

Summer Village of Rochon Sands
Bylaw # 230-17 Council Procedural Bylaw

A Bylaw of the Summer Village of Rochon Sands to regulate the proceedings of Council of the Summer Village of Rochon Sands and to define the duties of Council.

WHEREAS, Section 145 of the Alberta Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members; and

WHEREAS, Council of Summer Village of Rochon Sands, in the Province of Alberta, consider it desirable to adopt a procedural bylaw.

NOW THEREFORE, Council of Summer Village of Rochon Sands, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Title

1.1 This Bylaw is called "Council Procedural Bylaw"

2. DEFINITIONS

2.1 "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended from time to time;

2.2 "Administrator" is the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act;

2.3 "Agenda" is the first list of items and order of business for any meeting;

2.4 "Bylaw" is a Bylaw of the Summer Village of Rochon Sands;

2.5 "Chairman" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;

2.6 "Council" is the members of Council of Summer Village of Rochon Sands elected pursuant to the provisions of the Local Authorities Election Act;

2.7 "Deputy Mayor" is the member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor;

2.8 "In Camera" is a session that is held in private and may include any person or persons invited by Council;

2.9 "Mayor" is the member of Council duly appointed to office pursuant to Municipal Government Act

2.10 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;

2.11 "Quorum" is a majority of those members elected and serving on Council;

2.12 "Recorded Vote" is the call, by a member of Council, prior to a vote on a motion, for a record to be kept of the members voting for and against a motion;

2.13 "Resolution" means a motion made by Council;

2.14 "Special Meeting of Council" is a meeting called pursuant to Municipal Government Act

3. Application

- 3.1 This Bylaw shall govern the proceedings of Council and shall be binding upon all members;
- 3.2 When any matter relating to the meeting procedures is not addressed in this Bylaw, Roberts' Rule of Order shall prevail;
- 3.3 Any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members

4. Quorum

- 4.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order;
- 4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the Chief Administrative Officer shall adjourn the meeting until the next regular meeting, unless a special meeting is called prior to next regular meeting date;
- 4.3 The agenda for the adjourned meeting shall be presented at the next regular meeting prior to the agenda for the subsequent meeting, or be used as the agenda for the special meeting called for that purpose;

5. Regular Council Meetings

- 5.1 Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Summer Village;
- 5.2 The Council may at any meeting decide to hold a regular meeting of Council and pass a resolution stating the date, time, and place of such a meeting;
- 5.3 The duration of Regular Council Meetings shall adjourn no later than three (3) hours after being called to order. Upon majority vote, the Council meeting may be extended one half hour.
- 5.4 Attendance at Regular Council Meetings is **mandatory** by members of Council. Absence of attending meetings will be in written notice to the Chief Administrative Officer by Noon of date of meeting. Electronic meeting devices will be considered by the majority of Council and passed by resolution prior to meeting date.
- 5.5 Council members must not be absent for more than two consecutive regular meeting dates, unless absences were accepted by Council at previous meeting

6. Agendas for Regular Council Meetings

- 6.1 The agenda for each regular and special meetings of Council shall be prepared by the Chief Administrative Officers and distributed to each member of Council at least two days prior to meeting date.

- 6.2 Any member of Council or any person wishing to have an item placed on the agenda, shall make the submission in written form no later than noon, five (5) days prior to meeting date. The submission shall contain sufficient information to the satisfaction of the Chief Administrative Officer to ensure Council has the ability to discuss the item.
- 6.3 No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present by a two-thirds majority vote, agree to the item being placed on the agenda.
- 6.4 The agenda shall list the items and order of business to be conducted at regular Council meetings as outlined:
 1. Call to Order
 2. Approval of Agenda
 3. Delegation/Guests
 4. Approval of Previous Minutes
 5. Business Arising from Previous Minutes
 6. Financial Reports
 7. New Business
 8. Council Committee Report
 9. Chief Administrative Report
 10. Other Information/Reports
 11. In Camera
 12. Next Meeting Date
 13. Adjournment

7. Public Presentation to Council

- 7.1 Requests to speak/present an item to Council shall be no longer in duration than 15 minutes and submission of information to comply with section 6.2 of this Bylaw. Submissions that do not meet timeline requirements for the Council meeting will be placed on the agenda of the next scheduled regular Council meeting;
- 7.2 Matters of confidential nature, shall not be discussed during a public presentation to Council;
- 7.3 Debate concerning matters raised during public presentations shall take place at the discretion of Council;

8. Special Meeting Agendas

- 8.1 Agendas for Special Meetings will be sufficient to outline issues and pertaining to the intent of the Special Meeting;

9. Organizational Meetings

- 9.1 An organizational meeting for the Summer Village shall be held prior to August 31 annually, according to the Municipal Government Act;
- 9.2 The Chief Administrative Officer shall set time, date and place of the Organizational Meeting; and Chair the meeting prior to appointment of Chief Elected Official;
- 9.3 The business of the Organizational Meeting shall be limited to:

1. The administration of Oath of Office should the meeting follow the general election or by-election;
2. The appointment of Chief Elected Official and Deputy Chief Elected Official;
3. The appointment of members to committees which Council is entitled to make;
4. Other business required by the Municipal Government Act or which Council or the Chief Administrative Officer may direct;

10. Council Committees

- 10.1 Council may appoint members to other Committees or Boards of other organizations and/or may establish their own special Committees as required;
- 10.2 When establishing a Special Committee, Council shall establish the scope and duration of the Committees' function;

11. General Conduct of Council Meetings

- 11.1 Council shall hold its meetings openly, and no person shall be excluded except for improper conduct;
- 11.2 No member shall:
 - a) Speak disrespectfully of any person;
 - b) Use offensive words in or against the Council or any member or employees of the Village
 - c) Disobey any decision made by resolution
- 11.3 Council may by resolution, convene the meeting from the public session to "in camera" or closed session under section 197 of the Municipal Government Act;
- 11.4 Resolution of Council shall not be made while "in camera" or closed session;
- 11.5 Each member or delegate, as the case may be, shall address the chairperson but shall not speak until recognized by the chairperson;
- 11.6 A resolution of council does not need a seconder to be voted upon;
- 11.7 Any member can make a resolution to be voted upon;
- 11.8 The Chief Elected Official or Chairperson may enter into debate and make resolutions in the same manner as any other member without relinquishing the chair;
- 11.9 The presiding officer may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer;
- 11.10 If the presiding officer is of opinion that a resolution is contrary to rules and privileges of Council, he shall inform the member thereof;
- 11.11 The Chief Elected Official or presiding officer shall preserve order and decorum and shall decide questions of order without debate and shall determine speaking order of members;
- 11.12 Any member of Council may request a recorded vote, where votes for and against being recorded in the Council Minutes;

11.13 Voting on all matters shall be raising of hand in a clear manner so they may be easily counted by the presiding officer;

12. General Duties of Council

- 12.1 Members of Council must consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare and interest of the municipality;
- 12.2 To participate in developing and evaluating policies and programs of the municipality;
- 12.3 To participate in Council meetings;
- 12.4 To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- 12.5 To perform any other duty or function imposed on Councillors' by this or any other enactment or by the Council;

13. Recording of Council Meeting Minutes

- 13.1 The Chief Administrative Officer may delegate the recording of minutes to a designated person;
- 13.2 Recorded minutes shall be presented at next regular council meeting for approval by resolution;

14. Bylaws

- 14.1 Where a bylaw is presented to Council for enactment, the Chief Administrative Officer shall record the number and short title of the bylaw to appear on the Council meeting agenda;
- 14.2 Every bylaw shall have three readings unless defeated prior to third reading;
- 14.3 Every bylaw must pass three (3) readings prior to be enacted by signature of Chief Elected Official and Chief Administrative Officer;
- 14.4 Unless members present at a meeting, unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it was received for two readings, the bylaw shall not be received for more than two readings at one meeting;
- 14.5 Every bylaw which has been passed by Council shall be signed by the Chief Elected Official and Chief Administrative Officer, and which shall be sealed with the corporate seal of the Summer Village of Rochon Sands and be securely stored by the Chief Administrative Officer;

This Bylaw comes into force and effective upon third and final reading.

Read a first time this ____ day of _____.

Read a second time this ____ day of _____.

Read a third and final time this _____ day of _____.

Chief Elected Official

Chief Administrative Officer