

PARKLAND COUNTY
MEETING PROCEDURES BYLAW 2015-06
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PARKLAND COUNTY**BYLAW NO. 2015-06****BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSES OF REGULATING MEETING PROCEEDINGS FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS**

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 and under the authority of the Municipal Government Act, as amended, hereby enacts the following:

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.SA 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- (2) "Adjourn" means to ~~close and terminate~~ **postpone** the meeting or public hearing **to another date or time;**
- (3) **"Administrator" means the designated staff member responsible for the administrative duties of a Council or Council Committee;**
- (4) "Agenda" means the order of business for meetings;
- (5) "Bylaw" means a Bylaw of Parkland County;
- (6) "Chair" **means the Mayor or the person** who has been given authority to direct the conduct of a meeting;
- (7) "Challenge" means a member's expression of disagreement immediately following a decision of the Chair;
- (8) **"Council-in-Whole" means membership that includes all members of Council;**
- (9) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;
- (10) "Council Committee" means a committee, board or other body established by Council under the Act;
- (11) "Councillor" means a member of Council elected pursuant to the *Local Authorities Election Act*;
- (12) "County" means Parkland County;
- (13) "CAO" mean the designated Chief Administrative Officer as defined in the Act or their designate;
- (14) "Deputy Mayor" means the Councillor appointed by Council to perform all the duties of the Mayor in the absence or incapacity of the Mayor;
- (15) **"In-Camera" means a Council or Council Committee meeting that is closed to the public pursuant to the Act at which only Council and other persons specified by Council may attend;**
- (16) "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) **or their designate;**
- (17) "Meeting" means any meeting of Council or Council Committee;
- (18) "Member" means any member of Council or Council Committee;

- (19) "Mayor" means the Chief Elected Official as defined in the Act;
- (20) "Notice of Motion" means the presentation of a motion, for consideration and debate at a subsequent meeting;
- (21) "Organizational Meeting" means a meeting of Council held in accordance with the Act;
- (22) "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;
- (23) "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;
- (24) "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;
- (25) "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;
- (26) "Public Hearing " means a pre-advertised hearing that Council is required to hold under the Act or other enactments **or a non-statutory meeting or hearing as approved by Council.** ~~or any other matter at the direction of Council and may be scheduled at a date and time acceptable to the majority of Council~~
- (27) "Question of privilege" refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- (28) "Quorum" means a majority of those members serving on Council or Council Committee, except where special committee policies have been passed;
- (29) "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;
- (30) "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;
- (31) "Regular Meeting" means a meeting of Council held in accordance with the Act, or a regularly scheduled Council Committee meeting;
- (32) "Special Council Meeting" means a meeting of Council called by the Mayor, or a majority of Councillors, in accordance with the Act;
- (33) "Table" mean 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, **unless otherwise specified in this bylaw as applicable only to Council or only to Council Committee.** This Bylaw shall be binding upon all committee members whether Council or public members.
- 4. To the extent that a matter is not dealt with in the Act or by this Bylaw, **Council members** will have regard to Robert's Rules of Order.
- 5. The precedent of rules governing the procedure of Council and **Council Committees** 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.
9. The agenda for the Organizational Meeting shall be restricted to:
 - (1) The establishment of a four-year rotation schedule indicating each Councillor's four-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~~ Council Committees, 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.
~~Council changes the date, time or place of a Regular Meeting, the County 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.~~
11. The Manager of LAS will be responsible for posting public notice of changes to a Regular Meeting or notification of a Special Current Meeting at least twenty-four (24) hours in advance by:
 - (1) Posting a notice inside the ~~foyer~~ on the electronic billboard 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

12. As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order.
13. In the event that both the Mayor and the Deputy Mayor are not in attendance within fifteen (15) minutes after the time scheduled for a meeting of Council, the next Deputy Mayor scheduled in the roster shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
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~~ **twenty-one days (21)** days prior to the date of the meeting.
19. Items initiated by Administration will be submitted to the Manager of LAS at least ~~seven~~ **twenty-one days (21)** 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.

SCHEDULED DELEGATIONS AT COUNCIL MEETINGS

22. ~~People who wish to appear before Council, individually or as a group, must submit a written application.~~ If presenters have written or electronic submissions that are intended to be part of their presentation, the written or electronic submission must be provided to the CAO or Manager of LAS at least eight (8) working days prior to the meeting, unless the CAO or Manager of LAS approves a lesser time.
23. The written application must clearly indicate the topic and purpose of the presentation for inclusion in the meeting agenda.
24. The Manager of LAS will review the request in consultation with any affected Departments and may:
 - (1) Provide an administrative response to the delegation to satisfy the request for an appointment with Council;
 - (2) Add the appointment to the next regular meeting agenda;
 - (3) Add the appointment to a future meeting agenda if
 - a. requested by the individual or group making the request; or
 - b. if Administration requires more time to properly investigate and report the matter.
25. 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.
26. Delegates will be required to identify themselves and to sign the Guest Registry prior to addressing Council.
27. As per Section 45 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act.
28. 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.
29. Delegates requesting reappearance on a matter shall only be permitted to do so if the information to be presented is new or significantly additional to the material previously presented.
30. Debate concerning matters raised by a delegation will take place at the discretion of the members.

PUBLIC INPUT AT COUNCIL AND GOVERNANCE AND PRIORITIES COMMITTEE MEETINGS

31. Council may schedule a Public Input session during a regular Council or Governance and Priorities Committee meeting for the purpose of obtaining public opinion on any resolution, bylaw, issue or other matter.

~~Individuals or groups interested in speaking at a Public Input session should register with the Manager of LAS at least one (1) business day prior to the session.~~

32. The Chair shall call upon those who may have registered beforehand with the Manager of LAS, or who have indicated from the gallery that they wish to speak.
33. ~~Presentations may be verbal or written. Written submissions shall be collected by the Manager of LAS and retained for record purposes.~~ Public Input presentations are intended to be verbal only, and does not include opportunity to accept or review any written or electronic submissions.
34. Speakers will be required to identify themselves and to sign the Guest Registry prior to addressing Council.
35. As per Section 45 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act.

36. Presentations during Public Input sessions shall be limited to an aggregate total of ten 10 minutes, unless there is consent from Council to extend the allotted time.

PUBLIC CONDUCT

37. A person may request to speak to Council or Council Committee from the public gallery, with permission of the Chair. Speakers are required to address members from the presenters' table using the microphone provided.
38. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action of Council or Council Committee.
39. The Chair may call to order any person who has created a disturbance and may order that person expelled from the meeting.
40. The Chair may order a member of the RCMP to remove an expelled person if that person does not leave voluntarily.

PUBLIC HEARINGS

~~Statutory Public Hearings will be held in conjunction with a Council meeting.~~

~~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.~~

41. This part applies to meetings of Council only.
42. The Mayor shall chair all public hearings.
43. 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~~ close the public hearing.
 - (10) Once the public hearing is ~~adjourned~~ closed, the Chair shall advise that no further information on the matter shall be received by Council.
 - (11) The Chair may recess or postpone 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 ~~recessed or~~ 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 after~~ the public hearing is closed.

RECORDING DEVICES

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.

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.

44. Council and Council Committee meetings may be audio and video recorded to provide live video streaming and video archiving.

45. Third party audio and video recordings of Council and Council Committee meetings may be allowed with prior written permission from the Manager of LAS, as long as no disruption to the meeting is caused.

ELECTRONIC OR OTHER COMMUNICATION FACILITIES

46. Acceptable Circumstances for Use

- (1) A Council Meeting or Council Committee Meetings 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 due to physical restraints for 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 is present at the Council or Council Committee meeting.

47. Notice of Proposed Use

- (1) Any person member 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 in the meeting and provide the necessary contact information; 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) The member will be available at least one (1) hour prior to the meeting to ensure the communication facility is functioning.
- (3) 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(s) 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.

The CAO (or designate) will telephone the person at the pre-arranged number prior to the specified time provided in the person's notice.

Members of the public may make a request to the CAO (or designate) to participate in a meeting though 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.

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

48. The Manager of LAS will prepare the minutes of each Council Meeting and will distribute a copy of the minutes with the following Regular Meeting agenda-a subsequent Council Meeting Agenda.

49. Any Councillor member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

50. 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 that would alter or affect the actual decision made by Council.

COUNCIL COMMITTEE MEETING MINUTES

51. The administrator will prepare the minutes of each Council Committee Meeting and will distribute a copy of the minutes with the following agenda.

IN-CAMERA SESSIONS

52. Council or Council Committee may consider a matter in a closed session in accordance with the Act. No motions shall be made during an in-camera session, except for a motion to reconvene the regular meeting.

MOTION PROCEDURES

53. A motion will not require a seconder.
54. 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.
55. 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.
56. 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.
57. A member may require the motion under discussion to be read at any time during debate, except when another member is speaking.
58. 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.
59. All motions should be concise and unambiguous.
60. No motion bringing new matter before Council or Council Committee may be made while any other motion is pending.
61. A motion may be tabled to enable Council or Council Committee to deal with other more pressing matters.
62. 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

63. 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.
64. 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.
65. An amendment to an amendment must be relevant to the first amendment.
66. When a motion to amend is passed, the main motion will be amended accordingly.
67. Following the completion of all amendments, the main motion, as amended, will be put to a vote.

SPLITTING MOTIONS

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

TABLING

69. A motion to table takes precedence over all other motions connected with the motion being tabled.
70. Debate may occur regarding the merits of tabling a matter.
71. Any member may move to take a motion from the table, provided no other motion is on the floor.
72. 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.
73. The motion to take from the table is not debatable or amendable and requires only a majority vote.
74. 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.
75. 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

76. 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~~ is declared null and void.

RECONSIDERATION

77. 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.
78. ~~Subsequent to the vote on a motion~~ After a motion has been voted on, but prior to proceeding with the next item on the agenda, any member who voted with the majority on the prevailing side may move to reconsider ~~a the~~ motion and ~~should~~ must state their reason(s) ~~for the motion to be reconsidered~~.
79. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.
80. Reconsideration may then be debated (~~if debatable~~ provided the motion proposed to be reconsidered was debatable) and voted upon, and requires a majority vote of the members present.
81. If a motion to reconsider is approved, ~~reconsideration~~ the motion to be reconsidered is the next order of business (~~i.e., the motion to be reconsidered will precede the next item on the agenda~~), unless the motion defers reconsideration to a future meeting date. Debate on the matter resumes as though it had not previously been voted upon.
- ~~If a motion for reconsideration is moved at a subsequent meeting it must be preceded by a Notice of Motion and require a majority vote of the members present.~~
- ~~A notice for reconsideration of any decided matter will not stop or delay action on the decided matter unless the member, by a majority vote, will so direct.~~
82. A motion that has been approved for reconsideration and passes automatically suspends the original motion.

NOTICE OF MOTION

83. 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.
84. 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.
85. 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.

86. 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 statements.

VOTING

87. Calling the Question

- (1) When the Chair ascertains that no further information is required or debated 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.

88. 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, including the reason, the time at which the member left the room, and the time the member returned.

89. 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; or
 - 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 the 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.

90. 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.

91. Tie Vote

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

92. Failure to Vote

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

93. Loss of Quorum (Abstention)

- (1) If a motion cannot be voted on because there would be no quorum due to the 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.

94. Recorded Votes

- (1) At Council Meetings and Governance and Priorities Committee Meetings, meetings of Council-in-Whole, 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

95. 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.
96. A bylaw should be introduced for first reading by a motion that it is read a first time, specifying the number of the bylaw.
97. 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.
98. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.
99. The Manager of LAS may make minor changes to the bylaw to correct errors in grammar, spelling and punctuation, or to correct the omission of a word necessary for the meaning or continuity of a sentence. No change shall be allowed which would alter or affect the substance of a proposed bylaw ~~correct an error or propose a minor change without affecting the substance of a proposed bylaw.~~
100. When a bylaw is subject to a statutory Public Hearing, a Public Hearing date and time must be established before second or third reading.
101. 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

102. 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.

103. 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.

104. 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

105. 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.

106. 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

107. 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; or
 - (4) Interrupt a member while speaking, except as provided under Section 103(1) of this Bylaw.
108. When a member is in persistent breach of Section 107, 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 of 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.
109. If a member has been expelled under Section 108(2), that member must leave the meeting room immediately. The Chair may **order a member request the services** 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.
110. Any expulsion shall be noted in the minutes.
111. 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

112. 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.
113. 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.
114. Following the ruling of the Chair on the Question of Privilege and the dealing with same, the Chair will go immediately back the pending question or debate.

POINTS OF ORDER

115. A member **or administrator** 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.
116. 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.
117. 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.
118. 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

119. All decisions of the Chair will be final, subject to an immediate challenge by a member at the meeting.
120. 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 CLOSE OF MEETING

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

ENACTMENT / TRANSITION

122. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

123. Bylaw No. 13-2011 is hereby repealed.

124. This bylaw shall come into force and take effect on the day of third and final reading thereof.

READ A FIRST TIME this _____ day of _____, 2015.

READ A SECOND TIME this _____ day of _____, 2015.

READ A THIRD TIME and finally passed this _____ day of _____, 2015.

Mayor

Manager, Legislative and Administrative Services