

Rules of Procedure

Authority

Whereas section 24(3) of the Municipalities Act requires that every council shall adopt rules of procedure for its meetings: Therefore, the Council of Trinity Bay North enacts the following Rules and Regulations:

(1) Regular Meetings of Council

Regular meetings of council shall be held every **3 weeks starting from Tuesday, January 10th** at 5:00 pm in the council chambers at the town hall, unless changed by resolution of council.

(2) Meeting on legal Holidays

When the day of the meeting is on a legal holiday the meeting shall be on the following non-holiday day.

(3) Special Meetings of Council

The Mayor or any two members of council may call special meetings of council by giving written notice to the Clerk of the meeting and the purpose of the meeting.

(4) Notice of Special Meetings

Notice of special meetings will be by written notice delivered via email or by telephone call to the councillors by the clerk not less than 24 hours before the meeting.

(5) Presiding Officer

In accordance with section 22 of the Municipalities Act, the mayor shall preside at all meetings of council. In his absence, the deputy mayor shall preside. In the absence of both the mayor and deputy mayor, the clerk shall take the chair, call the members to order and if a quorum is present, a chair shall be appointed from the members present and shall preside until the arrival of the mayor or deputy mayor.

(6) Quorum

In accordance with section 211 of the Municipalities Act, a quorum shall consist of a majority of councilors in office.

(7) If No Quorum

If there is no quorum within 15 minutes of the time approved for the meeting, the clerk shall record the members present and the meeting shall then stand adjourned until the next regular meeting.

(8) Attendance

A. In addition to the mayor and councilors, the town clerk or acting town clerk, town manager, and other employees of the town if requested shall attend all meetings of council.

B. Council may allow a councillor to participate in a meeting by electronic means where the electronic means enables the councillor to listen to the proceedings and to be heard.

a. 48-hour notice (to the Town Clerk) shall be given if intending to attend electronically and by what means.

(9) Meetings open to the public

In accordance to section 213(1) of the Municipalities Act, every meeting of council shall be open to the public, unless it is held/declared as a privileged meeting.

When a meeting is declared as privileged all members of the public must leave the ***building***.

Privileged meetings should only be used when absolutely necessary.

(10) Meeting Time Limits

All meetings shall have a time limit of 2 hours from call of order at which time the meeting shall be adjourned and reconvened on the following day if not a holiday.

(11) Minutes of Meetings

The minutes of all meetings shall be recorded by the town clerk or designate, and shall contain:

- All motions and resolutions before council, including names of mover and seconder.
- Names of all members voting in favour, against and abstaining (because of a conflict of Interest) on each motion.
- Title and brief description of all reports, petitions and other documents submitted to council. Reports shall be attached to the minutes.

(12) Correction to Minutes

If any member of council objects to any portion of the minutes of the preceding meeting, the grounds of the objection shall be stated and if council agrees be corrected and initialed by presiding officer and the clerk.

(13) Agenda

- A. Prior to each regular meeting of council, the clerk shall prepare an agenda of all business to be brought before council.
- B. Any member of council may submit to the clerk an item to be included on the agenda before 12 noon on the Friday before the meeting.
- C. Meeting packages will be sent by email to councillors on or before 4:30 PM on Friday before the meeting.

(14) Delegations

Any person or persons who wish to address council **must present to the Town Clerk a completed Delegation Request Form** before 12 noon on the Friday before the meeting.

- A. There will be a maximum of 2 delegations per meeting.
- B. Delegations will be given 15 minutes to speak.
- C. There will be one spokesperson per delegation.
- D. Spokesperson will address the Mayor or his alternate.

E. Members of council may request through the Mayor clarification of information being presented will not take part in debate with delegation.

(15) Format of Agenda

1. Call to order
2. Adoption of minutes
3. Business arising from minutes
4. Delegations
5. Committee Reports
6. Correspondence
7. New Business
 - a. Must Comply with 13 B
8. Adjournment

(16) Agenda for Special or Privileged Meetings

The agenda for special or privileged meetings shall only deal with the specific business for which the notice of the meeting was called.

(17) Order and Decorum

The presiding officer at all meeting shall preserve order during and maintain decorum at all times.

(18) Disorderly Persons

- The presiding officer may expel and exclude from a meeting any member of council or other person who is guilty of improper conduct and the reason for such exclusion shall be recorded in the minutes.
- A member expelled shall be permitted by majority vote of council to resume their place after an apology to the presiding officer.

(19) Motions

All motions must be moved, and seconded before being put for debate.

(20) Addressing the Motion

Members of council must address their remarks on a motion to the presiding officer and shall keep them to the question at hand.

(21) Entitlement to Speak

- The presiding officer shall determine which members are entitled to speak if two are speaking at once.
- There shall be no interruptions of a speaker except on a point of order, a question or explanation.
- All speakers must address the presiding officer when speaking.

(22) Rereading of a Motion

Any member of council may require the motion under discussion to be read for information during debate.

(23) Voting

All decisions of council, unless specified by the Municipalities Act are by majority vote of councillors present.

(24) Tie Vote

A tie vote in accordance with section 212(5) of the Municipalities Act the question shall be considered defeated.

(25) Motion to suspend the Rules of Procedure

A motion to suspend the rules of procedure requires a 2/3 vote of councillors present.