoption, and the rules shall be deemed to have been amended accordingly, and no resolution by the council shall be required to affect such amendments to the rules.