



The Corporation of the Township of Adjala-Tosorontio

By-law 16-19 (Consolidated – as amended)

Procedure By-law

A By-law to Govern the Proceedings of the Council and its Committees
Township of Adjala-Tosorontio

Consolidation		
Amendment No. 1	By-law 17-24	April 10, 2017

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OFFICE CONSOLIDATION Current to Amendment No. 1 By-law 17-24, April 10, 2017

THE CORPORATION OF THE TOWNSHIP OF ADJALA - TOSORONTIO

BY-LAW NO. 16 - 19

A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES IN THE TOWNSHIP OF ADJALA - TOSORONTIO

Procedural By-Law

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended states that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended states that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS the Township of Adjala – Tosorontio By-law No. 08-29, being a By-law to govern the proceedings of Council and Committees of Council in the Township of Adjala - Tosorontio was passed under the authority of the *Municipal Act, 2001, S.O. 2001, c.25*, Section 238(2);

AND WHEREAS the Council of the Corporation of the Township of Adjala - Tosorontio deems it expedient to repeal By-law No. 08-29 so that Council may reflect the current practices, procedures and statutory requirements of Council and Committees of Council;

NOW THEREFORE the Council of the Township of Adjala - Tosorontio hereby enacts as follows:

1. **THAT** the proceedings of Council and its Committees, the conduct of the Members and the calling of meetings shall be governed by the provisions and regulations contained in Schedule "A", attached hereto and forming part of this By-law.
2. **THAT** the governing legislation, the Procedural By-law, or any standing or special rules of order adopted by the Corporation of the Township of Adjala-Tosorontio shall govern the procedures of Council. In all cases not provided for in this By-law, the question shall be decided by consensus of Council.
3. **THAT** should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provision so declared to be invalid. Any provincial Statutes imposed contrary to this By-law shall take precedence.
4. **THAT** this By-law may be cited as the "Procedural By-law".
5. **THAT** By-law No.'s 08-29 and 15-16 are hereby repealed.
6. **THAT** this By-law shall come into force and effect at the passing thereof.

7. **THAT**, notwithstanding anything contrary to the rules of procedure, this By-law be introduced and read a first and second time and be considered read a third time and finally passed this 13th day of June, 2016.

**Office
Consolidation**

MAYOR MARY SMITH WELLS

CLERK BARBARA KANE

Schedule “A”

To By-law No. 16-19

Proceedings of Council

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1. DEFINITIONS

- 1.1 "Act" means the Municipal Act, 2001, as amended.
- 1.2 "Acting Mayor" means the Deputy Mayor or in the absence of the Deputy Mayor a Member of Council who has been appointed from time to time by resolution.
- 1.3 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) of the Township, appointed by By-law.
- 1.4 "Clerk" means the Clerk of the Township, appointed by By-law.
- 1.5 "Committee" means all Committees and Local Boards established by resolution or By-law of Council.
- 1.6 "Chair" means the Mayor or Acting Mayor presiding at a Council Meeting or a Member appointed in accordance with this By-law to serve as Chair.
- 1.7 "Closed Meeting (In-Camera)" means a meeting, or portion of a meeting, closed to the general public.
- 1.8 "Council" means the Council of the Township of Adjala – Tosorontio.
- 1.9 "Debate" means deliberation on a motion which is before Council.
- 1.10 "Emergency" means a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
- 1.11 "Local Board" means a municipal service board, transportation commission, board of health, planning board, or any other board commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a public library board and a police services board.
- 1.12 "Meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them.
- 1.13 "Member" means a Member of Council.
- 1.14 "Point of Information" means a request through the Chair or another Member, for information relevant to the business at hand, but not related to parliamentary procedure.
- 1.15 "Point of Order" means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.
- 1.16 "Public Meeting" means a meeting for the purpose of giving the public an opportunity to make representations in respect to an item being brought forward under the Municipal Act, Planning Act or any other Act provided that all advertising and notices have been completed and the holding of said Public Meeting is in conformity with the said Act(s).
- 1.17 "Question of Privilege" means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the Council or any of its Members to be brought up for possible immediate consideration because of its urgency.

- 1.18 "Recorded vote" means the making of a written record of the name and the vote of each Member who votes on a question.
- 1.19 "Rules of Procedure" means the special rules and regulations of Council, as provided for within this By-law.
- 1.20 "Staff" means any person employed by the Township, and includes persons employed on a full-time, part-time, temporary, and seasonal or contract basis and in addition for the purposes of this By-law volunteer firefighters acting under the authority of the Fire Chief.
- 1.21 "Standing Committee" means a Committee established by Council where all the Members are Members of Council.
- 1.22 "Township" means The Corporation of the Township of Adjala-Tosorontio or its geographic boundaries as the situation requires.

2. GENERAL PROVISIONS

2.1 Suspension - Rules Regulations - applicable – 2/3's Vote

The rules and regulations contained in this By-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business of all Council Meetings, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3's) vote of Members in any case for which provision is not made herein and shall not be debatable or amendable and shall not require notice.

2.2 Calculation – 2/3's

The calculation of 2/3's vote shall be rounded upwards to the next highest decimal (5 being 2/3's of 7).

3. CALLING, PLACE, TIME AND NOTICE OF MEETINGS

3.1 Inaugural Council Meeting

The Inaugural Council Meeting, following a regular election, shall be considered Council's first meeting and shall be held on the First Tuesday in December at a time set by the Mayor-Elect and Clerk.

In the case of inclement weather, an emergency or death which may prevent Members from attending, the Inaugural Meeting shall be held on the first suitable day following at the same hour as determined by the Mayor-Elect and Clerk.

3.1.1 Inaugural Agenda

The Mayor-Elect and the Clerk shall be responsible for the content of the agenda of the Inaugural Meeting and the arrangements for the Inaugural proceedings.

3.2 Regular Meeting Schedules of Council

Regular Meetings of Council shall be held on the second Monday of each month commencing at 6:30 p.m. and shall be held in accordance with the schedule of meetings of Council prepared by the Clerk.

If a public or civic holiday falls on a date scheduled for a Regular Meeting of Council, Council shall meet at the same hour on the day following the holiday, unless otherwise provided by resolution of Council.

3.2.1 Regular Meetings of Council - location

Regular Meetings of Council will be held within the Council Chambers located at the Municipal Centre, 7855 Sideroad 30, Alliston unless, a change in venue is necessitated. If a change in venue is required, public notice shall be given as soon as is practicable. In the event of an Emergency declared by the Mayor or any other Lead Agency as identified with the "Emergency Management Act" within the confines of a declared emergency, where the Municipal Centre is not accessible, Council shall meet at an identified location accessible by Members.

3.3 Notice of Regular Meetings of Council

- a) An agenda once published will serve as Notice of a Meeting.
- b) The Clerk shall ensure that the agenda for Regular Meetings of Council are posted to the Township website no later than Wednesday at 4:30 p.m., preceding the scheduled Monday Council Meeting. Exceptions may be allowed when the preparations of the Council agenda falls on a week providing four work days, due to holidays.
- c) The Mayor may in case of inclement weather, an emergency, or death which may prevent the Members from attending a regular meeting, public meeting, hearing or information session, postpone that meeting by advising the Clerk and as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled meeting.
- d) The Clerk shall provide notice of cancellation to Members, Staff and Media a minimum of two (2) hours, whenever possible, in advance of any Regular Meeting in the case of inclement weather, an emergency or death which may prevent the Members from attending a meeting.
- e) Lack of receipt of notice shall not affect the validity of holding the meeting nor any action taken at the meeting.

3.4 Special Meetings of Council

3.4.1 Special Meetings of Council- Mayor

In addition to the Regular Meeting of Council, the Mayor may at any time summon a Special Meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special Meeting.

3.4.2 Special Meetings of Council - Members of Council

Upon receipt of the petition of the majority of the Members, the Clerk shall summon a Special Meeting of Council for the purpose and at the date and time mentioned in the petition.

3.4.3 Special Meetings of Council - place

All Special Meetings of Council may be held in the Council Chambers or in the Public Room located at 7855 Sideroad 30, Alliston, unless an alternative location is specified in the notice of meeting.

3.5 Notice of Special and Emergency Meetings of Council

Notice of a Special or Emergency Meeting of Council shall be given to the public by posting the Agenda on the Township website as soon as is practicable after notice of the Special Meeting of Council has been given.

3.5.1 Delivery - Notice

Notice shall be given at least twenty-four (24) hours prior to a Special Meeting by delivering a notice personally to a Member by leaving such notice at the Member's residence or place of business, or by electronic mail to such residence or place of business, by telephone or by leaving such notice in the Member's Inbox at the Municipal Centre.

3.5.2 Nature of Business - Notice

- a) An agenda once published will serve as Notice of a Meeting.
- b) The notice shall indicate the nature of the business to be considered, date, time and place of the Special Meeting of Council.

3.5.3 No other business

No business other than that indicated in the notice shall be considered at a Special Meeting of Council.

3.5.4 Emergency Council Meeting - notice not required

Notwithstanding any other provision of this By-law, an Emergency Meeting of Council may be summoned by the Mayor, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner available.

3.6 Postponement of Special Meetings of Council

Any Special Meeting of Council may be postponed to a day named as follows:

- a) In a notice given through the Clerk's Office by the Mayor or person acting in place of the Mayor on forty-eight (48) hours' notice or as soon as possible in advance of the Special Meeting.
- b) In a By-law passed by Council.
- c) Notwithstanding, a meeting may be postponed without a minimum notice required in the case of inclement weather, an emergency or death which may prevent the Members from attending a meeting.

The postponed meeting shall be held at the same hour and at the same place as the meeting so postponed.

3.7 Clerk Required

No Council Meeting, including any Closed Meeting, shall be held in the absence of the Clerk or his/her designate.

4. GENERAL MEETING PROCEDURES

4.1 Open Meetings

Meetings of Council shall be open to the public except as provided for within the Act.

4.2 Closed Meetings (In-Camera) of Council

4.2.1 Subject Matters

A meeting or part of a Council Meeting may be closed to the public as provided for within the Act.

4.2.2 Resolution Required

Prior to the holding a meeting which is closed to the public, Council shall pass a resolution stating the purpose of the holding of the Closed Meeting and including the general nature of the matter to be considered at the Closed Meeting.

4.2.3 Closed Meetings (In-Camera) of Council - Records

All Minutes of a Closed Meetings of Council shall be without note or comment on all resolutions, decisions and other proceedings.

4.2.4 Obligation – Confidentiality

It is the obligation of each Member to keep information confidential and this obligation continues after the Member ceases to be a Member.

4.3 Confidentiality

4.3.1 Closed Meeting (In-Camera) subjects - public interest

Upon completion of Closed Meetings of Council, decisions of Council and directions to Staff made within the Closed Meeting, shall then be reported publicly by Council either to the extent that the public interest permits or by indicating "no items to report".

4.3.2 Council response – Closed Meeting (In-Camera) enquiries

The response of Members to enquiries about any matter dealt with during a Closed Meeting of Council, prior to it being reported publicly, shall be "this matter is still under negotiation", "no comment", or words to that effect.

a) Violation of Regulation

Any violation of process to this regulation will result in exclusion of the offending Member, requiring a 2/3's vote, from future Closed Meeting and that Member shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members at a Closed Meeting.

b) Exclusion - Closed Meetings

The determination of whether or not a violation of process to the Closed Meeting provisions of this By-law and the length of the exclusion from Closed Meetings, if so determined, shall be made by Council at a Closed Meeting of Council and the issues shall be considered by Council prior to the affected Member being excluded from any Closed Meeting by a 2/3's vote. The results of Council's deliberation shall be reported out publicly.

c) Separate Resolution - per Member

If the purported violation of the process to the Closed Meeting provisions of

this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Member is to be considered.

d) **Member not permitted to vote**

Notwithstanding Section 4.3.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his/her purported violation of the Closed Meeting provision of the Procedural By-law, his/her exclusion from a Closed Meeting, or the length of any such exclusion.

e) **Release of Information**

The release of any information about matters dealt with by Council at a Closed Meeting of Council shall be by the Mayor or his/her delegate.

f) **Member - expresses - personal position**

Notwithstanding Section 4.3.2 sub-section (b), unless Council by vote determines otherwise, upon the public disclosure of any report discussed during a Closed Meeting of Council, any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of Staff.

g) **No release – public**

Agendas or any items thereon for consideration by Council at a Closed Meeting shall not be released to the public and be returned to the Clerk.

h) **Obligation – confidentiality**

It is the obligation of each Member to keep information confidential and this obligation continues even after the Member ceases to be a Member.

4.4 **Orientation Meetings**

An Orientation Meeting of Councillors-elect may be held prior to inauguration to provide background information on such topics as meeting process, legal obligations, protocol and conduct, and such meeting shall not be construed as a Council Meeting for the furtherance of Township business. Orientation Meetings will be held in accordance with the meeting procedures outlined within this By-law.

4.5 **Public Decorum**

Members of the public present during Council proceedings shall maintain order and shall not address Council except with the permission from the Chair.

Members of the public who display signs, placards, posters, clothing or other advertising devices, whether political or otherwise, that demonstrate a lack of respect for the formal nature of Council meetings may be requested, by the Chair to leave or remove these items.

No person shall use indecent, offensive or insulting language or speak disrespectfully of Council as a whole, Member, Staff, Committee or Local Board Members.

No member of the public shall applaud participants in debate or engage in conversation or other behaviour which is disruptive to the proceedings of Council.

Any person, who is not a Member of Council, who contravenes any provision of this section, may be expelled from the meeting by the Chair or in accordance with the direction of Council.

5. ROLES

5.1 Roles of Council and Staff

Roles of Council and Staff shall be in accordance with the Act.

6. DUTIES

6.1 Council

Members should come prepared to every meeting by having read all the material supplied, including agendas and Staff reports, to facilitate discussion and the determination of action at the meeting.

6.2 Chair

Except as otherwise provided for in this By-law, the Mayor shall preside as Chair at all Council Meetings.

6.2.1 Duties -powers – authority

In the case of the absence of the Mayor, or if he/she is absent through illness, or refuses to act or his/her office is vacant or declares a conflict of interest (any of the foregoing hereinafter referred to as “absent”) the Deputy Mayor shall act in the place and stead of the Mayor. Should the Mayor and Deputy Mayor be absent, then a Chair shall be appointed by resolution.

6.2.2 Chair – rights

The Deputy Mayor or any Member acting in the place and stead of the Mayor shall have all the rights, powers and privileges of the Chair.

6.2.3 Open Meeting - call to order

The Chair shall call the Meeting to order and shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the Meeting, subject to an appeal to Council, as the case may be.

6.2.4 Recognize speakers

The Chair shall recognize any person who wishes to speak and determines the order of the speakers.

6.2.5 Motions - received - submitted - results announced

The Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which have been duly moved and seconded, and to announce the result.

6.2.6 Chair may speak or vote

The Chair may speak and/or vote on any question. If he/she wishes to make a motion, he/she shall first designate their position of Chair to the Deputy Mayor, and if the Deputy Mayor is absent, he/she shall designate another Member to act in their stead until he/she resumes their position of Chair.

6.2.7 Standing Committee Chair – Right to speak

The following procedure shall be followed when a Standing Committee item is before Council:

- a) The Chair/Vice Chair of the Standing Committee in which the Member represents may move a motion to introduce the item
- b) The Chair being the Mayor or designate shall call for a seconder
- c) The Standing Committee Chair/Vice Chair shall be the first to speak to the item
- d) The Chair being the Mayor or designate shall recognize any person who wishes to further speak, determines the order of speakers, puts to vote all questions which have been duly moved and seconded, and announces the results.

6.2.8 Debate - enforce rules - restrain members

It shall be the duty of the Chair to restrain the Members, within the rules of procedure when engaged in debate.

6.2.9 Decorum - order – enforced

It shall be the duty of the Chair to enforce on all occasions the observance of order and decorum among the Members.

6.2.10 By-laws - resolutions - minutes – authentication

It shall be the duty of the Mayor to authenticate, by his/her signature when necessary, all By-laws and Minutes of Council.

6.2.11 Point of Order - inform Members

It shall be the duty of the Chair to inform the Members on any point of order without the need for a motion.

6.2.12 Disorder - adjourn - suspend - recess – meeting

It shall be the duty of the Chair to adjourn the meeting without the question being put, or to suspend or recess the meeting for a time to be named if considered necessary because of grave disorder arising in the meeting.

7. CONDUCT DURING MEETINGS

7.1 Sovereign - Royal Family - to be respected

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or of any Province.

7.2 Members of Council – Staff, Committee and Local Board Members

No Member shall use offensive words, gestures or speak with unparliamentary language in or against the Council as a whole, Member, Staff, Committee or Local Board Member.

7.3 Speaking - subject in debate only

No Member shall speak on any subject other than the subject in debate.

7.4 Criticize - decision - exception - reconsideration

No Member shall criticize any decision of Council except for the purpose of moving that the question be reconsidered.

7.5 Breach - persistent - seat vacated - unless apology

No Member shall disobey the rules of Council, or a decision of the Chair or of Council as a Whole on questions of order or practice, or upon the interpretation of the rules of Council; and in the case where a Member persists in any such disobedience after having been called to order by the Chair, the Chair may order that such Member leave his/her seat for the duration of the Council Meeting; but if the Member apologizes he/she shall be permitted to retake his/her seat.

7.6 Dress Code – Regular Meetings of Council

All Members and Staff shall wear proper business attire which should include jacket and tie during Regular Meetings of Council.

During the months of July and August Members and Staff may wear a business casual attire which, shall mean clothing that is less formal than the regular business attire.

7.7 Dress Code – Special Meetings of Council

During any Special Meetings, Members and Staff may wear business casual attire, which, shall mean clothing that is less formal than the regular business attire.

8. RULES OF DEBATE

8.1 Chair - preserve order

The Chair shall preserve order and decorum and decide questions of order subject to an appeal to Council by any Member.

8.2 Recognition by Chair

Any Member, previous to speaking on any question or motion, shall indicate his/her desire to speak by the raised hand and shall not speak until recognized by the Chair.

8.3 Order - of speaking – determination

The Chair shall recognize the Members in the order they indicate their desire to speak, be acknowledged by the Chair and shall address the Chair.

8.4 Voting - Members - seated - disturbance – prohibited

When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain there until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

8.5 Speaking - passing between chair – interruption

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair, or raise a point of order.

8.6 Speaking - motion - read - upon request

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

8.7 **Speaking – duration**

Each Member may speak to a question when recognized by the Chair however the duration of the speech shall be controlled by the Chair.

8.8 **Question - motion under discussion - through Chair**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

8.9 **Question - integrity of Staff**

A Member, while asking questions through the Chair, shall at no time put into question Staff's personal or professional integrity.

8.10 **Motion - seconded - before debate**

A motion shall be seconded before it is debated or voted on.

9. **ORDER OF BUSINESS**

9.1 **Regular Meeting of Council Agenda**

The Business of Council shall in all cases, be taken up in the following order unless otherwise decided by the majority of the Members present at a Meeting.

1. Call to Order
2. Additions, Deletions or Amendments
3. Adoption of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature Thereof
5. Adoption of Minutes
6. Presentations/Deputations
7. Public Meetings
8. Public Input
9. Upcoming Events and Announcements
10. Reports and Correspondence through Standing Committees
11. Resolutions – Business arising from Notice of Motions
12. Reports from Unfinished Business
13. New Business/Request for Staff Reports/Notices of Motion
14. Consideration of Bills
15. Unfinished Business
16. Confirmation By-law
17. Date of Next Meeting
18. Adjournment

(By-law 17-24)

For Special Meetings of Council, the Clerk may dispense with any one or more agenda items 2 and 5 through 17 inclusive as set out in 9.1 of this By-law.

(By-law 17-24)

9.1.1 **Delivery of Agenda**

The Clerk shall deliver the agenda to each Member no later than Wednesday at 12:00 noon, preceding the scheduled Monday Council Meeting. Exceptions may be allowed when preparations of the Council agenda falls on a week providing four work days, due to Statutory Holidays. The agenda may be delivered on the Thursday preceding. Delivery includes placing the agenda in the Member's inbox at the Municipal Centre.

9.2 **Quorum**

9.2.1 **Quorum**

A majority of the Members of Council shall constitute a quorum.

9.2.2 **Quorum - not present - time limit**

If there is no quorum present within thirty (30) minutes after the hour fixed for holding the Meeting or, if it has been confirmed that no quorum will be present, the Clerk shall call the roll and take down the names of the Members present; and the meeting shall stand adjourned until the next regular meeting, or at the call of the Chair.

9.2.3 **Mayor – absent**

In the case of the Mayor not attending within fifteen (15) minutes after the hour fixed for holding the Meeting, and provided that a quorum is present, the Deputy Mayor shall take the chair and call the Members to order; and he/she shall preside until the arrival of the Mayor.

In the absence of the Mayor and Deputy Mayor, and if a quorum is present, the Clerk shall call the Members to order. A Chair shall be chosen in accordance with Section 6.2.1 who shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.

9.3 **Opening Procedure**

As soon after the appointed time of the Meeting with a quorum present, the Chair shall:

- a) Call the Members to order.
(By-law 17-24)

9.4 **Additions, Deletions or Amendments**

Changes to the Regular Meeting Agenda may include additions, deletions or amendments.

Changes to the Regular Meeting Agenda shall be done by motion.

Amendments, Deletions or Corrections shall be on the content items of the Agenda and not on the recommended motion(s)

9.5 **Adoption of Agenda**

Where an item is not on the Regular Meeting Agenda Council, may:

- a) add the item to the agenda by motion under Additions, Deletions or Amendments.
- b) determine by resolution where an item is being added under Additions, Deletions or Amendments that a Notice of Motion is required in accordance with Section 10.3.

Items added to the agenda by motion shall be placed under New Business for consideration

9.6 **Disclosure of Pecuniary Interest and General Nature Thereof**

If a Member declares a pecuniary interest, the Clerk shall record in the minutes the Members name, the pecuniary interest and general nature thereof.

9.7 **Minutes**

9.7.1 **Contents - Recorded - by Clerk**

The Clerk shall prepare and cause the minutes to be taken of each Meeting which shall include:

- a. The place, date and time of the meeting.
- b. The names of Members present and absent, Staff and Consultants. Should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted.
- c. All Meetings open to the public shall be recorded without note or comment.
- d. The names and addresses of Members of the Public who spoke or presented at a statutory public meeting as required by any Act and the names of Members of the Public who spoke or appeared as Deputation or in Public Input, if applicable.

9.7.2 **Included in Agenda**

Minutes of the last regular meeting and of all Special Meetings of Council held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Council.

9.7.2.1 **Meetings – during or after final preparation of agenda**

Should a Special Meeting be held during or after final preparations of an agenda for an upcoming regular meeting, the minutes of those Special Meetings shall be considered at the next regularly scheduled meeting.

9.7.3 **Minutes - confirmation – signing**

When the minutes have been adopted, they shall be signed by the Mayor and the Clerk.

9.7.4 **Minor or Clerical Revisions**

The Clerk is authorized to make such minor deletions, additions or other grammatical and clerical errors or changes in form to any Minutes before same is signed for the purpose of ensuring correct and complete record of the actions of Council.

9.8 **Presentations and Deputations**

9.8.1 **Presentations**

A request made for a presentation may be made by Council to an individual, group or organization or to Council by individuals, groups or organizations for matters that fall under Council's mandate. Should the request for a presentation be made where it requires that potential action be taken by Council, the request shall be made under Deputations.

9.8.1.1 Presentations – time limit

Council shall hear any presentation for information purposes only, and time limits for presentations shall be set by the Clerk in consultation with the Mayor.

9.8.1.2 Material – submitted for Council - deadline

Written or typed material and a copy of the presentation shall be submitted to the Clerk no later than 12:00 noon on the Monday preceding the date of the next Regular Monday Council Meeting. Where the Monday is a holiday by 12:00 noon on the Friday prior to the holiday. Such material shall specify clearly the business to be presented, who the spokesperson shall be, and the date at which the presenter wishes to appear before Council. In the case of a Special Council Meeting, the material shall be submitted as soon as possible after the meeting has been summoned.

9.8.2 Deputations

Persons desiring to present information where it requires that potential action be taken by Council shall:

- a) Complete a request to appear as a Deputation accompanied by a written or typed letter addressed to Council outlining the subject matter of presentation to the Clerk by no later than 12:00 noon on the Monday preceding the date of the next Regular Council Meeting. Where the Monday is a statutory holiday, by 12:00 noon on the Friday prior to the holiday. In the case of a Special Council Meeting, the material shall be submitted as soon as possible after the meeting has been summoned.
- b) Shall acknowledge and follow the Township of Adjala-Tosorontio Deputations Protocol, as amended.
- c) Persons appearing as a Deputation shall be limited to a maximum of ten (10) minutes speaking time with a limit of two (2) speakers, but the Chair may, by resolution, grant permission to any Deputation to speak for longer than the time allotted.
- d) Council may refuse to hear a Deputation when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Township. No person will be permitted to address Council with respect to management disputes, nor will correspondence respecting such disputes be listed on a Council agenda.
- e) Council may close a meeting to the public during a Deputation in accordance with the Act.
- f) During or following a Deputation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Statements or comments are reserved for debate on the topic.
- g) Following a Deputation, Council shall adopt one of the following motions:
 - i. To receive for information; or
 - ii. To refer to another item listed on the meeting agenda that pertains to the Deputation; or
 - iii. To refer the item to a Committee, Local Board or Staff for a report; or
 - iv. To refer the item to New Business for consideration.

9.8.2.1 Deputation - statements - unsubstantiated

Whenever a Deputation in its presentation, offers comments or statements

that are deemed to be inaccurate and unsubstantiated, any Member may be recognized by the Chair on a "Point of Order" whereby the Member or Staff so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the Deputation.

9.8.3 Presentations and Deputations – not permitted

Where an application has been made under the Planning Act or any other Act which provides a process for public input, a direct presentation and/or deputation outside that process shall not be permitted to Council.

9.9 Public Meetings

- a) Where Council is required by law to hold a Public Meeting, or otherwise has resolved to hold a Public Meeting, such a meeting may be conducted as part of a Regular Meeting of Council or at a Special Meeting of Council.
- b) The Clerk shall ensure that Public Meetings are incorporated in the meeting agenda as appropriate to address any requirements of law as may apply.
- c) During a Public Meeting, any person wishing to address Council may come forward when prompted by the Chair, and such person shall address Council providing their name and address for the public record.

9.10 Public Input

Public Input provides an opportunity for the public to provide comments to Council in open session on agenda items 10 through 16 (except Notices of Motion) scheduled before Council on the current agenda and shall be conducted as follows:

- a) a maximum time allotment of thirty (30) minutes will be allocated to the public input notwithstanding, if time permits, such time limit may be extended at the end of the Council Meeting upon resolution of Council under New Business.
- b) each speaker shall be required to provide their name and address, shall be limited to a maximum of three (3) minutes speaking time and any comments shall be restricted only to those items on the current agenda.
- c) no discussions or decisions of Council will be made as a result of a presentation received during the Public Input.
- c) where an application has been made under the Planning Act or any other Act which provides a process for public input comments under the Public Input will not be permitted.

9.11 Upcoming Events and Announcements

Members may verbally introduce information respecting special events, meetings, notices, declarations or proclamations that are considered to be of a general interest to the community. Members of the public may verbally announce special events or provide updates on special events.

9.12 Committee Minutes and Recommendations

The Clerk shall ensure that minutes of Local Boards and Committees are placed on the next Regular Council Meeting agenda as soon as practicable. Council shall receive the minutes by resolution. Any recommendations by a Committee shall be brought forward to Council by Staff or a Committee Chair Report for consideration.

9.13 Correspondence - Petitions

9.13.1 Written – legible signed

Items of correspondence or other forms of written communication intended to be presented to Council on the meeting agenda:

- a) shall be legibly written or typed.
- b) shall not contain any obscene or improper language; and
- c) shall contain the signature of at least one person and will be accepted in electronic form.

9.13.2 Submitted to Clerk - time

To be eligible to appear on a meeting agenda, items of correspondence shall be received by the Clerk no later than 12:00 noon on the Monday preceding the date of the next Regular Monday Council Meeting. Where the Monday is a holiday by 12:00 noon on the Friday prior to the holiday. Notwithstanding the foregoing, items of correspondence received after this time may be added to the meeting agenda by resolution of Council where such item of correspondence is relevant to a matter of business that is on the Meeting agenda or is of a time-sensitive nature.

Upon consideration of any item of correspondence, Council may adopt a motion to:

- a) receive the item correspondence and file as information;
- b) refer the item of correspondence to another item listed on the agenda;
- c) refer the item of correspondence to a Committee, Local Board or Staff for a report;
- d) or consider a substantive motion with respect to same.

9.14 Staff Reports - Communications

9.14.1 Written - legible - signed

Every Staff report to be presented to Council shall be prepared in accordance with administrative procedures, with an identifiable recommendation, and shall be signed.

9.14.2 Deadline - material submitted - to Clerk

Every Staff report which deals with a matter on the Council agenda shall be delivered to the Clerk no later than 12:00 noon on the Monday preceding the date of the next Regular Monday Council Meeting. Where the Monday is a holiday by 12:00 noon on the Friday prior to the holiday.

9.15 Requests for Staff Reports

A Member may move a motion requesting Staff to prepare a report to update or provide advice to Council on any issue by submitting the request to the Clerk to be added to the agenda no later than 12:00 noon on the Monday preceding the date of the next Regular Monday Council Meeting. Where the Monday is a holiday by 12:00 noon on the Friday prior to the holiday.

9.16 **New Business**

9.16.1 **New business - routine nature**

Under New Business, Council shall consider items:

- a) added from on-desk by resolution under Additions, Deletions or Amendments
- b) referred to New Business pursuant to a Deputation.

9.17 **By-laws**

9.17.1 **Bill versus By-law**

By-laws for the Township shall be presented as Bills until the Bill has been adopted by Council. Upon adoption, the Bill shall be deemed to be a By-law and the Clerk's Department shall assign the appropriate by-law number.

9.17.2 **Description - number of readings**

All Bills coming before Council shall be adopted upon a single reading being first, second, third and final reading unless:

- a) Council determines that the Bill requires further consideration at a future Council meeting, it shall be considered before the third reading thereof; and/or
- b) After the second reading, Council directs that further notice of the proposed Bill be provided.

9.17.3 **Introduction - upon motion - title read**

Every Bill shall be introduced upon a mover and seconder specifying the title of the Bill.

9.17.4 **Readings - prior to passing**

Every Bill caption shall be read once prior to it being passed and endorsed by Council unless otherwise requiring more than one reading, pursuant to a Provincial or Federal statute or regulation.

9.17.5 **Debate – amendment**

A Bill may be amended by resolution before final adoption by Council unless specified otherwise within a Township By-law or other Act no further notice will be required and staff shall make the appropriate changes as directed by resolution of Council. The Clerk shall be responsible for the correctness of the By-law when and as amended.

9.17.6 **Passed - numbered - dated - signed - seal affixed**

Every By-law passed by Council shall be numbered and dated, and shall be sealed with the Seal of the Township and signed by the Mayor and the Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

If by oversight the Seal of the Township was not affixed to a By-law, it may be affixed at any time afterwards and when so affixed, the By-law is as valid as if it had been originally sealed.

9.17.7 **Confirmation – conclusion – of meeting**

At the conclusion of all Meetings of Council and immediately prior to adjournment, a By-law shall be brought forward to confirm the actions of Council

at that Meeting in respect of each motion, resolution or other action taken and shall have the same force and effect as if each and every resolution had been the subject matter of a separate by-law duly enacted.

9.17.8 Confirmation – introduction – voted on- without debate

A Confirmation By-law when introduced shall be taken as read and finally adopted without debate.

9.18 Unfinished Business

All matters brought forward to Members for consideration and that have not been disposed of or that has been referred or committed to a future date, shall be indexed with date of their first appearance under Unfinished Business, and repeated on each subsequent agenda until disposed of by Council, unless removed by resolution of Council.

Items from Unfinished Business brought back for consideration by Council shall be considered under Reports from Unfinished Business.

10. RESOLUTIONS OR NOTICES OF MOTION

10.1 Resolutions - debated separately

Every matter listed under Resolutions or Notices of Motion introduced at a previous meeting shall be dealt with individually.

10.2 Resolutions - consecutively numbered

All resolutions presented to Council shall be consecutively numbered.

10.3 Notice of Motion

10.3.1 A Notice of Motion is required where:

- a) Council under Additions, Deletions or Amendments deems by resolution that a Notice of Motion is required in accordance with Section 9.4. If Council deems that Notice of Motion is required, notwithstanding Section 10.3.2, the Notice of Motion shall be added to the agenda under New Business but shall not be discussed and/or debated until the next Regular Meeting of Council.
- b) When a Member wishes to amend, repeal, alter any previously established by-law or policy.
- c) Where a Member wishing to bring forward a motion to reconsider a matter which has already been disposed of by the current Council at a previous meeting in accordance with Section 21.

10.3.2 Notice of Motion shall be given in writing and shall be delivered to the Clerk no later than 12:00 noon on the Monday preceding the date of the next Regular Monday Meeting. Where the Monday is a holiday by 12:00 noon on the Friday prior to the holiday in order for it to be included in the final agenda.

10.4 Notice - received - by Clerk - included - in agenda

Notice of Motion received shall be included within the agenda however, shall not be before Council for the purpose of discussion and/or debate until the next Regular Meeting of Council.

10.5 **Notice – withdrawn**

Where a Member's Notice of Motion has been called by the Mayor at the subsequent meeting and not proceeded with, it shall be dropped from the agenda unless Council decides otherwise.

Where Council has determined not to drop a notice of motion from the agenda, and at the second meeting such notice of motion is called by the Mayor and not proceeded with, it shall be deemed to have been withdrawn.

11. **VOTING**

11.1 **Motions – without written notice – without permission**

The following matters may be introduced orally without written notice and without permission when a main motion is pending:

- a) point of order
- b) a question of privilege
- c) a motion to amend
- d) a motion to refer
- e) a motion to postpone to a certain day or indefinitely
- f) a motion to table the question
- g) a motion to vote on the question
- h) a motion to go into "Closed Meeting"
- i) a motion to suspend the rules of procedure
- j) a motion to recess
- k) a motion to adjourn

11.2 **All questions - exception - disqualified**

Every Member present at a Meeting when a question is put shall vote thereon unless disqualified to vote on the question.

11.3 **Motion - simple majority - required - exception**

The vote required to pass a motion shall be a simple majority except as otherwise provided in this By-law or by Statute.

11.4 **Equal - motion deemed negative**

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

11.5 **Call for Vote - when permitted**

The vote on a motion may only be called after each Member who wished to speak has spoken once.

11.6 **Show of hands - exception - recorded vote**

The manner of determining the desire of Council on a motion shall be by show of hands and shall be clearly visible for the Chair to see with the exception of a recorded vote.

11.7 **Failure to vote - deemed negative**

Failure to vote by a Member who is not disqualified shall be deemed to be a negative vote.

11.8 Recorded - by request - vote announced openly

A recorded vote may be called for after each Member has spoken on a motion at least once.

When a Member requests a recorded vote on a motion, all Members present shall vote, unless disqualified, when polled by the Clerk by verbally indicating yea or nay, and the Clerk shall record the results of the vote in the minutes.

A request for a recorded vote may be made as soon as the question has been put, or after the vote has been taken and the vote announced, but before another motion is presented.

The Clerk shall conduct the recording of votes of all Members alphabetically, with the requestor of the recorded vote to be polled first and the Mayor to be polled last.

11.9 Division - Separate vote - each proposal

At the request of a Member, a motion containing distinct proposals, that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

11.10 Member not in their seat - deemed absent

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

11.11 Chair - stating the question

Immediately preceding the taking of the vote, the Chair shall state the question introduced or as amended.

11.12 Announcing – results

The Chair shall announce the result of every vote.

11.13 Voting - Closed Meeting

Subject to Closed Meeting provisions in the Act, a meeting shall not be closed to the public during the taking of a vote except if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township, Local Board or Committee of either of them or persons retained by or under a contract with the municipality or local board or unless the Act permits.

11.14 Telephone/E-mail Polls

No Member shall vote by ballot or any other method of secret voting. Telephone and/or e-mail polls of Members shall be permitted only upon authorization by the Mayor or CAO, in emergency situations requiring Council direction where time does not permit holding a special meeting of Council and/or a quorum of Council cannot physically convene to consider a matter. The results of a poll must be confirmed and ratified at the next Meeting of Council open to the public.

12. MOTION - TO APPEAL

12.1 Made - at time of ruling - point of order

A motion to appeal the decision of the Chair shall be made only at the time the ruling is made by the Chair and shall not require a seconder.

12.2 Decision - Chair - final

Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

12.3 Non-debatable - amendable - reconsidered

A motion to appeal the decision of the Chair shall not be debated or amended.

13. QUESTION OF PRIVILEGE

13.1 Integrity - Member - Council - in question

Where a Member considers that the integrity of a Member or Council as a Whole has been called into question, the Member may, as a matter of privilege, rise at any time, with the consent of the Chair, no debate being allowed, for the purpose of drawing the attention of Council to the question.

13.2 Motion - to receive disposition - treated as main motion

A motion resulting from a question of privilege shall receive disposition by Council forthwith, and, following such disposition, the motion so interrupted shall be immediately considered at the point where it was suspended.

14. REQUEST FOR INFORMATION

14.1 Request for Information

Where a Member is uncertain of a particular issue being discussed, the Member may ask the Chair to clarify or if the Chair is unsure of the answer, may direct the question to another Member.

15. WITHDRAWAL – MOTION

15.1 Mover only

A request to withdraw a motion shall only be made by the mover of the motion.

15.2 Without consent - seconder - permitted

A request to withdraw a motion may be made without the consent of the seconder of the motion.

15.3 In order - anytime during debate

A request to withdraw a motion shall be in order anytime during debate.

15.4 Objection - by Member - entertained - main motion

If a Member objects to the withdrawal of the motion, a withdrawal motion may be entertained and becomes a main motion.

15.5 No objection - withdrawal - without seconder – vote

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

16. POINT OF ORDER

16.1 Rules of Procedure - breached

A point of order may be called by a Member, CAO or Clerk to bring attention to any breach of the Rules of Procedure of Council.

16.2 Language - improper - offensive

A point of order may be called by a Member to bring attention to the use of improper, offensive or abusive language.

16.3 Discussion - not valid - outside proposed motion

A point of order may be called by a Member to bring notice of the fact that the matter under discussion is not within the scope of the proposed motion.

16.4 Proceedings - other - informality - irregularity

A point of order may be called by a Member to bring attention to any other informality or irregularity in the proceedings of Council.

16.5 Member - rise - ask permission of Chair - point stated

When a Member rises on a point of order, the Member shall ask permission of the Chair to raise the point of order; and after permission is granted, the Member shall state the point of order to the Chair.

16.6 Decision - announced -prior to recommencement

No further business shall be conducted until the Chair has decided by indicating either "the point of order is well taken" or "is not well taken" and stated the point of order.

16.7 Address - to Chair - purpose - to appeal decision

Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to Council.

16.8 Decision - of Chair - final - no appeal

If no Member appeals, the decision of the Chair shall be final.

16.9 Appeal - Member right - Chair reply - decision final

If a Member appeals to Council, the Member shall have the right to state a case. A seconder is requested, the Chair shall have the right to reply and place the question before Council who shall decide the question without debate, and its decision shall be final.

17. CLOSE DEBATE - PUT THE QUESTION

17.1 Non-debatable - amendable

A motion to close debate (or) put the question shall not be debatable or amendable, and shall require a 2/3's vote.

17.2 Resolved - affirmative - original motion put - no debate

When a motion to close debate (or) put the question is in the affirmative, the original motion shall be put forward without debate or further amendment.

18. REFER OR COMMIT

18.1 Debatable - amendable - reconsideration – permitted

A motion to Refer or Commit a matter shall be debatable and amendable.

18.2 Motion - deemed - possession of Council

After a motion is read by the Chair or Clerk, it shall be deemed to be in possession of Council, but may be withdrawn by the Mover at any time before decision or amendment, with permission of Council.

18.3 Motion presented - debate

When a motion is presented in Council, it shall be read before debate.

18.4 Motion - outside jurisdiction - of Council

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

18.5 Disposition of Motion

A motion properly before Council for decision must receive disposition before any other motion, not relevant to the main motion is introduced.

19. MOTION TO AMEND

19.1 Secunder Required

A motion to amend shall require a seconder.

19.2 Debatable - amend – permitted

A motion to amend is debatable, unless the motion to which it adheres to is undebatable.

19.3 Written - when requested - by Chair

A motion to amend shall be presented in writing when requested by the Chair.

19.4 Relevant to main motion

A motion to amend shall be relevant to the main motion.

19.5 Contrary - to main motion - not in order

A motion to amend shall not be in order if it is contrary to the main motion.

19.6 Amended - once only

Only one amendment shall be allowed to an amendment.

19.7 Council disposition - before amendment – motion

A motion to amend shall receive the disposition of Council before a previous amendment or the main motion.

19.8 Motion to Amend – defeated – not recorded in minutes

If a motion to amend is defeated it will not be recorded in the minutes unless a recorded vote is taken.

19.9 **Friendly Amendment**

A Member may propose to change a motion in a manner that does not affect the overall meaning of the motion, such as a change in wording, punctuation, or word order provided, the original mover and seconder consent to the proposed change, the original motion may be amended without necessity of a vote.

20. **MOTION TO POSTPONE (DEFER) TO A CERTAIN TIME OR INDEFINITELY**

A motion to postpone shall state a definite date as to when the matter shall be further considered.

20.1 **Seconder Required**

A motion to postpone shall require a seconder.

20.2 **Debatable – amend – is permitted**

A motion to postpone is debatable, but only as to whether a matter should be postponed and to what time.

20.3 **Motion to Postpone Indefinitely**

A motion to postpone indefinitely suppresses the main motion and avoids a direct vote on the motion for that Meeting in which it is being considered.

20.4 **Seconder Required**

A motion to postpone indefinitely shall require a seconder.

20.5 **Debatable – amend – is permitted**

A motion to postpone indefinitely shall be debatable.

21. **MOTION - TO RECONSIDER**

21.1 **Reconsideration – 2/3's vote of Council - same meeting**

Any matter decided upon by Council, may be reconsidered at the same meeting by a 2/3's vote of Council.

21.2 **Reconsideration – not permitted for six (6) months**

A motion to reconsider any matter already disposed of by the current Council at a previous meeting, shall not be reconsidered by Council within the next (6) months of the next regularly scheduled Meeting after the Meeting at which it was originally considered, without the consent of 2/3's of Council. If such consent is given, the matter shall only be brought forward at the next regularly scheduled Meeting after the Meeting at which the reconsideration is authorized.

21.3 **Member - on prevailing side - moves to reconsider**

A motion to reconsider can be made only by a Member who voted with the prevailing side or by a Member who did not vote.

21.4 **Motion to reconsider adopted**

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion.

21.5 Adoption of motion - for reconsideration

If a motion to reconsider has been adopted at a meeting, then consideration of the original matter shall become the next order of business.

21.6 Motion to reconsider - becomes main motion

The main motion originally voted on is once again pending; procedurally, it is considered a newly made main motion.

21.7 No discussion - unless reconsideration adopted

There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

21.8 Reconsideration - only once

No motion or report shall be reconsidered more than once at any meeting.

21.9 Use - Notice of Motion - Reconsideration

Any Member may introduce a Notice of Motion at a Council Meeting to reconsider or rescind a decision previously adopted by Council in accordance with Section 10.3.

22. ADJOURNMENT

22.1 Adjournment - Time

No Meeting held on the second Monday of the month shall continue past the hour of 10:00 p.m. local time, unless otherwise decided by a majority vote of the Members present.

In the instance of a grave disorder arising during a Meeting, adjournment shall be possible at any time by the Chair.

22.2 Motion not required

A motion to adjourn is not required. Adjournment of the meeting shall be announced by the Chair.

23. MOTION TO RECESS

23.1 Length of time - specified

A motion to recess when other business is before the meeting shall specify the length of time of the recess.

23.2 Non - debatable-length of time - amendable

A motion to recess when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

23.3 Future time - treated as main motion

A motion to recess at a future time shall have no privilege and shall be treated as a main motion.

24. MEMBER VACANCIES

24.1 Members - not attending - removal

The office of a Member of the municipality becomes vacant if the Member is absent in accordance with the Act.

25. COMMITTEES

25.1 Establishing and Discharging

25.1.1 Establishing Committees

Council may, from time to time, establish Committees consisting of such Members as Council may determine, to carry out such duties and responsibilities as may be set out in terms of reference approved by Council.

25.1.2 Discharge of Committee

Should any Committee neglect or refuse to give due attention to any matter made before it, Council may, by resolution, discharge such Committee from consideration of a matter, or appoint another Committee in its place, or disband the Committee in its entirety.

25.1.3 Appointment of Members

Persons appointed to Committees are appointed for such term as defined by Council, and by resolution, Council may rescind any appointment at any time.

25.1.4 Failure to attend

Should any Member of a Committee fail to attend three (3) consecutive Meetings thereof without being authorized to do so by resolution of the Committee, the Committee may certify such failure and thereupon the membership of such person on the Committee shall be terminated and Council may appoint another Member in their place.

25.1.5 Code of Conduct

Council Code of Conduct shall apply to all appointees by Council to all Committees with the necessary adjustments.

25.2 Committee Meetings

25.2.1 Open Meetings

Meetings of Committees shall be open to the public except as provided for under the Act.

25.2.2 Committee Meetings – date, time, location

Committees shall establish the meeting date, time and location for each meeting of the Committee, unless otherwise set by Council. Committees may alter the date and/or time of a regular or special meeting provided that adequate notice of the change is posted pursuant to the notice provision of this By-law.

25.2.3 Administrative Support

The person designated in the terms of reference for a Committee as responsible

for administrative support, herein referred to as the Committee secretary, shall be responsible for preparing meeting agendas, issuing notice as required by this By-law, and preparation of meeting minutes.

25.2.4 Delivery of Agenda

The Committee secretary shall prepare the meeting agenda in accordance with Section 9.1 with modifications deemed necessary and provide same to Members of the Committee, and to any Member of the public including the news media who have requested a copy, no less than three (3) days preceding the day of the meeting, unless the Chair or Vice-Chair in the absence of the Chair of the Committee has authorized a meeting agenda to be handed out at the meeting.

25.2.5 Minutes

The Committee secretary shall prepare and cause the minutes to be taken of each Meeting which shall include:

The place, date and time of the meeting.

The names of the Committee Members, Township Staff and the record of the attendance of the Members of the Committee; should a Committee Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted.

All Committee Meetings open to the public shall be recorded without note or comment.

25.3 Chair for Committees

25.3.1 Designation of Chair

Council may designate the Chair of any Committee, or allow the Committee to elect a Chair from its Members.

25.3.2 Election and Duties of Chair

Where Council has not appointed a Chair, at the first meeting of each Committee, the Committee shall elect from its Members a Chair using the following format and such Chair shall follow the duties as set out in Section 6.2 of this By-law for the Chair at a Meeting, with the necessary adjustments:

- a) The Secretary chairs the meeting during the conduct of the election.
- b) The floor is opened for nominations.
- c) Candidates are nominated by a Member stating "I nominate (name) for election to the position of Chair".
- d) A nomination does not require a seconder.
- e) The Secretary will request acceptance of the nomination by stating "(name) has been nominated, is he/she willing to be nominated?"
- f) The Secretary will then ask three times if there are any other nominations.
- g) The Secretary will then declare nominations closed.
- h) The Secretary will call for a vote by a show of hands.
- i) If there is a tie, lots are drawn by choosing at random, a name "out of the hat".
- j) The Secretary shall declare the Member elected.
- k) The newly-elected Chair assumes the office upon being declared elected.

25.3.3 Call of Meetings – neglect or refuse

Should the Chair of any Committee neglect or refuse to call meetings of the Committee at such times or with such frequency as the proper dispatch of the Committee's business requires, or do the business of the Committee without the

knowledge or consent of its Members, or contrary to their wishes or actions, a Committee Member may report such neglect, refusal or action to Council which may remove such Chair from office and appoint another Member as Chair.

25.4 Rules of Order for Committees

25.4.1 Quorum

A quorum in any Committee meeting shall be a majority of the voting Members of the Committee.

25.4.2 Quorum – not present - time limit

If there is no quorum present within fifteen (15) minutes after the hour fixed for holding the Committee meeting, the recording secretary shall call the roll and take down the names of the Members present; and the meeting shall stand adjourned until the call of the Chair.

25.4.3 Chair – absent

The Chair, or in the Chair's absence the Vice-Chair, or in the absence of the Chair and Vice-Chair, such other Member as the Committee may designate shall preside at the meeting.

In the absence of the Chair and Vice-Chair if applicable for a period of fifteen (15) minutes after the hour appointed for the holding of a meeting, one of the other Members of the Committee, if there be a quorum present, shall be appointed by the Committee and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair or Vice-Chair.

25.4.4 Order of Business

Each shall transact business in accordance Sections 9 through 24 of this By-law and may modify the rules where necessary.