



**BELIZE**

**BELIZE BUSINESS BUREAU ACT  
CHAPTER 307**

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**CHAPTER 307**

**BELIZE BUSINESS BUREAU ACT**

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**CHAPTER 307****BELIZE BUSINESS BUREAU**

16 of 1999.

*[7th May, 1999]*

Short title.

**1.** This Act may be cited as the Belize Business Bureau Act.

Interpretation.

**2.** In this Act, unless the context otherwise requires,

“Bureau” means the Belize Business Bureau established under section 3 of this Act;

“Constitution” means the Constitution of the Bureau as set out in the Schedule to this Act;

“Government” means the Government of Belize;

“member” means a member of the Bureau;

“productive sector” means the sector of the economy that produces goods and services as defined by the United Nations and other international authorities;

“Secretary” means the Secretary of the Bureau.

Establishment of the Bureau.

**3.**—(1) There shall be and is hereby established a body to be known as the Belize Business Bureau which shall be a body corporate having perpetual succession and a common seal and, subject to the provisions of this Act, shall have capacity to purchase, take, hold and dispose of land and other property of whatever kind, to enter into contracts, to sue and be sued in its corporate name and to do all things necessary for the fulfilment of its objectives.

(2) The Bureau may exercise any of the functions entrusted to it by or in accordance with the provisions of this Act or its Constitution set out

in the Schedule to this Act, and may execute any other duties incidental or ancillary to, or consequential upon, the performance of its functions.

(3) There shall be a Board of Directors of the Bureau comprising such officers as are provided in Article III of the Constitution of the Bureau set out in the Schedule to this Act and, subject to the said Constitution and this Act, the Board of Directors shall be responsible for administering the affairs of the Bureau.

(4) The persons who were members of the Bureau immediately before the commencement of this Act, and such persons as shall thereafter from time to time be duly admitted members, shall comprise the membership of the Bureau.

4.-(1) The objectives and goals of the Bureau shall be,

Objectives of the Bureau.

- (a) to deal with matters affecting the interests of the members of the productive sector, the Bureau and its members, and to take such action thereon as may be appropriate;
- (b) to promote the development, continued growth, sustainability and preservation of the productive sector, as defined by the United Nations and other international authorities;
- (c) to undertake, promote, and facilitate the creation of new industries in the productive sector in Belize;
- (d) to promote the growth and development of small and medium enterprises;
- (e) to foster the productivity, and the advancement of industry and progress of the productive sector, its products, services and enterprises by serving national interest first and foremost, in national, regional and international agreements and within diverse associations, committees, groups and alliances;

- (f) to preserve sound business practices, transparent public policies, and high ethics thereby creating an environment that is conducive to economic growth and development of the productive sector;
- (g) to educate the general public, the public service, non-governmental agencies and all other parties not included as part of the productive sector through holding or conducting seminars, conferences, meetings, and workshops on matters relating to the productive sector;
- (h) to take necessary action to ensure that legislation, agreements and treaties affecting the Belizean productive sector's interests are properly formulated and enforced through continuous consultations with the national and international authorities;
- (i) to promote or oppose legislation in the National Assembly or other such measures affecting the productive sector or the Bureau;
- (j) to represent its members in matters concerning the productive sector in any forum where the same may arise and to express and give effect to the views of its members on such matters;
- (k) to collect and circulate statistics and information on the activities of the productive sector;
- (l) to undertake the settlement by arbitration of trade disputes when authorized to do so;
- (m) to promote and foster relations with other professional bodies in Belize and elsewhere for the purposes of achieving the objectives and goals of the Bureau, and to subscribe to and join or associate with and to encourage and support local, regional and international professional organizations whose objectives are consistent with those of the Bureau;

- (n) to encourage an investment climate which is favourable to the economic growth and development of Belize and its citizens;
- (o) to promote small and medium enterprises as the foundation of a free enterprise economy with equal opportunity and market access to all participants, opposing all forms of monopoly detrimental to growth and lower cost of production for the productive sector;
- (p) to increase exports and encourage the establishment of improved financial institutions dealing primarily with assisting the small and medium enterprises entering and doing business in the export market;
- (q) to take action on issues affecting the objectives of the Bureau and its members; and
- (r) to do such other things which the Bureau deems fit in furtherance of its objectives.

(2) Without prejudice to subsection (1) above, the objectives and goals of the Bureau shall also include any other objective or purpose which may, from time to time, be included in the Constitution of the Bureau set out in the Schedule to this Act.

**5.** In carrying out any of its goals and objectives, the Bureau may exercise any of the following powers,

Powers of the Bureau.

- (a) provide assistance to small and medium enterprises;
- (b) make funds available by borrowing from sources in Belize or seeking assistance in institutional strengthening from agencies abroad;
- (c) opening and operating bank accounts and overdrafts;

- (d) acquiring, holding, taking or giving on lease or hire, any immovable or movable property;
- (e) constructing, developing and expanding any building housing the facilities of the Bureau and its staff;
- (f) obtaining any rights, concessions and privileges conducive to the objectives and goals of the Bureau;
- (g) taking appropriate action for the welfare of its members, contractors, employees and former employees; and
- (h) taking any other action it thinks necessary in carrying out the objectives of the Bureau.

Legal proceedings for and against the Bureau.

**6.** Legal proceedings for and on behalf of the Bureau may be brought by the Secretary for the time being, and in any legal proceedings against the Bureau, service of process on the Secretary shall be sufficient service.

Bureau to be governed by its Constitution.

**7.**-(1) The Bureau shall be governed by its Constitution set out in the Schedule to this Act, which Schedule shall be read and construed as an integral part of this Act.

(2) The Bureau may from time to time amend the Schedule by Order published in the *Gazette*.

Establishment of Committees and Chapters.

**8.**-(1) The Bureau may establish itself into such Committees as may be necessary for the expedient and effective carrying out of its objectives.

(2) The Bureau may, with the approval of the Board of Directors, establish Chapters throughout Belize.

Power to make by-laws.

**9.** Subject to this Act and the Bureau's Constitution, the Bureau shall have power, from time to time, to make by-laws and to alter the same for its own internal management and control, and such by-laws when made by the Bureau, shall be binding on every member thereof.



**10.** All property, real and personal of whatever nature now vesting in any person or persons or corporation to and on behalf of the Bureau shall be and the same are hereby vested in the Bureau.

Vesting of property and rights.

**11.** Nothing in this Act shall affect or be deemed to affect the rights of the Government, its heirs and successors, or of any body politic or corporate or of any other person, except such as are mentioned or referred to in this Act, and those claiming to, by, through, from or under them.

Vesting of Crown and other rights.

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## SCHEDULE

BELIZE BUSINESS BUREAU ACT  
Constitution of  
the Belize Business Bureau  
*[Sections 2, 3, 4 and 6]*

## ARTICLE I

*Name*

The name of the organization shall be “The Belize Business Bureau.”

## ARTICLE II

*Objectives*

1. To promote the continued growth of the productive sector, especially the small and medium enterprise, at all levels by preserving a fair and equal opportunity for its members and entrepreneurs in Belize; the productive sector being defined as those who produce goods and services that are not a part of the public sector, non-government organizations nor social sector.
2. To continue the improvement of the Bureau capacity and ability to serve its members as a self-sustaining, non-profit, non-partisan, non-political and non-social organization.
3. To promote investment in Belize through various mediums, providing linkages for the small and medium enterprise expanding its national and international market.
4. To improve the consultation process between the public and private sectors through the participation of the Bureau’s membership at all levels of activities destined to impact their activities and interests.
5. To improve cooperation with international institutions to strengthen and develop Belize’s productivity and competitiveness.
6. To disseminate information on regulations, statutes, and standards affecting the interests of its members.

7. To take action on issues directly or indirectly affecting its members.

### ARTICLE III

#### *Office Holders*

The Board of Directors shall comprise of the following:

President	)	
Vice President	)	OFFICERS
Secretary	)	
Treasurer	)	

The President, Vice President, Secretary and Treasurer shall be each elected at the Annual General Meeting every two years by a simple majority vote.

The Secretary shall *inter alia* keep the Register of Members of the Bureau, prepare and keep minutes of meetings of the Bureau and of the Management Committee (hereinafter defined) and perform such functions which may from time to time be required.

The Treasurer shall keep proper books of accounts with respect to the finances of the Bureau and prepare and present at the Annual General Meeting in each year a Statement of Accounts and Financial Report covering the transactions, receipts and expenditure of the Bureau since the Annual General Meeting in the preceding year.

The President shall be Chairperson of all Annual General Meetings and Special Meetings of the Bureau and in his or her absence, the Vice President shall be Chairperson of said meetings or proceedings.

No artificial Member shall be entitled to be elected or appointed to be a member of any committee of the Bureau.

Nominations shall be made by one member of the general body and seconded by one member of the Management Committee to preserve continuity in the replacement of Officers.

#### ARTICLE IV

##### *The Management Committee*

There shall be a Committee of the Bureau to be known as the Management Committee which shall be responsible for the management of the business of the Bureau between the Annual General Meetings in every year subject to such directions as may be given by the Bureau at any intervening General or Special Meeting.

##### *Appointment and Authority*

The Management Committee shall be comprised of,

1. the President;
2. the Vice President;
3. the Secretary;
4. the Treasurer; and
5. three other elected members elected every two years at an Annual General Meeting.

All Committee members must be members in good financial standing. These members will hold office for two years and will be eligible to offer themselves to serve again.

Any member of the Committee may be removed by a resolution of an Annual General Meeting or Special Meeting that shall proceed to fill the vacancy.

The Committee shall elect any member to fill any vacancy caused by death, resignation absence for five consecutive meetings of the committee

without an accepted excuse submitted to the Board of Directors in writing prior to the absences.

The Management Committee shall meet as often as may be necessary and shall from time to time make rules to govern its own procedures.

The Management Committee shall receive, consider and determine applications for membership, and appoint from their own members and the general membership additional committees for special purposes, and delegate to them any of the powers of this committee, except those of electing and suspending members.

The Management Committee may reprimand any member whose conduct is considered by a majority vote of the committee to be unethical, derogatory or detrimental to the aims or injurious to the interests of the Bureau and suspend any member who has failed for three months to make his or her annual membership dues.

## ARTICLE V

### *Meetings*

#### *General Meeting*

The Annual General Meeting of the Belize Business Bureau shall be held within the first eight weeks of the first day of January and the second General Meeting shall be held within eight weeks of the first day of June.

The Annual General Meeting shall provide the members with its Annual Report. Any motion to be placed before the General Meetings shall be in writing to the Secretary seven days before the meeting. Such resolutions shall be decided by a majority vote of the General Meeting.

The election of officers and the management committee members shall be effected at the General Meetings.

If the Secretary fails to convene any of the General Meetings within the period herein prescribed; any ten members of the Bureau shall convene such meeting.

A General Meeting shall be convened by mailing to members the time and place at least ten days before the said meeting.

### *Special Meetings*

The President may call Special General Meetings of the Bureau at any time, or upon petition in writing of ten members at least ten days prior to such meetings.

Special General Meetings shall be called to consider any matters within the scope of the goals and objectives of the Bureau and to specifically make amendments to the Constitution. In the case of such amendments, twenty-eight days notice in writing shall be given to the members by the Secretary entitled to notices. If less than half the membership were not present for the voting of a Special General Meeting to amend the Constitution, they have thirty days to petition another Special General Meeting to provide a subsequent vote on the amendment.

### *Notices, Agendas, Minutes*

Written notice of all General Meetings and Special Meetings must be in writing at least ten days in advance. An advance agenda and/or minutes must be prepared for all meetings.

### *Chairperson of Meeting*

The President shall chair the Meetings. In his or her absence the Vice President shall chair and in their absence the meeting shall elect its own Chairperson. The Chairperson shall have a second or casting vote.

### *Voting Procedures*

Any matter voted on at a meeting cannot be tabled or voted on at a subsequent meeting unless six months have elapsed.

*Motions*

Any member of the Bureau wishing to propose a motion at any meeting on any subject not included in the business up for discussion, shall give notice in writing to the President, setting out the terms of the motion at least seven days prior to the day of the meeting at which it is intended to introduce such motion. Such resolutions shall be decided by a majority vote of the General Meeting.

The Annual General Meeting shall fix the value of the annual subscription from time to time.

## ARTICLE VI

*Membership**Eligibility*

Any person, association, co-operative, corporation, partnership, estate, service provider and producer whose goals and objectives are compatible with the Bureau shall be eligible for membership.

Any member shall inspect the books of accounts within reasonable notice to the Treasurer. This shall be reviewed at the office of the Bureau and shall not be copied for reproduction.

*Voting*

In any proceeding in which voting by members is called for, each member is entitled to one vote.

Where a group of individuals have joined as part of a group, such organization shall be entitled to group representation, with the organization entitled to one vote.