

**PARKLAND COUNTY
MEETING PROCEDURES BYLAW 13-2011**

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Parkland County
Bylaw No. 13-2011

**BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSE OF REGULATING MEETING
PROCEEDINGS FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS**

PURPOSE

WHEREAS the *Municipal Government Act* allows Council to adopt bylaws in relation to the establishment and functions of Council Committees and the procedure and conduct of Council and Council Committees;

AND WHEREAS the *Municipal Government Act* provides that Council may by bylaw delegate its powers, duties or functions to a Council Committee;

AND WHEREAS the *Municipal Government Act* governs the conduct of Council, Councillors, Council Committees, municipal organization, administration, public participation and the powers of a municipality;

NOW THEREFORE the Council of Parkland County duly assembled enacts as follows:

TITLE

1. This Bylaw may be called the Meeting Procedures Bylaw.

DEFINITIONS

2. In this bylaw, the following words and phrases mean:

- (1) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- (2) "Adjourn" means to close and terminate the meeting or public hearing;
- (3) "Agenda" means the order of business for meetings;
- (4) "Bylaw" means a Bylaw of Parkland County;
- (5) "Chair" means the person who has been given authority to direct the conduct of a meeting;
- (6) "Challenge" means a member's expression of disagreement immediately following a decision of the Chair;
- (7) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;
- (8) "Council Committee" means a committee, board or other body established by Council under the Act;
- (9) "Councillor" means a member of Council elected pursuant to the *Local Authorities Election Act*;
- (10) "County" means Parkland County;
- (11) "CAO" means the designated Chief Administrative Officer as defined in the Act;
- (12) "Deputy Mayor" means the Councillor appointed by Council to perform all the duties of the Mayor in the absence or incapacity of the Mayor;
- (13) "In Camera" means a closed meeting pursuant to the Act at which only Council and other persons specified by Council may attend;
- (14) "Manager of LAS" means the Manager of Legislative and Administrative Services, who conducts administrative duties of the CAO pursuant to the Act s208(1)(a-f)(n-o);
- (15) "Meeting" means any meeting of Council or Council Committee;
- (16) "Member" means any member of Council or Council Committee;
- (17) "Mayor" means the Chief Elected Official as defined in the Act;
- (18) "Notice of Motion" means the presentation of a motion, for consideration and debate at a subsequent meeting;
- (19) "Organizational Meeting" means a meeting of Council held in accordance with the Act;
- (20) "Point of Information" means a request directed to the Chair, to another member or to staff for information relevant to the business at hand but not related to a point of procedure;
- (21) "Point of Order" means the raising of a question by a Member, CAO, or Manager of LAS to call attention to a departure from this Bylaw;
- (22) "Point of Procedure" means a question by a Member directed to the Chair to obtain information pertaining to the rules governing the meeting, bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the situation or the effect of a motion;

- (23) "Postpone" means to delay the consideration of any matter either to: later in the meeting, to a specified time and/or date, until the occurrence of an event, or indefinitely;
- (24) "Public Hearing" means a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any other matter at the direction of Council and may be scheduled at a date and time acceptable to the majority of Council;
- (25) "Question of Privilege" refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- (26) "Quorum" means a majority of those members serving on Council or Council Committee, except where special committee policies have been passed;
- (27) "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- (28) "Recorded Vote" means the calling by a Member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;
- (29) "Regular Meeting" means a meeting of Council held in accordance with the Act, or a regularly scheduled Council Committee meeting;
- (30) "Special Council Meeting" means a meeting of Council called by the Mayor, or a majority of Councillors, in accordance with the Act;
- (31) "Table" means a motion to delay consideration of any matter to another time.

APPLICATION AND INTERPRETATION

3. This Bylaw will govern all Council meetings and Council Committee meetings, as identified in this bylaw. This bylaw shall be binding upon all Committee members whether Council Members or public members.
4. To the extent that a matter is not dealt with in the Act or this Bylaw, Council will have regard to Robert's Rules of Order.
5. The precedent of the rules governing the procedure of Council is:
 - (1) The Act,
 - (2) Other provincial legislation,
 - (3) This Bylaw, and
 - (4) Robert's Rules of Order (current edition).
6. In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of Council members present vote in favour of dealing with the matter under consideration.
7. A resolution waiving any provision of this Bylaw as provided for in Section 6 will only be effective for the meeting during which it is passed.

ORGANIZATIONAL MEETING OF COUNCIL

8. An Organizational Meeting of Council shall be held each year as required by the Act, at a time, date and place determined by the CAO or his designate.
9. The agenda for the Organizational Meeting shall be restricted to:
 - (1) The establishment of a three-year rotation schedule indicating each Councillor's six-month term to serve as Deputy Mayor, the order by which is determined by Council or by drawing names from a receptacle, should the meeting follow the general municipal election;
 - (2) The administration of oaths and introduction of members of Council, should the meeting follow the general municipal election, unless scheduled by the CAO to take place at an earlier event;
 - (3) The appointments and administration of oaths of Deputy Mayors for the ensuing one-year period;
 - (4) The establishment of the regular meeting dates for Council, Governance and Priorities Committee, and Agricultural Service Board;
 - (5) The establishment of membership on committees and boards, based on the Mayor's recommendations after consultation with the members of Council prior to the Organizational Meeting;
 - (6) The appointments of Weed Inspectors, Pest Control Officers, Soil Conservation Officers, and Reclamation Inspectors, as required by the Province of Alberta; and
 - (7) Affirmation of Council Conduct.

NOTICE OF COUNCIL MEETINGS

10. Meetings of Council, once established by Council at the Organizational Meeting, will be advertised pursuant to the Act.
11. If Council changes the date, time or place of a Regular Meeting, the municipality must give at least twenty-four (24) hours notice of the change to any Councillor not present at the meeting at which the change was made and to the public.

12. The Manager of LAS will be responsible for posting public notice of changes to a Regular Meeting or notification of a Special Council Meeting at least twenty-four (24) hours in advance by:
 - (1) Posting a notice inside the foyer and on the main entrance window at Parkland County Centre, 53109A Hwy 779, Parkland County, Alberta,
 - (2) Posting a notice on the County's website if time permits, and
 - (3) Posting a notice in the local newspaper if time permits.

QUORUM

13. As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order.
14. Unless a quorum is present within thirty (30) minutes after the time scheduled for the meeting, the meeting may, at the discretion of the Chair, be adjourned until the next regular meeting date. The names of the members present at the end of the thirty (30) minute time limit will be recorded and such record will be appended to the next Agenda.
15. A Special Council Meeting may be called pursuant to the Act to deal with the matters intended to be dealt with at the adjourned Council meeting.
16. In the event that quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting will be adjourned.

COUNCIL MEETING AGENDAS

17. The preparation and distribution of Council meeting agendas will be the responsibility of the Manager of LAS. The Manager of LAS will ensure that:
 - (1) The draft agenda is reviewed by the CAO and General Managers,
 - (2) Copies of the agenda are available or electronically submitted to all members of Council, and
 - (3) Council agendas are made available to members of the media and the public.
18. Items initiated by a Council member will be submitted to the office of the CAO at least seven (7) days prior to the date of the meeting.
19. Items initiated by Administration will be submitted to the Manager of LAS at least seven (7) days prior to the date of the meeting.
20. The addition of items to the prepared Agenda will require approval of the majority of members at the time of the meeting.
21. If an alteration to the order of business is desired for the convenience of the meeting, the Chair may make such alteration but shall not delete any portion of the business set out in the agenda.

DELEGATIONS AT COUNCIL MEETINGS

22. People who wish to appear before Council, individually and as a group, must make written submission to the CAO or Manager of LAS at least eight (8) working days prior the meeting unless the CAO or Manager of LAS approves a lesser time in circumstances believed to warrant the lesser time.
23. The written submission will indicate the topic and purpose for requesting to appear before the meeting.
24. Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group.
25. Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to ten (10) minutes with an additional ten (10) minutes for questions for clarification by members and administration. The Chair may extend the time limits as necessary.
26. Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
27. Debate concerning matters raised by a delegation will take place at the discretion of the members.
28. The Chair, with permission of Council, may authorize members of the public or delegations to speak to the meeting at any time.

PUBLIC HEARINGS

29. Statutory Public Hearings will be held in conjunction with a Council meeting.
30. Non-Statutory Public Hearings, on the advice of the CAO or Manager of LAS, shall be held at a date, time, and place as approved by Council.
31. The Mayor shall Chair all public hearings.
32. The procedures for Statutory and Non-Statutory Public Hearings shall be the same.
33. The procedures to be followed are as follows:

- (1) The Chair shall declare the Public Hearing in session, state the purpose of the Public Hearing, and outline the public hearing procedures.
- (2) The CAO (or delegate) shall present an overview and summary regarding the resolution, bylaw or matter to be dealt with, as well as any written submissions received prior to the Public Hearing.
- (3) The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify him or herself will not be given the opportunity to speak. The applicant will be invited to make the first presentation. Then the Chair shall then open the floor to public presentations.
- (4) Public presentations may be made verbally, in writing, or both, with copies of written submission being filed with the Manager of LAS. Council shall be informed of any written submissions received in advance of the public hearing.
- (5) Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration unless there is consent by the members to extend this limit.
- (6) Persons making presentations may be questioned by Council and administration for clarification, however, Council shall not enter into debate during a Public Hearing.
- (7) The Chair shall invite the applicant to make closing comments, if any.
- (8) Following verbal presentations, the CAO (or delegate) will respond to any questions from Council.
- (9) The Chair shall adjourn the Public Hearing.
- (10) Once the Public Hearing is adjourned, the Chair shall advise that no further information on the matter shall be received by Council.
- (11) The Chair may recess the Public Hearing to take a short break with the intent of returning to the Public Hearing later in the same meeting, or to postpone the Public Hearing to another Council meeting.
- (12) If a Public Hearing is postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing.
- (13) Debate concerning matters raised at the Public Hearing shall take place during a Council Meeting following or subsequent to the Public Hearing.

RECORDING DEVICES

34. The use of audio and video recording devices at Council and Council Committee meetings, by members, administration, the press or the public is prohibited unless authorized by resolution of the members, with the exception of all Public Hearings which may be recorded by administration to assist in the preparation of minutes, or to provide live video streaming and video archiving of Council meetings as authorized by Council.
35. Upon approval of the Public Hearing minutes, the applicable recordings must be destroyed unless the recording is to be archived for public viewing, as authorized by Council.

ELECTRONIC OR OTHER COMMUNICATION FACILITIES

36. Acceptable Circumstances for Use

- (1) A Council Meeting or Council Committee Meeting may be held by means of electronic or other communication facilities according to the provisions of the Act.
- (2) A member may participate in a specific item(s) at a Council or Council Committee meeting by using a communication facility if:
 - a. The member is in a location outside Parkland County for any reason;
 - b. The member is in a location within Parkland County, but is unable to attend a meeting for medical reasons of himself or herself, or an immediate family member;
 - c. There is a quorum of other members situated in the actual meeting place to ensure the meeting could continue if the communication facility failed;
 - d. The CAO (or delegate) is present at the Council or Council Committee meeting.

37. Notice of Proposed Use

- (1) Any person who wants to use a communication facility must, at least seven (7) days in advance of the meeting date;
 - a. Notify, in writing or by email, the Chair and CAO (or designate) that he or she intends to participate on a specific item(s) by means of a communication facility with a request that this item be made time specific;
 - b. Advise the CAO (or designate) of the phone number at which he or she will be available throughout the meeting.

(2) In the event a member of Council is out of Parkland County at the time a Special Council Meeting is called, the CAO (or designate) will use best efforts to contact the member at the phone number(s) or email address(es) left with the CAO at the time of the member's departure, to notify him/her of the meeting. Opportunity will be given to the member to participate in the meeting as provided in this Bylaw.

38. The CAO (or designate) will telephone the person at the pre-arranged number prior to the specified time provided in the person's notice.
39. Members of the public may make a request to the CAO (or designate) to participate in a meeting through electronic or other communication facilities. The CAO (or designate) will advise if the request can be accommodated and that they may be charged for associated costs.
40. Council or Council Committee may consider requests for exceptions from this procedure when exceptional circumstances exist, and approve participation at a Council or Council Committee meeting by electronic facilities by resolution.

COUNCIL MEETING MINUTES

41. The Manager of LAS will prepare the minutes of each Council Meeting and will distribute a copy of the minutes with a subsequent Council Meeting Agenda.
42. Any Councillor may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
43. The Manager of LAS may make minor changes to the minutes to correct errors in grammar, spelling and punctuation, or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter or affect the actual decision made by Council.

MOTION PROCEDURES

44. A motion will not require a seconder.
45. After a motion has been moved, it is the property of Council or Council Committee and may not be withdrawn, modified or substituted without majority consent.
46. Members may give permission by majority vote to withdraw, modify or substitute any motion at the request of the mover before the motion has been voted on.
47. A motion that is withdrawn has the same effect as if it had never been made. After the motion is withdrawn, a member may introduce a new motion for consideration.
48. A member may require the motion under discussion to be read at any time during debate, except when another member is speaking.
49. When a motion is under debate, no other motion will be received other than a motion to:
 - (1) Fix the time for adjournment,
 - (2) Adjourn,
 - (3) Withdraw,
 - (4) Table,
 - (5) Call the Question (that the vote must now be taken),
 - (6) Postpone,
 - (7) Refer, or
 - (8) Amend.
50. All motions should be concise and unambiguous.
51. No motion bringing a new matter before Council or Council Committee may be made while any other motion is pending.
52. A motion may be tabled to enable Council or Council Committee to deal with other more pressing matters.
53. If a motion is contrary to the rules and privileges of Council or Council Committee, the Chair may refuse to accept it and must cite the applicable section of this Bylaw.

AMENDMENT TO A MOTION

54. All amendments must relate to the matter dealt with in the main motion and will not substantially alter the motion as to change its intent or meaning.
55. Only one amendment to a motion may be before the meeting at any time, except for an amendment to an amendment. An amendment to an amendment must be voted on before the first amendment.
56. An amendment to an amendment must be relevant to the first amendment.
57. When a motion to amend is passed, the main motion will be amended accordingly.
58. Following the completion of all amendments, the main motion, as amended, will be put to a vote.

SPLITTING MOTIONS

59. A member may request that a motion be divided if it contains parts that stand as complete propositions. Council and Council Committee(s) must then vote separately on each proposition.

TABLING

60. A motion to table takes precedence over all other motions connected with the motion being tabled.
61. Debate may occur regarding the merits of tabling a matter.
62. Any member may move to take a motion from the table, provided no other motion is on the floor.
63. A tabled matter is brought back with all of the motions connected with it, exactly as it was when it was laid on the table.
64. The motion to take from the table is not debatable or amendable and requires only a majority vote.
65. If the tabling motion does not include the date of the meeting to which the tabled matter is to be brought forward, it will be brought forward to the subsequent meeting.
66. If a matter is not taken from the table within one year after the date that it was tabled, the matter is considered withdrawn and is null and void. Tabled motions relating to bylaw readings are not subject to this section because the provisions of Section 188 of the Act prevail.

RESCINDING MOTIONS

67. A motion to rescind a previous motion may be accepted by the Chair and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.

RECONSIDERATION

68. A motion to reconsider a motion may not be applied to:
- (1) Any vote which has caused an irrevocable action, or
 - (2) A motion to reconsider.
69. Subsequent to the vote on a motion, but prior to proceeding with the next item on the agenda, any member who voted with the majority side may move for to reconsider a motion and should state their reason(s).
70. A motion to reconsider is only debatable when the motion proposed to be reconsidered was debatable.
71. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.
72. Reconsideration may then be debated (if debatable), voted upon, and requires a majority vote of the members present.
73. If a motion to reconsider is approved, reconsideration is the next order of business unless the motion defers reconsideration to a future meeting date. Debate on the matter resumes as though it had not previously been voted upon.
74. If a motion for reconsideration is moved at a subsequent meeting it must be preceded by a Notice of Motion and requires a majority vote of the members present.
75. A notice for reconsideration of any decided matter will not stop or delay action on the decided matter unless the members, by a majority vote, will so direct.
76. A motion that has been approved for reconsideration and passes automatically suspends the original motion.

NOTICE OF MOTION

77. A Notice of Motion may be presented and described prior to the closing of the meeting by the member reading the Notice of Motion, which will then be recorded in the minutes and will form part of the agenda for the subsequent meeting or meeting date stated in the notice.
78. A member who submits a written Notice of Motion to the CAO, to be read at a meeting, need not be present during the reading of the notice.
79. If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two regular meetings. After the third regular meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.
80. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

VOTING**81. Calling the Question**

- (1) When the Chair ascertains that no further information is required or debate forthcoming on a motion, the Chair will immediately submit the motion to a vote of the members (i.e., call the question), and no further discussion will take place until the vote has been completed.
- (2) When a motion to call the question is presented, it will be put to a vote without debate and if carried, the motion to which it referred will be immediately submitted to a vote of the members without debate.

82. Pecuniary Interest (Conflict)

- (1) Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any Council Committee, or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the member left the room, and the time the member returned.

83. Voting Procedures

- (1) Votes on all motions must be taken as follows:
 - a. Members must be in their designated seat when the motion is put;
 - b. The Chair must call the members to vote (i.e., call the question);
 - c. Members must:
 - i. Use the electronic or computerized voting system if it is available;
 - ii. Vote by a show of hands if the electronic or computerized voting system is unavailable;
 - iii. Vote verbally if participating by a communication facility;
 - d. The Chair must declare the result of the vote.
- (2) After the Chair declares the result of a vote, members may not change their vote for any reason.
- (3) From the time the question is called by the Chair until the result of the vote is declared, members must be silent and must not leave their seats.

84. Motion Carried

- (1) Unless otherwise specified in this Bylaw, a motion will be carried when a majority of members present at a meeting vote in favour of the motion.

85. Tie Vote

- (1) A motion is lost when the vote is tied.

86. Failure to Vote

- (1) Any member who fails to vote will be recorded as having voted in the affirmative unless a statute expressly allows or requires an abstention.

87. Loss of Quorum (Abstention)

- (1) If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council or Council Committee.

88. Recorded Votes

- (1) At Council Meetings and Governance and Priorities Committee Meetings, the voting of motions that are not unanimous shall be recorded by showing the names of the members present and whether each member voted for or against the motion, or abstained.
- (2) At Council Committee Meetings a member may request a recorded vote, before a vote is taken, on any motion. If the vote is not unanimous the names of the members present shall be recorded and whether each voted for or against the motion, or abstained.

BYLAW PRESENTATION

89. Where a Bylaw is presented to a Council meeting for enactment, the Manager of LAS must include a Bylaw number, short title and brief description of the Bylaw to appear on the meeting agenda.
90. A Bylaw should be introduced for first reading by a motion that it is read a first time, specifying the number of the Bylaw.

91. Any proposed amendments must be put to a vote before the bylaw is given reading, and if carried, the amendments shall be considered as having been incorporated into the Bylaw at time of the reading.
92. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the Bylaw.
93. The Manager of LAS may correct an error or propose a minor change without affecting the substance of a proposed Bylaw.
94. When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time must be established before second or third reading.
95. When a Bylaw requires the approval of an outside authority, the Manager of LAS, following passage of the required reading(s), shall ensure that the bylaw is submitted to the approving authority for approval.

RULES GOVERNING DEBATE

96. Order of Speakers

- (1) Members wishing to speak on a matter at the meeting should indicate their intention by raising their hand and being recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every member has had the opportunity to speak except:
 - a. In the explanation part of the speech which may have been misunderstood; or
 - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- (2) Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a member, but each such question requires the consent of the Chair.
- (3) All questions or debate will be directed through the Chair.
- (4) Administration may at the pleasure of the Chair speak or question the issue being debated.

97. Interruptions

- (1) Members who have been assigned their turn to speak may only be interrupted by other members including the Chair:
 - a. When a member is discussing a subject and no motion is on the floor;
 - b. By a point of procedure,
 - c. By a Point of Order,
 - d. By a Question of Privilege,
 - e. By an objection to the consideration of a motion; or
 - f. By a challenge.

98. Member Called to Order

- (1) A member who is called to order must immediately stop talking, but must be given an opportunity to challenge before debate is closed. Council or Council Committee will decide the challenge without debate.

DUTIES OF THE CHAIR

99. The Chair will preside over the conduct of the meeting, including the preservation of good order and etiquette, ruling on points of order, replying to points of procedure, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member on any ruling of the Chair.
100. The Chair will make reasonable efforts, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the Act and this Bylaw.

MEMBER PROHIBITIONS

101. A member will not:
 - (1) Use profane, vulgar or offensive language in a meeting.
 - (2) Disobey the rules of the meeting or decision of the Chair or of members on questions of order or practice, or upon interpretation of the rules of the meeting.
 - (3) Leave their seat or make any noise or disturbances while a vote is being taken and the result is declared.
 - (4) Interrupt a member while speaking, except as provided for under Section 97(1) of this bylaw.
102. When a member is in persistent breach of Section 101, after having been called to order by the Chair, the Chair may call for a vote of the members to:
 - (1) Exclude the member from part or the remainder of the meeting.
 - (2) Expel the member from the meeting room for the duration of the meeting.
 - (3) Allow the member to maintain or resume their seat providing an apology is given.

103. If a member has been expelled under section 102(2) that member must leave the meeting room immediately. The Chair may order a member of the RCMP to remove an expelled member if that member does not leave voluntarily. The member shall only be expelled for the duration of the meeting that was in progress at the time of expulsion.
104. Any expulsion shall be noted in the minutes.
105. A member who wishes to leave the meeting permanently prior to adjournment will advise the Chair by means of a Question of Privilege, and the time of their departure will be recorded in the minutes.

QUESTION OF PRIVILEGE

106. A member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members thereof, will be permitted to raise such Question of Privilege.
107. A Question of Privilege will take precedence over all other matters and while the Chair is ruling on the Question of Privilege, no one will be considered to be in possession of the floor.
108. Following the ruling of the Chair on the Question of Privilege and the dealing with same, the Chair will go immediately back to the pending question or debate.

POINTS OF ORDER

109. A member who desires to call attention to a possible violation of the meeting rules and procedures will ask permission from the Chair to raise a Point of Order.
110. When permission is granted by the Chair, the member will state the Point of Order with a concise explanation and will abide by the decision of the Chair upon the Point of Order.
111. A member called to order by the Chair will immediately cease speaking or otherwise engaging in the activity specified by the Chair until the Point of Order is dealt with, and will not speak again without the permission of the Chair except to appeal the ruling of the Chair.
112. The member in possession of the floor when the Point of Order was raised will have the right to the floor when debate resumes.

CHALLENGE

113. All decisions of the Chair will be final, subject to an immediate challenge by a member at the meeting.
114. If a decision is challenged, the Chair will give reasons for the ruling, after which the members, without debate, will vote on the appropriateness of the challenge. The decision of the vote will be final and binding.

ADJOURNMENT

115. When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may adjourn the meeting.

EFFECTIVE DATE

116. This Bylaw comes into effect upon the final passing and proper signature thereof.

BYLAW REPEAL

117. Meeting Procedure Bylaw 52-2004 and Amending Bylaw No. 41-2010 are hereby rescinded.

READ A FIRST TIME this 27th day of September, 2011.

READ A SECOND TIME this 27th day of September, 2011.

READ A THIRD TIME and FINALLY PASSED this 27th day of September, 2011.



MAYOR



MANAGER, LEGISLATIVE AND ADMINISTRATIVE SERVICES