

# **Rules of Procedure**

## **Authority**

Whereas section 24(3) of the Municipalities Act requires that every council shall adopt rules of procedure for its meetings: Therefore the Council of Trinity Bay North enacts the following Rules and Regulations:

### **(1) Regular Meetings of Council**

Regular meetings of council shall be held on the second and fourth Monday of each month at 4:30 pm in the council chambers at the town hall, unless changed by resolution of council.

### **(2) Meeting on legal Holidays**

When the day of the meeting is on a legal holiday the meeting shall be on the following non-holiday day.

### **(3) Special Meetings of Council**

The Mayor or any two members of council may call special meetings of council by giving written notice of the meeting and the purpose of the meeting.

### **(4) Notice of Special Meetings**

Notice of special meetings will be by written notice delivered to the councillor's residence by the clerk not less than 24 hours before the meeting.

### **(5) Presiding Officer**

In accordance with section 22 of the Municipalities Act, the mayor shall preside at all meetings of council. In his absence, the deputy mayor shall preside. In the absence of both the mayor and deputy mayor, the clerk shall take the chair, call the members to order and if a quorum is present, a chair shall be appointed from the members present and shall preside until the arrival of the mayor or deputy mayor.

### **(6) Quorum**

In accordance with section 211 of the Municipalities Act, a quorum shall consist of a majority of councilors in office.

### **(7) If No Quorum**

If there is no quorum within 15 minutes of the time approved for the meeting, the clerk shall record the members present and the meeting shall then stand adjourned until the next regular meeting.

## **(8) Attendance**

In addition to the mayor and councilors, the town clerk or acting town clerk, town manager, and other employees of the town if requested shall attend all meetings of council.

## **(9) Meetings open to the public**

In accordance to section 213(1) of the Municipalities Act, every meeting of council shall be open to the public, unless it is held/declared as a privileged meeting.

When a meeting is declared as privileged all members of the public must leave the **building**.

## **(10) Minutes of Meetings**

The minutes of all meetings shall be recorded by the town clerk or designate, and shall contain:

- All motions and resolutions before council, including names of mover and seconder.
- Names of all members voting in favor, against and abstaining (because of a conflict of Interest) on each motion.
- Title and brief description of all reports, petitions and other documents submitted to council. Reports shall be attached to the minutes.

## **(11) Correction to Minutes**

If any member of council objects to any portion of the minutes of the preceding meeting, the grounds of the objection shall be stated and if council agrees be corrected and initialed by presiding officer and the clerk.

## **(12) Agenda**

A. Prior to each regular meeting of council, the clerk shall prepare an agenda of all business to be brought before council.

B. Any member of council may submit to the clerk an item to be included on the agenda before 12 noon on the Friday before the meeting.

## **(13) Delegations**

Any person or persons who wish to address council **must present to the Town Clerk a completed Delegation Request Form** before 12 noon on the Friday before the meeting.

A. *There will be a maximum of 2 delegations per meeting.*

B. *Delegations will be given 15 minutes to speak.*

C. *There will be one spokesperson per delegation.*

D. *Spokesperson will address the Mayor or his alternate.*

*E. Members of council may request clarification of information being presented will not take part in debate with delegation.*

#### **(14) Format of Agenda**

1. Call to order
  2. Adoption of minutes
  3. Business arising from minutes
  4. Delegations
  5. Committee Reports
  6. Correspondence
  7. *New Business*
    - a. Must Comply with 12 B
  8. Adjournment
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#### **(15) Agenda for Special or Privileged Meetings**

The agenda for special or privileged meetings shall only deal with the specific business for which the notice of the meeting was called.

#### **(16) Order and Decorum**

The presiding officer at all meeting shall preserve order during and maintain decorum at all times.

#### **(17) Disorderly Persons**

- The presiding officer may expel and exclude from a meeting any member of council or other person who is guilty of improper conduct and the reason for such exclusion shall be recorded in the minutes.
- A member expelled shall be permitted by majority vote of council to resume their place after an apology to the presiding officer.

#### **(18) Motions**

All motions must be moved, and seconded before being put for debate.

#### **(19) Addressing the Motion**

Members of council must address their remarks on a motion to the presiding officer and shall keep them to the question at hand.

#### **(20) Entitlement to Speak**

- The presiding officer shall determine which members are entitled to speak if two are speaking at once.
- There shall be no interruptions of a speaker except on a point of order, a question or explanation.
- *All speakers must address the presiding officer when speaking.*

### **(21) Rereading of a Motion**

Any member of council may require the motion under discussion to be read for information during debate.

### **(22) Voting**

All decisions of council, unless specified by the Municipalities Act are by majority vote of councillors present.

### **(23) Tie Vote**

A tie vote in accordance with section 212(5) of the Municipalities Act the question shall be considered defeated.

### **(24) Motion to suspend the Rules of Procedure**

A motion to suspend the rules of procedure requires a 2/3 vote of councillors present.