

**COUNCIL PROCEDURE
BYLAW No. 648**

VILLAGE OF CHASE

BYLAW NO. 648 - 2004

A BYLAW TO REGULATE VILLAGE OF CHASE COUNCIL PROCEDURE

The Council of the Village of Chase in open meeting assembled, enacts as follows:

1. **CITATION**

That this Bylaw shall be cited as "Village of Chase Council Procedure Bylaw No. 648 - 2004."

2. Village of Chase Procedure Bylaw No. 584 and all amendments thereto, are hereby REPEALED in their entirety.

3. **DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

"Chairman" shall mean the person presiding at a meeting of the Council, Committee of the Whole of the Council, or the person appointed a chairman of the a Standing or Select Committee of the Council;

"Clerk" shall mean the Clerk of the Village, duly appointed by Council and having responsibility for Corporate Administration pursuant to the Community Charter;

"Committee of the Whole" shall mean a Committee created by a resolution of Council, consisting of all members present at a Regular or Special Meeting of Council;

"Council" shall mean the elected Council members of the Village of Chase;

"Meeting" shall mean a regularly scheduled or special sitting of the Council;

"Minutes" shall mean the official recordings of the Village Council meeting;

"Notice Board" means the area for posting notices at the Village Office;

"Standing or Select Committee" shall mean a committee established by the Mayor or Council and includes Committee of the Whole where Committee of the Whole functions as a Standing or Select Committee;

"Standing or Select Committee" shall mean a Committee appointed by the Council but does not include Committee of the Whole; and,

"Village" shall mean the Municipality of the Village of Chase.

4. INAUGURAL MEETING

- a) An Inaugural Meeting of the Council shall be held on the first Tuesday of December following a general local election.
- b) The Council at the Inaugural meeting, or first meeting each year, shall appoint one member or a rotation roster of its member, to serve as Acting Mayor in the absence, illness or disability of the Mayor.
- c) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (a), the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.

5. MEETINGS

- a) Regular meetings of Council must take place within the Village Office.
- b) Regular meetings of Council must be held on the second and fourth Tuesday of each month at 4:00 p.m. unless cancelled by Resolution or due to a lack of a quorum.
- c) Special meetings of Council may be held in accordance with section 126 of the Community Charter.

5.1 NOTICE OF MEETINGS

- a) At least 72 hours before a regular meeting of Council the Clerk must give public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.
- b) At least 24 hours before a regular meeting of Council the Clerk must give further public notice of by posting a copy of the agenda on the Notice Board.
- c) Except where notice of a special meeting is waived by a unanimous vote of all Council members, advance public notice of the time, place and date of special meetings of Council shall be given by posting a

notice on the Notice Board at least 24 hours before the meeting and in accordance with the Community Charter.

- d) The notice under subsection (c) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Clerk.
- e) The Council must confirm annually on or before January 15th a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- f) Council must give notice annually on or before January 30th of the time and duration that the schedule of regular Council meetings will be available.

6. PROCEDURES

- a) As soon as a quorum is present for a scheduled meeting, the Mayor or Acting Mayor shall take the Chair and call the members to order.
- b) If the Mayor and the Acting Mayor are absent, the Clerk shall call the members to order, and if a quorum is present, the members shall appoint an Acting Chairman, who shall preside during the meeting under the same authority as the Mayor.
- c) If a quorum is not present thirty minutes after the time appointed for a scheduled Meeting, the Clerk shall record those members present, and the meeting shall adjourn.

7. MINUTES

- a) Minutes of the proceedings of the Village Council Meeting and Council Committee Meetings shall be legibly recorded in a minute book, certified as correct by the Clerk, and signed by the Mayor, or other member who was presiding at the meeting.
- b) Minutes of Council Meetings need not be read, prior to their adoption.
- c) Council shall receive and adopt all minutes of meetings, prior to copies being supplied to, or being open for inspection by, any person(s).

8. AGENDAS

- a) All Village Council Regular Meetings, shall proceed in the following order:
1. PRESENT
 2. CALL TO ORDER
 3. APPROVAL OF THE AGENDA
 4. ADOPTION OF THE MINUTES
 5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS
 6. DELEGATIONS AND PUBLIC ENQUIRIES
 7. BYLAWS
 8. CORRESPONDENCE
 9. REPORTS
 - a) Mayor's Report
 - b) Councillor's Reports
 - c) Administration Reports
 10. COMMITTEE REPORTS
 11. NEW BUSINESS
 12. ADJOURNMENT
- b) The Clerk shall prepare an Agenda prior to every Regular Council Meeting and shall circulate a copy to each member at least two days (48 hours) prior to the meeting. Council may temporarily waive the order of business on the Agenda, by resolution of the majority of those members present at the meeting.
- c) The Clerk shall prepare an Extra Agenda prior to the Regular Council Meeting, to be available to the members at the meeting. Contents of the Extra Agenda shall be at the discretion of the Clerk or upon the request of a member of the Village Council.
- d) At a meeting, other than a Regular Council Meeting, the Agenda shall be prepared for the specific purposes(s) for which the meeting was scheduled; except when additional items are permitted by resolution of the majority of Council.
- e) When an order, resolution or question is lost for want of a quorum at a Meeting, it shall be the first item of business under "Unfinished Business" at the next meeting.

9. ADJOURNMENT

The Village Council shall terminate meetings not later than three hours after commencement unless otherwise determined by two-thirds (2/3) of the majority of those members present at the meeting

10. RULES OF CONDUCT AND DEBATE

- a) Every member shall address himself to the Mayor before speaking to any question or resolution.
- b) Members shall address the Mayor as "Your Worship" or Mr./Madam Mayor and refer to each other "Councillor...."
- c) No Member shall:
 - 1. Speak disrespectfully to anyone;
 - 2. Use offensive words in, or against, a member or anyone;
 - 3. Speak beside the question debate or reflect upon a vote of Council, except for the purpose of moving that the vote be rescinded;
 - 4. Leave his seat, or make any noise or disturbance, while a vote nor until the result is declared;
 - 5. Interrupt anyone who is speaking, except to raise a point of order;
 - 6. Disobey the rules of Council or resist a decision of Council on questions of order, interpretation or practice of the rules of Council.
- d) If a member takes an action prohibited in Section 10. (c):
 - 1. he may be ordered by a majority vote of the members present to leave his seat for that meeting. If he refuses to do so, on the order of the Mayor, he shall be removed from the meeting by a Peace Officer; and
 - 2. he may apologize to the Council, and the members may, by a majority vote, permit him to forthwith resume his seat.
- e) No member shall speak more than once to the same question without leave of the Mayor, except to explain a material part of his speech, which may have been misconceived, and in doing so may not introduce new information.
- f) A member who has made a substantive motion to the Council, shall be allowed a reply, but not a member who has moved an amendment.
- g) After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.

- h) The decision of the Mayor, as to whether the question has been finally put, shall be conclusive.
- i) If the Mayor desires to abstain as Chairman, for the purpose of taking part in the debate or otherwise, he shall call on the Acting Mayor, or if the Acting Mayor is absent, one of the Members to take his place, until he resumes as the Chairman.

11. VOTING

- a) When a question is called, all the members are expected to vote upon it. If a member declares a conflict of interest, he shall not vote by declaring said conflict and the reason for the conflict, shall leave the Council Chambers during the debate and while the vote is being taken, and shall not return to the Council Chambers until the Mayor decides the question has been dealt with. The reason for the member declaring a conflict, and the times of leaving and resuming the meeting, shall be recorded in the minutes.
- b) If a member who votes against a question calls for the votes to be recorded, the names of all members who vote in favour and in opposition to the question shall be recorded by the Clerk. The Clerk shall ensure that all members have their vote recorded and shall seek clarification from the Mayor if required.
- c) When the question under consideration contains distinct propositions, a member may request that the vote upon each proposition be taken separately.

12. PETITIONS/DELEGATIONS

- a) Except when the Mayor declares an extraordinary occasion, no person or group of persons wishing to appear before the Council may do so, until he or they have first notified the Clerk in writing, prior to the Agenda being prepared.
- b) Whenever possible, presentations to Council shall be limited to three (3), for any one meeting.
- c) Council may take any action it deems expedient, to address a presentation to Council.
- d) Delegation(s) shall appoint a speaker (or at the discretion of the Mayor, more than one speaker, and shall be allowed fifteen (15)

minutes) or a longer time, at the discretion of a majority vote of Council, to make its presentation.

- e) A petition shall include the name, signature and civic address of each petitioner, and in the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it.

13. RESOLUTIONS

- a) A resolution that has been seconded, may be read by the Mayor or Clerk before debate, if requested.
- b) When a question is under consideration, no resolution shall be received except for the following:
 - 1. to refer to a Committee;
 - 2. to amend;
 - 3. to lay on the table;
 - 4. to postpone indefinitely;
 - 5. to postpone to a certain time;
 - 6. to move the previous question; and
 - 7. to adjourn.

The seven resolutions listed in this section, shall be precedent in the order in which they are named, and the last five, shall be neither amendable nor debatable.

- c) Only one amendment shall be allowed to an amendment.

13. BYLAWS

- a) Only the title and intended object of the Bylaw required to be read by the Mayor or Clerk.
- b) The first three readings of a Bylaw may take place at the same meeting. A separate resolution is not required for each reading.
- c) If a Bylaw requires statutory approval, it shall be obtained after third reading and prior to being reconsidered and adopted, unless the applicable statute provides otherwise.

14. COMMITTEE OF THE WHOLE

- a) At any time during a Council meeting, a majority of the members present may agree to resolve into the Committee of the Whole.

- b) The Mayor may leave the Chair, but first appoint a Chairman who shall maintain order and report the proceedings thereof.
- c) No resolution for adjournment shall be considered.
- d) A member shall not be limited to the number of times he wishes to speak on any question.

15. COMMITTEE STRUCTURE

- a) The Mayor shall establish Committees of the Village of Chase and appoint members of Council to these Committees as well as a Chairperson or rotation roster of members of Council to be the Chairperson.
- b) Any member of Council may attend Committee meetings and may participate in the discussions or debate by permission of a majority vote of the members of the Committee, but shall not be entitled to vote.
- c) A Committee of Council may consider and report to Council from time to time, or whenever desired by the Council and as often as the interests of the Municipality may require, on all matters assigned to it, and may recommend such action on said matters as is deemed necessary or expedient, by the Committee or the Council.
- d) The Council shall determine the dates, times and places of Committee meetings.
- e) Committee meetings shall proceed in the following order:
 - 1. Present
 - 2. Call to Order
 - 3. Approval of the Agenda
 - 4. Adoption of the Minutes
 - 5. Business Arising from the Minutes and Unfinished Business
 - 6. New Business
 - 7. Adjournment
- f) Sections 3, 7, 9, 10 and 11 of Village of Chase Council Procedure Bylaw No. 648 - 2004 apply to the conduct of meetings of a Committee of Council.

15.1 NOTICE OF COMMITTEE MEETINGS


- a) At least 72 hours before a regular meeting of Committee the Clerk must give public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.
 - b) At least 24 hours before a regular meeting of a Committee the Clerk must give further public notice of by posting a copy of the agenda on the Notice Board.
 - c) Advance public notice of the time, place and date of a special meeting of a Committee shall be given by posting a notice on the Notice Board at least 24 hours before the meeting and in accordance with the relevant sections of the *Community Charter*, as it applies to special meetings of the Council.
16. In the transaction of business all Committee of the Whole meetings and Standing and Select Committee meetings shall adhere as far as possible to the rules governing proceedings at Regular Meetings of the Council.
17. In situations not provided for in this Bylaw, the Council, Committee of the Whole and its Committees shall follow the laws and rules contained in the most current edition of Robert's Rules of Order, except that in such cases, there shall not be any inconsistency with this Bylaw, nor with the Community Charter.

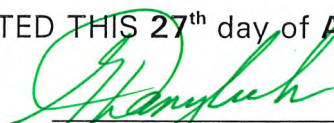
READ A FIRST TIME THIS 13th day of April 2004

READ A SECOND TIME THIS 13th day of April 2004

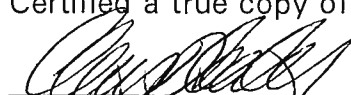
READ A THIRD TIME THIS 13th day of April 2004

RECONSIDERED AND ADOPTED THIS 27th day of April 2004


 Clerk, C. D. Coates


 Mayor, Harry Danyluk

Certified a true copy of Bylaw No. 648 - 2004


 Clerk, C. D. Coates