

# **Rules of Procedure**

## **Authority**

These Rules of Procedure are enacted pursuant to Section 46 of the Town and Locals Service District Act which requires every council to adopt procedural rules for its meetings

## **1. Regular Meetings of Council**

- Regular meetings are held every second Monday at 3:00 pm in the council chambers at the town hall
- Changes to the schedule require a formal resolution of council.

## **2. Meeting on Legal Holidays**

- If a regular meeting falls on a legal holiday, it will be held on the next non-holiday day.

## **3. Special Meetings of Council**

- The mayor or any two council members may call a special meeting by submitting written notice to the Town Clerk, stating the meeting's purpose.
- Notice must be delivered to all councillors by email or telephone at least 24 hours in advance.

## **4. Presiding Officer**

- The mayor presides over all meetings (per Section 36 of the Towns and Local Service Districts Act).
- If absent, the Deputy Mayor presides.
- If both are absent, the Clerk calls the meeting to order and, if a quorum is present, appoints a chair from among the councillors until the Mayor or Deputy Mayor arrives.

## **5. Quorum**

- A quorum consists of a majority of councillors in office (see Section 43 of the Towns and Local Service Districts Act)

- Specify the number required for quorum based on current council size.

## **6. Lack of Quorum**

- If no quorum is present within 15 minutes of the scheduled start, the Clerk records attendees and adjourns the meeting to the next regular date.
- Notification of adjournment should be sent to all members.

## **7. Attendance and Electronic Participation**

- The mayor, councillors, Clerk (or designate), Town Manager, and other requested employees attend all meetings.
- Councillors may participate electronically if the platform allows full audio participation.
- Councillors must notify the Clerk at least 48 hours in advance, specifying the method of electronic attendance.

## **8. Public Access**

- All meetings are open to the public, except closed meetings (per Section 41 of the Towns and Local Service Districts Act
- Closed meetings are declared only when necessary; public notification is required.
- When closed, all members of the public must leave the building.

## **9. Meeting Duration**

- All meetings are limited to 2 hours.
- If unfinished, the meeting reconvenes the following day (unless it is a holiday).

## **10. Minutes**

- The Clerk (or designate) records minutes including:
  - All motions and resolutions, with names of mover and seconder

- Names of members voting for, against or abstaining (with reason, e.g., conflict of Interest)
- Titles and summaries of reports, petitions and documents submitted
- Attachment of reports the minutes.

## **11. Correction to Minutes**

- Objections to previous minutes must be stated with grounds.
- If council agrees, corrections are made and initialed by the presiding officer and Clerk.
- Objections must be raised at the start of the meeting.

## **12. Agenda**

- The Clerk prepares it before each regular meeting.
- Councillors may submit items by 12:00 noon on the Friday before the meeting.
- Meeting packages are sent by email to councillors by 4:30 p.m. on the Friday before the meeting.

## **13. Delegations**

- Anyone wishing to address council must submit a completed Delegation Request Form to the clerk by 12:00 noon on the Friday before the meeting.
- Maximum of two delegates per meeting; each as 15 minutes to speak
- The spokesperson addresses the mayor or alternate; councillors may request clarification but not debate.

## **14. Format of Agenda**

1. Call meeting to order
2. Adoption of Agenda
3. Adoption of minutes
4. Business Arising from Minutes
5. Delegations
6. Staff Reports

7. Committee Reports
8. Correspondence
9. New Business
10. Notices of Motion
11. Adjournment

## **15. Special and Closed Meeting Agendas**

- Only the specific business stated in the notice is addressed.

## **16. Order and Decorum**

- The presiding officer maintains order and decorum at all times.

## **17. Disorderly Conduct**

- The presiding officer may expel any member or attendee for improper conduct; reasons are recorded in the minutes.
- Expelled members may return after a formal apology and majority council vote.
- “Improper conduct” includes disruptive behavior, disrespect, or violation of meeting rules.

## **18. Motions**

- All motions require a mover and seconder for debate.

## **19. Debate on Motions**

- Remarks must be addressed to the presiding officer and kept relevant to the motion.

## **20. Speaking Entitlement**

- The presiding officer determines speaking order if multiple members wish to speak.

- Interruptions are allowed only for points of order, questions, or explanation.

## **21. Rereading Motions**

- Any member may request the motion be read during debate.

## **22. Voting**

- Decisions are made by majority vote of councillors present, unless otherwise specified by the Towns and Local Service Districts Act.

## **23. Tie Votes**

- A tie vote means the motion is defeated (per Section 44(5) of the Towns and Local Service Districts Act.

## **24. Suspending Rules**

- Suspending these rules requires a two-thirds vote of councillors present.