

VILLAGE OF PORT CLEMENTS

BYLAW NO. 200

Being a bylaw to regulate the meetings of Council and the conduct thereof. The Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. This By-Law may be cited as Procedure Bylaw No 200.

ACTING-MAYOR

2. (1) The Council shall, at the statutory meeting of Council in each year, and may from time to time appoint one of its members to be Acting-Mayor, and such Acting-Mayor has, during the absence or illness or other disability of the Mayor, all the powers and is subject to the same rules as the Mayor.

(2) In the event that the office of Mayor becomes vacant, the Acting-Mayor shall continue in office until such time as another Mayor shall have been elected or appointed.

MEETINGS OF THE COUNCIL

3. After the statutory meeting of the Council, the Council shall meet on the second and fourth Monday of each and every month at the hour of seven-thirty o'clock P.M., or in case such Monday is a holiday, the meeting shall be held on the following legal day thereafter.

4. (1) A special meeting, being a meeting other than a statutory, regular or adjourned meeting, may be called by the Council, at a meeting of Council, or at any time by the Mayor, or upon the request, in writing, of two or more members of the Council.

(2) In the case the Mayor within twenty-four hours after receiving the written request mentioned in sub-section (1) refuses or neglects to call the special meeting, to be held within seven days after the day upon which the request was received by him, or if the Mayor is absent, then two or more members of Council may call a special meeting.

(3) The Clerk shall give notice of the day, hour and place of the special meeting at least twenty-four hours before the time of meeting, by posting a copy of the notice at the regular place of meeting of the council and by leaving one copy of the notice for each member of Council at the place to which he has directed such notice to be sent, unless the notice is waived by unanimous vote of all the members of the Council. Each copy of the notice shall be signed by the Mayor or Clerk or, if the meeting is called pursuant to subsection (2), by the members of Council who called the meeting.

5. (1) The regular and special meetings of Council shall be open to the public but a person may be excluded for improper conduct.

(2) If in the opinion of the Council the public interests so require the Council may exclude from a special meeting:

- (a) persons other than its members and officials
- or
- (b) persons other than its members.

6. Each Council member shall be seated at the Council table, with additional seating space provided for the Municipal Clerk, a spokesperson for a delegation and one seat for the Media.

MINUTES

7. (1) The minutes of the proceedings of all meetings of the Council shall be legibly recorded in a minute-book. The minutes shall be certified as correct by the Clerk, and shall be signed by the Mayor or other member presiding at such meeting or at the next meeting at which they are adopted and, with the exception of the minutes of a special meeting from which persons mentioned in sub-section (2) of section 5 were excluded, the said minutes shall be open for the inspection of any person, who may make copies thereof and extracts therefrom at all reasonable times on payment each time of a fee of twenty-five cents per sheet.
- (2) The minutes of the proceedings of standing Committees, Courts of Revision and other administrative bodies shall be legibly recorded in a minute-book, and shall be signed by the Chairman or member presiding, and, with the exception of the minutes of a standing committee or other administrative body relating to matters for adoption by the Council, the said minutes shall be open for the inspection of any person, who may make copies thereof and extracts therefrom, at all reasonable times, on payment each time of a fee of twenty-five cents per sheet.

OPENING PROCEDURES

8. As soon after the hour of meeting as there shall be a quorum present the Mayor shall take the chair and call the members to order.
9. In case the Mayor does not attend within 15 minutes after the time appointed for a meeting, the Acting-Mayor shall take the chair and call the members to order. or if the Acting-Mayor is absent, the Clerk shall call the members to order and, if a quorum is present, the members shall appoint an Acting-Mayor who shall preside during the meeting or until the arrival of the Mayor. Such person appointed as Acting-Mayor has all the powers and is subject to the same rules as the Mayor.
10. Should there be no quorum present within 30 minutes after the time appointed for the meeting, the Clerk shall record in the Minute-book the names of the members present at the expiration of such 30 minutes and the meeting shall stand adjourned until the next day of meeting.
11. Immediately after the Mayor has taken his seat, a motion for approval of the Agenda shall be called. Any amendments to the Agenda must be approved by two-thirds of the Council otherwise business shall proceed as outlined in the Agenda. If the minutes are not distributed within forty-eight hours prior to the meeting, they will be read by the Clerk or a member of the Council.

AGENDA

12. Unless the Mayor or two-thirds of the Council otherwise directs, the business at all regular meetings of the Council shall be proceeded with in the following order:
- 1st. Adopt Agenda
 - 2nd. Petitions, Delegations and opening of sealed tenders.
 - 3rd. Minutes.
 - 4th. Business Arising from minutes and unfinished business.
 - 5th. Original Correspondence.
 - 6th. Government - (By-laws and Statutory requirements).
 - 7th. New Business
 - 8th. Any other business
 - 9th. Reports/Discussions.

13. The Clerk shall prepare an Agenda before every regular meeting of Council and shall circulate a copy to each member at least forty-eight hours before the meeting.

14. When any Order, Resolution, or Question is lost by reason of the Council or any Committee thereof breaking up for want of a quorum, the Order, Resolution or Question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular head.

ADJOURNMENT

15. The Council shall always adjourn at the hour of ten-thirty P.M. if in session at that hour, unless otherwise determined by a two-thirds vote of the members present.

RULES OF CONDUCT AND DEBATE

16. Every member shall address himself to the Chair before speaking to any question or motion.

17. Members shall address the Chair as "Mr. Mayor" or "Madam Mayor" and shall refer to each other as "Alderman _____".

18. No member shall speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or persons administering the Government of Canada or of this Province, nor shall he use offensive words in or against the Council or against any member thereof; nor shall he speak beside the Question in debate, and no member shall reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded, nor shall he resist the rules of the Council or disobey the decision of the Mayor or of the Council on questions of order or practice, or upon the interpretation of the rules of the council, and in case any member shall so resist or disobey, he may be ordered by the Council to leave his seat for that meeting, and in case of his refusing to do so he may, on the order of the Mayor, be removed therefrom by an officer of the Law; but in case of apology being made by the offender, he may by vote of the council be permitted to forth-with re-take his seat.

19. No member may speak more than once to the same question without leave of the council, except in explanation of a material part of his speech which may have been misconceived, and in doing so he may not introduce new matter. A reply shall be allowed to a member who has made a substantive motion to the Council, but not to a member who has moved an amendment.

20. 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. The decision of the Mayor as to whether the question has been finally put shall be conclusive.

21. If the Mayor desires to leave the Chair for the purpose of taking part in the debate or otherwise, he shall call on one of the Aldermen to take his place until he resumes the Chair.

POINTS OF ORDER

22. The Mayor, or the member presiding at the meeting of the Council, shall preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council then present.

23. (1) If an appeal be taken by a member of the council from the decision of the Mayor, the question shall be immediately put by him, and decided without debate. "Shall the Chair be sustained?" and the Mayor shall be governed by the vote of the majority of the members of the Council voting for or against the question "Shall the Chair be sustained?" shall be recorded on the minutes, and in the event of the votes being equal, the question shall pass in the affirmative.
- (2) If the Mayor refuses to put the question "Shall the Chair be sustained?" the Council shall forthwith appoint one of its number to preside temporarily in lieu of such Mayor, as the case may be, and the member of the Council so temporarily appointed shall proceed in accordance with sub-section (2) is as effectual and binding as if carried under the presidency of the Mayor.

VOTING ON QUESTIONS

24. Every member who shall be present when a question is put shall be expected to vote thereon unless he is personally interested in the question, provided such interest is resolvable into a personally pecuniary profit or is peculiar to the member and not in common with citizens at large, or unless he comes within provisions of clauses of section 83 of the "Municipal Act", and in such cases he shall not vote but shall leave his chair while the vote is being taken and resume it immediately thereafter.
25. Should any member refrain from voting when any question is put, for any reason other than that mentioned in the last preceding section, he shall be regarded as having voted in the affirmative and his vote shall be counted accordingly.
26. (1) All acts whatsoever authorized or required by the "Municipal Act" to be done by the Council, and all other question, including questions of adjournment, that may come before the Council, shall, save where otherwise so expressed, be done and decided by the majority of the members of the Council who shall be present at a meeting.
- (2) In all cases where the votes of the members of the Council then present, including the vote of the Mayor or other person presiding are equal for and against a question, the question shall be negatived, and it shall be the duty of the member presiding to so declare.
- (3) The names of those who vote for and those who vote against the question shall be entered upon the minutes whenever a member calls for the ayes and nays, and the Clerk shall read aloud the names before the result of the vote has been declared in order than any mistake may be rectified.
27. When the question under consideration contains distinct propositions upon request of any member the vote upon each proposition shall be taken separately.

PETITIONS AND DELEGATIONS

28. No person or group of persons wishing to appear before the Council may do so unless he or they have first notified the Clerk in writing, stating purpose of delegation, before the Clerk has prepared the Agenda and circulated it to the members of Council, except on extraordinary occasions declared as such by the Mayor.
29. Every delegation shall be allowed a maximum time of 15 minutes to present its petition or submission unless extended by a two-thirds vote of the Council, after which the Council may dispose of the petition or submission at the meeting, refer the subject matter to a committee or take such other action as is deemed expedient.

30. Every petition presented to Council shall include the name of each petitioner with his address and a description of the property of which he is the owner or which he occupies in the municipality. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced in connection therein.

REPORTS

31. (1) A standing or select committee of Council may report to the Council at any regular meeting or shall report as required by Council.
- (2) The following heads of departments, - Treasurer, Building Inspector, Fire Chief, Police Chief and Works Superintendent shall each prepare, in addition to any other reports required by Council, a quarterly report of their respective departments. The reports shall be prepared as soon as is practicable after the last day of the month and shall be submitted to the Clerk who shall make copies of each report and attach a copy to the Agenda of the next regular meeting of Council before it is circulated to the member of Council.

MOTIONS

32. (1) Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a Committee or an official, to introduce or pass a By-Law or adjourn) shall be put in writing and seconded before being debated or put from the Chair.
- (2) A motion that has been seconded shall be read by the Mayor or Clerk before debate.
33. (1) When a question is under consideration, no motion shall be received except for the following:
- (a) to commit
 - (b) to amend
 - (c) to lay on the table
 - (d) to postpone indefinitely
 - (e) to postpone to a certain time
 - (f) to move to close the debate
 - (g) to adjourn
- (2) The several motions mentioned in sub-section (1) shall have precedence in the order in which they are named, and the last five shall be neither amendable or debatable.

34. Amendments shall be in writing and shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
35. A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.
36. A motion to adjourn the council or to adjourn the debate shall always be in order, but if such motion is negative no second motion to the same effect shall be made until some intermediate business or matter has been disposed of.

BY-LAWS

37. Every By-Law shall be read three times on three separate days and shall be referred to a Committee of the Whole between second and third reading, unless otherwise ordered by a two-thirds vote of the members of the council present at the meeting.
38. (1) Every By-Law shall be read a first time upon motion " that the (short title) By-Law now be introduced and read a first time". The title and intended object of the By-Law shall be given and the question shall be decided without amendment or debate.

(2) Second reading of the By-Law shall consist of debate upon the general principles of the By-Law.

(3) When the By-Law has been read a second time it shall be referred to a Committee of the Whole. In proceedings in Committee the preamble of the By-Law shall first be postponed and then every clause considered individually in its proper order; the preamble and title to be last considered.

(4) The Chairman of the Committee of the Whole shall report the By-Law to the Council and the By-Law may then be read a third time and provided that upon request by any member of the council the whole or any part of the By-Law shall again be read before the motion is put.

39. Every By-Law passed shall be reconsidered not less than one clear day after it has received third reading, upon the motion"...that the (short title) By-Law be now adopted", provided, however, that if a By-Law must be approved pursuant to the "Municipal Act" or any other Act, it shall not be reconsidered until such approval has been obtained.

40. One copy of every By-Law bearing evidence of approval, if any, and one copy of every adopted By-Law signed, sealed and bearing evidence of registration in the office of the Inspector of Municipalities, shall be kept among the records of the Municipality.

41. (1) The Mayor may, at any time within one month after the adoption thereof, intervene and return for reconsideration any By-Law, resolution or proceeding of the Council which has not been given the assent of the electors, or which has not been reconsidered by the Council in the manner mentioned in subsection (3) or which has not been acted upon by any officer, servant or agent of the Municipality.

(2) The Mayor may state his objections to the Council, and the Clerk shall record in the minute-book such objections, suggestions or amendments of the Mayor.

(3) The Council shall, as soon thereafter as convenient, consider such objections, and either;

(a) Reaffirm the By-Law, resolution or proceeding; or
(b) Reject the By-Law, resolution or proceeding; in which case it is deemed to be absolutely vetoed, rescinded and repealed, and is of no force or effect whatever, and shall not be reintroduced into the Council within a period of six months except with the unanimous consent of the Council.

(4) The conditions which applied to the passage of the original By-Law resolution or proceeding apply to rejection thereof.

COMMITTEE OF THE WHOLE

42. A meeting of the Committee of the Whole may be called at any time by the Mayor.

43. A Committee of the Whole held during the meeting of the Council shall be appointed by a resolution "...that the Council now dissolve itself into a Committee of the Whole". The Mayor shall leave the Chair, but shall first appoint a Chairman of the Committee of the Whole who shall maintain order in the Committee and who shall report the proceedings thereof.

44. The rules of the Council shall be observed in the Committee of the Whole, so far as may be applicable, except that no motion shall require to be seconded nor shall a motion for the previous question nor shall an adjournment be allowed: and in taking the ayes and nays the names of members shall not be recorded, nor shall the number of times of speaking on any question be limited.

45. In case of a division being called for, the question shall be decided by a show of hands. The Clerk shall count and decide the number on each side and the Chairman for the Committee shall announce the result of the vote.
46. A motion in Committee of the Whole to rise without reporting, or that the Chairman of the committee leave the Chair, shall always be in order and shall take precedence over any motion. On such motion debate shall be allowed but no member shall speak more than once to such a motion and on an affirmative vote the subject referred to the Committee shall be considered disposed of in the negative, and the Mayor shall resume the Chair and proceed with the next order of business.
47. When all matters referred to a Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of business the Chairman of the Committee of the Whole shall report to the Council and the adoption of the report shall be moved.

STANDING AND SELECT COMMITTEES

48. Council shall establish standing Committees for any purpose which they consider would be better regulated and managed by means of such committees, and they shall appoint members of Council thereto. The proceedings of all such committees shall be subject to the approval of the Council, save in so far as such proceedings may be in pursuance of any authority delegated to such committee or any of them under section 242 of the "Municipal Act".
49. The Council may from time to time appoint a select Committee, to enquire into any matter and to report its findings and opinions to the Council.
50. Any member of the council may be placed on a standing or select committee, notwithstanding the absence of such member at the time of being named upon such committee; the first named of any committee shall be the Chairman of that committee.
51. Members of the council may attend the meetings of any of its committees and shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority of the Committee.
52. The general duties of all the standing Committees of the Council shall be as follows:
- (a) To consider and report to Council from time to time, or whenever desired by the Council and as often as the interest of the Village may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.
- (b) To carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the Council shall be specific and the committee shall report its action in detail at the next meeting of the council thereafter.
- (c) To present to the Council at the last regular meeting of the Council, or as soon thereafter as possible, in each and every year, a general report of the state of various matters referred to them respectively during the year and the work or business done through or by each Committee, and such report shall contain such suggestions in regard to the future action of the succeeding Committees as experience may enable the reporting Committee to make in respect of the matters embraced in their report.

53. Every member who shall introduce a motion upon any subject which may require the appointment of a select Committee shall be one of the Committee.
54. Of the number of members appointed to compose any standing or select Committee, a majority shall be a quorum competent to transact business.
55. In the transaction of business all standing and select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the council.
56. A select Committee shall, on completion of its assignment or on submitting its report to the Council, be automatically dissolved.

ATTENDANCE AND EXAMINATION OF WITNESSES

57. The Council, or any standing or select Committee thereof, shall have the power, under the hand of the Mayor and seal of the Municipality, to summon witnesses for examination on oath in any and all matters connected with or relating to the administration of the Municipality, and shall have the same power to enforce the attendance of such witnesses and compel them to give evidence as is vested in any Court of law in civil cases. any member of such council or standing or select Committee may administer the oath to any witness called before such Council or Committee, and such witness may be examined, cross-examined and re-examined according to the rules and practice of the Supreme Court in civil cases.

UNPROVIDED CASES

58. In all unprovided cases in the proceedings of the Council or in Committees "Robert's Rules of Order" shall be followed.
59. Procedure By-Law No. 116 is hereby repealed.
- READ A FIRST TIME THIS 20th DAY OF March 1989.
- READ A SECOND TIME THIS 20 DAY OF March 1989.
- READ A THIRD TIME THIS 20 DAY OF March 1989.
- RECONSIDERED AND FINALLY ADOPTED THE ^{10th} DAY OF ^{July} 1989.


Mayor


Clerk

Certified a true copy of By-Law
No 200, Village of
Port Clements, B.C.


Municipal Clerk