

BYLAW NO. 1-2018

**A BYLAW OF THE VILLAGE OF HOLDEN
IN THE PROVINCE OF ALBERTA
TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL MEETINGS**

WHEREAS, under the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, the Council of the Village of Holden may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, section 145 of the Municipal Government Act, Chapter M-26, RSA 2000 and amendments thereto, authorizes council to pass bylaws in relation to the procedures and conduct of council, council committees and other bodies established by council

NOW THEREFORE, the Council of the Village of Holden, in regular meeting, duly assembled, hereby enacts as follows:

1. NAME

This Bylaw may be cited as the "Council Meeting Procedure Bylaw."

2. DEFINITIONS

2.1. "CAO" means Chief Administrative Officer

3. AGENDA FOR COUNCIL MEETINGS

3.1. The agenda for each regular and special meeting shall be prepared by the CAO and submitted, together with copies of all pertinent correspondence, statements and reports, to each member of council at least two days prior to each meeting.

3.2. Any member of council, Village official or any other person wishing to have an item of business placed on the agenda shall make a submission to the CAO not later than 12:00 noon on the Thursday of the week prior to the meeting. The submission shall contain adequate information, to the satisfaction of the CAO, to enable council to deal with the matter.

3.3. The order of business on the agenda shall be as follows:

1. Call to Order
2. Adoption of the Agenda
3. Adoption of Previous Minutes
4. Delegations
5. Financial Items
6. Unfinished Business
7. New Business
8. Councillor Reports
9. CAO Report
10. Correspondence
11. In Camera
12. Open Discussion
13. Adjournment

- 3.4 The order of business as established in this bylaw shall apply for all regular council meetings unless members of council present, by a majority vote, agree to any change.
- 3.5 No item of business shall be considered by council if the item has not been placed on the agenda unless members of council present, by a majority vote, agree to the item being placed on the agenda. The Mayor, any councillor or the CAO shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
- 3.6 Public input is not permitted during Council meetings, unless Council votes in favor to allow public input.

4. MEETINGS

- 4.1 Except where some other place is designated by a Resolution of Council, all meetings of the Council shall be held in the Council Chambers of the Village.
- 4.2 The regular monthly meeting of the Council shall be held on the third Monday in each and every month.
- 4.3 When the third Monday of any month falls upon a holiday, the meeting of Council for that month shall be held on the Tuesday following the holiday Monday.
- 4.4 The regular meetings of council shall commence at the hour of 7:00 pm and shall adjourn at 10:30 pm if in session at that hour, unless members of council present, by a unanimous vote, agree to an extension of time.
- 4.5 Council meeting agendas shall be posted on the Village website
- 4.6 All meetings of the Council shall be open and public unless held in camera to discuss one or more of the following:
 - 4.6.1 acquisition, sale, lease or security of municipal property
 - 4.6.2 minimum price to accept at a tax sale
 - 4.6.3 personnel matters
 - 4.6.4 labour relations
 - 4.6.5 litigation
 - 4.6.6 legal advice
 - 4.6.7 public security
 - 4.6.8 contract negotiations
- 4.7 Special Council meets will be held on the first Monday of January, April, July and October at 7:00 p.m. or at the call of the chair.

5. GENERAL RULES OF COUNCIL

- 5.1 As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.
- 5.2 Any persons who are not members of Council or officers of the Village shall observe silence and order in the Council Chambers, unless given permission to speak on behalf of a petition or otherwise allowed in this policy. Any such

persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered by the Chair to leave the Council Chambers.

- 5.3 In case the Mayor or Deputy Mayor is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present the CAO shall call the meeting to order and a chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 5.4 If there is no quorum present within 1/2 hour after the time appointed for a regular meeting of council, the CAO shall record the names of those members of council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to the council chambers.
- 5.5 The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the council by resolution, and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
- 5.6 When the Mayor or presiding, officer is called on to decide a point of order or practice, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
- 5.7 Every member wishing to speak to a question or motion shall address himself to the Mayor or presiding officer.
- 5.8 The Mayor or presiding officer shall have the authority to set a time limit and the number of times members may speak on the same question or resolution, having due regard for the importance of the matter.
- 5.9 Motions shall be in writing if requested and shall be read by the Mayor or presiding officer, or the CAO before being debated or voted on except motions to adjourn, to adopt reports, or to go into committee, which may be oral.
- 5.10 A motion submitted to council does not require a seconder.
- 5.11 When a motion has been made and is being considered by the council, no other motion may be made and accepted except:
 - 5.11.1 a motion to refer the main question to some other person or group for consideration
 - 5.11.2 a motion to amend the main question
 - 5.11.3 a motion to table the main question
 - 5.11.4 a motion to postpone the main question to some future time
 - 5.11.5 a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 5.12 Where a question under consideration considers distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.
- 5.13 After any question is finally put by the Mayor or other presiding officer, 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 or the presiding officer as to whether the question has been finally put shall be conclusive.

- 5.14 The CAO may delegate any duties to a recording secretary but shall accept all responsibility of the duties.
- 5.15 If a member of council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be noted in the minutes.
- 5.16 The secretary shall record in the minutes each time a member of council excuses himself by reason of pecuniary interest.
- 5.17 Voting on all matters shall be done by rising of hands, in such a clear manner that they may be easily counted by the presiding officer.
- 5.18 Council may adjourn from time to time to a fixed future date any regular or special meeting of council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
- 5.19 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Robert's Rules of Order".
- 5.20 This bylaw shall not be repealed, amended, or suspended unless done so:
 - 5.20.1 By a bylaw unanimously passed at the regular or special meeting of council at which all members thereof are present, or
 - 5.20.2 By a bylaw passed at a regular meeting of council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

6. DELEGATIONS

- 6.1 Council shall hear all delegations that have brought their items of business to the agenda in accordance with section 3.2, in the order that they are placed on the agenda or the order that may be changed by the majority vote of members present. All rules of council in this bylaw shall apply to each and every member of the delegation.
- 6.2 Delegations are limited to one topic per meeting.
- 6.3 Delegation time limit will be set to a minimum of five minutes and to a maximum of fifteen minutes. Time extensions are at the discretion of Council.
- 6.4 Delegations addressing Council must be business related.
- 6.5 Delegations by the same person may be limited to 2 meetings in a calendar year at the discretion of the CAO, duplicate requests will not be approved.
- 6.6 Delegations approved and posted on the agenda must give the CAO 24 hours' notice if unable to attend.

7. EFFECTIVE DATE OF BYLAW

This bylaw takes effect as of the date of third and final reading and upon such final reading Bylaw No. 3-2008 shall be rescinded.

READ A FIRST TIME this 2nd day of January, 2018

READ A SECOND TIME this 15th day of January, 2018

READ A THIRD TIME and passed this 15th day of January, 2018

Mayor

Chief Administrative Officer