

**CORPORATION OF THE
TAY VALLEY TOWNSHIP**

BY-LAW NO. 04-001

**BEING A BY-LAW TO ESTABLISH RULES OF PROCEDURE
FOR THE COUNCIL OF TAY VALLEY TOWNSHIP**

WHEREAS pursuant to Section 238 of The Municipal Act 2001, Ch. M45 as amended every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE the Council of the Corporation of Tay Valley Township enacts as follows:

SHORT TITLE

1. This By-law may be cited as the "Procedure By-law".

**RULE OF ORDER FOR THE COUNCIL OF THE
CORPORATION OF TAY VALLEY TOWNSHIP**

2. All proceedings of the Council of Tay Valley Township shall be in compliance with the regulations contained in the "Rules of Council of Tay Valley Township" attached hereto as Schedule "A" and forming part of this By-law. If the matter is not specified in this By-law, then Roberts Rules of Order shall prevail.

AMENDMENT TO THIS BY-LAW

3. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless public notice of intention of proposed amendment or repeal has been given at least once in a local paper a minimum of 10 days prior to adoption. The waiving of this notice by Council is prohibited.

SEVERABILITY


4. The provisions of this by-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

ENACTMENT


5. That By-law 03-027 and other By-laws of Tay Valley Township or its predecessor Township of Bathurst Burgess Sherbrooke or any and all prior agreements not consistent with this by-law are hereby repealed.
6. This By-law shall come into effect on the 1st day of February 2004.

Read a **first** and **second** time, and finally passed this 13th day of January 2004

Read a **third** time and finally passed this 27th day of January, 2004



Mayor



CAO/Clerk

SCHEDULE "A" TO BY-LAW NO. 04-001

RULES OF COUNCIL OF TAY VALLEY

INTRODUCTION

1. These rules and regulations shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and, with necessary modifications, the committees thereof, provided that the rules and regulations contained herein may be suspended by a majority vote of the Council. In any case for which provision is not made herein, the procedure to be followed shall be those outlined in Robert's Rule of Order.
2. Throughout these rules, unless the context requires otherwise, words importing the singular number or the masculine gender shall include the plural number or the feminine gender.

DEFINITIONS

3. In these rules:
 - a. "Acting Mayor" means, when the Mayor is unable to act, the Deputy Mayor. If the Deputy Mayor is unable to act, it shall mean a Councillor selected by a resolution of Council.
 - b. "Appointed Official" shall include those employees of the municipality appointed by by-law.
 - c. "Clerk" means the Clerk of Tay Valley Township.
 - d. "Committee" means any standing, advisory or other committee, sub-committee or similar entity composed of members appointed by Council.
 - e. "Committee of the Whole" means a committee of the whole Council pursuant to the Municipal Act.
 - f. "Council" means the Council of the Corporation of Tay Valley Township.
 - g. "Deputy-Head" means the Deputy Mayor of Tay Valley Township.
 - h. "Head" means the Mayor of Tay Valley Township.
 - i. "In-camera" means a Council or committee meeting or part thereof closed to the public pursuant to the Municipal Act.
 - j. "Meeting" includes any regular, special, committee or other meeting of the Council.
 - k. "Member" referring to a member of Council includes the Head of Council.
 - l. "Motion" means an item placed before the Council or a committee, which has been properly moved and seconded by members.
 - m. "Municipal Act" means the Ontario Municipal Act , 2001 as amended .
 - n. "Pecuniary interest" includes a direct or indirect pecuniary interest of a member, as defined by the Municipal Conflict of Interest Act as amended.
 - o. "Presiding Officer" means the member chairing a meeting, whether the Mayor, the Deputy Mayor, the chair of a committee, or other person in accordance with the procedural rules.

- p. "Quorum" means a majority of the whole number of members required to constitute a Council. A quorum of the Council of Tay Valley Township shall be four members. A quorum for a committee shall be 50% of its members.
- q. "Recorded vote" means the recording of the name and vote of every qualified member on any matter of question.
- r. "Resolution" means a motion on which a vote is taken.
- s. "Rules of Order" means the rules established by this by-law to regulate conduct during a meeting of Council.

SELECTION OF DEPUTY-MAYOR

4. The term for the Deputy Mayor shall be the term of Council. The Deputy Mayor shall be chosen at the inaugural meeting of each Council by secret ballot from within the members of Council and by the members of Council.

VACANCY ON COUNCIL

5. If a vacancy occurs during the term of the current Council such vacancy shall be filled in accordance with the Municipal Act.

TYPES OF COUNCIL MEETINGS

INAUGURAL MEETING

6. The inaugural meeting of each newly elected Council shall take place at 7:00 p.m. on the first Tuesday of December following the November election.
7. Every member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" before entering on the duties of office.

REGULAR MEETING

8. The next and each succeeding regular meeting of Council shall be held on the second and fourth Tuesday of each month at 7:00 p.m. in the designated Council Chambers within Tay Valley Township, unless Council by resolution directs otherwise, in which case public notice shall be posted advising of the date, time and location, or cancellation of a meeting.
9. When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the same hour on the next following day which is not a public or civic holiday, unless the Council, by resolution passed at a regular meeting, directs otherwise.

SPECIAL MEETING

10. The Head of Council may at any time summon a special meeting of Council or, upon receipt of the petition of the majority of the members of the Council, the Clerk shall summon a special meeting for the purpose, and at the time and place, mentioned in the petition. Notice of all special meetings of Council shall be given to the members at least 48 hours before the time of the meeting. Written notice shall be given through the Clerk's office, and members shall be requested to confirm receipt of notice.

11. If there is no mention in the petition of the place fixed for the special meeting, that meeting shall be held at the place where the last regular meeting was held.

EMERGENCY MEETING

12. The Head of Council may, in the event of an emergency, call a meeting of Council without giving written notice of the meeting, provided that the Clerk has diligently attempted to advise all members of Council immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at that meeting shall be respecting that emergency.

GENERAL RULES OF MEETINGS

ATTENDANCE

13. Every member of Council, and every municipal employee as directed by the Clerk, shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

OPEN/CLOSED MEETINGS

14. All Council meetings, including meetings of committees of Council, shall be open to the public, and no person shall be excluded therefrom except for improper conduct.

15. Notwithstanding paragraph 14, a meeting or portion thereof may be closed to the public if the subject matter being considered is relative to:

- a. the security of the property of the municipality;
- b. personal matters about an identifiable individual, including municipal employees;
- c. a proposed or pending acquisition of land for municipal purposes;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- f. the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- g. a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- h. matters relating to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

16. Before holding a meeting or part of a meeting that is to be closed to the public, a Council or committee shall state by resolution:

- a. the fact of holding the closed meeting;
- b. the general nature of the matter to be considered at the closed meeting. When the closed part of the meeting comes to an end, the Presiding Officer shall report the general nature of the matter that was considered at the meeting.

17. Discussion during a closed meeting shall be limited to the issue and nothing in this by-law confers the power on any member or members of Council to make any decision or take any action unless or until such action is presented and decided upon at a duly called and constituted open meeting of Council.

18. The Presiding Officer at any closed meeting shall, immediately upon adjournment, rise and report in open session the general nature of the discussion. All recommendations or directives coming forward from the closed session shall be made or issued as part of the Presiding Officer's report in open session.

PRESIDING OFFICER

19. The Mayor shall preside over all meetings of Council unless by reason of absence, due to illness or otherwise, unable or refuses to do so.

20. In the case of the absence of the Mayor due to illness or otherwise, refusal by the Mayor to act, or vacancy in the Mayor's seat on Council, the Deputy Mayor shall act in the place of the Mayor and shall have all the rights, powers and authority of the Mayor while so acting. In the case of the absence of both the Mayor and the Deputy Mayor, Council shall select by resolution a member to act as Presiding Officer.

CALL TO ORDER

21. As soon after the hour fixed for the holding of the meeting of Council as a quorum is present, the Presiding Officer shall take the chair and call the meeting to order.

22. In case the Mayor does not attend within fifteen minutes after the time appointed for a meeting of the Council, the Deputy Mayor shall preside until the arrival of the Mayor.

23. Upon being called to order, all members of Council and appointed officials shall immediately take their seats.

24. The order of seating of the councillors shall be determined by the Mayor after consultation with all members.

NO QUORUM

25. If no quorum is present fifteen minutes after the time appointed for a meeting of Council, the Clerk shall record the names of the members of Council present and the meeting shall stand adjourned until the date of the next meeting of Council, either regular, special or emergency.

AGENDA

ORDER OF BUSINESS

26. The cut-off time for items or delegations to be added to the agenda of a regular session of Council is 12 noon on the Thursday prior to the meeting, but this rule may be suspended at the discretion of the Clerk and Mayor.

27. The order of business for meetings of Council shall generally be as follows:

- a. Call to order
 - b. Disclosure of interest
 - c. Approval of Minutes from the previous meeting or meetings
 - d. Delegations and presentations
 - g. Reports (from county council, committees of Council, other boards and committees)
 - h. By-Laws
 - i. Motions
 - j. Other Business / Giving Notice
 - l. Questions from the Press
 - m. Adjournment
- Note: Accept Correspondence
and Accept Accounts now
appear on Committee Agenda

CALL TO ORDER

28. The opening remarks of the Presiding Officer shall be at the sole discretion of the Presiding Officer and shall normally relate to items of special interest.

DISCLOSURE OF INTEREST

29. A member of Council shall disclose any pecuniary interest with respect to any matter coming before Council or a committee of Council. The member shall state the nature of the interest, and refrain from discussion either before, during or after the meeting at which the matter is discussed and shall not vote on any motion or question put respecting the interest. Any member disclosing a pecuniary interest in a matter to be

discussed at an in-camera meeting shall also remove him or herself from the room in which the meeting is being held. The member's return shall only be permitted upon the conclusion of discussion regarding the matter.

30. If the interest of a member has not been disclosed by reason of his/her absence from a previous meeting or by reason of such interest having been acquired immediately subsequent to such meeting, he/she shall disclose such interest at the first possible subsequent meeting. The Clerk shall record in the Minutes of the meeting every disclosure of interest.

31. Notwithstanding the above, in all matters and under all circumstances the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act.

APPROVAL OF MINUTES

32. The Minutes of Council and committee meetings shall record:

- a. the place, date and time of the meeting;
- b. the names of the Presiding Officer or Officers and attendance record of the members and staff present;
- c. disclosures of interest;
- d. the reading, if requested, correction and adoption of the Minutes of prior meetings;
- e. all other proceedings of the meeting without note or comment;
- f. the time of the adjournment.

DELEGATIONS AND PRESENTATIONS

33. Persons desiring to present information on matters of fact, or make a request of Council, shall give notice of application to the Clerk who, having due consideration of the length of the agenda and the number of delegations, shall recommend to the Presiding Officer the earliest possible dates when such delegations may be properly heard or referred to the appropriate committee. Such hearings will be by leave of the Presiding Officer, and shall be limited in speaking to not more than ten minutes except that a delegation consisting of more than five persons shall be limited to two speakers, each being limited to speaking not more than five minutes. The second speaker shall be restrained from repeating information provided by the previous speaker from that delegation and will be confined by the Presiding Officer to presentation of new and/or additional information.

34. Communications, including a petition designed to be presented to the Council, shall be printed, shall not contain obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.

REPORTS

35. The Councillor appointed to a particular portfolio, area of responsibility or advisory committee shall be responsible for reporting, to Council, the status of issues currently under debate. The Councillor may request that a specific senior staff official be present to comment upon the subject matter of the report.

READING OF BY-LAWS

36. Every By-Law shall be introduced by a motion specifying the title of the by-law.

37. Every By-Law when introduced shall be in typewritten form and shall contain no blanks, except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the exception of the date of passing thereof.

38. Every By-Law shall be given three readings prior to being passed.

39. Every by-law shall be introduced and receive a reading by Council as follows:

- a. The first reading of a By-Law shall be approved without debate.
- b. The second reading of a by-law shall permit amendment and/or debate. At this reading the by-law may be referred by resolution to a committee of Council for further review and/or clarification, or deferred to a later meeting of Council, or tabled, or approved or defeated.
- c. Council shall vote on the third reading of a by-law without debate.
- d. By-laws may receive all three readings in one Council meeting.

40. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and recorded in the By-Law book.

MOTIONS/RESOLUTIONS

41. Motions shall be submitted to the Clerk under the signature of the mover and seconder and shall be complete and correct.

42. The mover or seconder of a motion shall read the motion aloud.

43. After a motion has been duly moved, seconded and read it shall immediately be open to debate and the mover shall have the opportunity to make introductory remarks on it.

44. Any member of Council may request that any motion under debate be repeated by the Presiding Officer for the benefit of clarification but not so as to interrupt a member while speaking.

OTHER BUSINESS / GIVING OF NOTICE

45. Motions not previously before the Council or a committee may be introduced by councillors at this time.

46. Each member of Council shall be given the opportunity to make enquiries and/or announcements in respect of any matter. All enquiries shall be directed to the Presiding Officer who shall, when necessary, determine the person who in his/her opinion is the best qualified to respond.

47. The Mayor may make any proclamation that has come to his/her attention since the previous Council meeting. The Mayor and any member of Council may extend any invitations or advise of forthcoming events.

ADJOURNMENT/CURFEW

48. No item of business may be dealt with at a meeting of Council after 10:30 p.m. unless a motion to continue to a stated time has received unanimous consent of Council. Failure to receive such motion and consent to continue shall, at or immediately before 10:30 p.m. cause the Presiding Officer to declare the meeting of Council adjourned and all unfinished business shall be added to the Agenda for the next regular or special meeting of Council.

49. No member shall leave his/her seat, on adjournment, until the Presiding Officer has left the chair.

THE CONDUCT OF PROCEEDINGS AT A COUNCIL MEETING

PRESIDING OFFICER

50. It shall be the duty of the Presiding Officer to:

- a. open the meeting of Council by taking the chair and calling the members of Council to order;
- b. put to vote all motions which are properly moved and seconded and announce the result thereof;
- c. decline to put to vote motions which are not within the jurisdiction of Council or on the rules of order;
- d. refrain from entering debate on any motion except as to provide information or fact, unless he/she temporarily removes him/herself from the Chair and returns at the conclusion of the debate;
- e. restrain the members of Council within the Rules of Order when engaged in debate;
- f. enforce on all occasions the observance of order and decorum among the members of Council;
- g. expel any person for improper conduct at a meeting;

- h. receive all comments and refer those enquiries which, in his/her opinion, may best be addressed by a Council member or appointed official;
- i. authenticate, by signature thereon, By-Laws, Resolutions and Minutes of the meeting of Council;
- j. inform the members of Council of a point of order, when necessary or requested to do so;
- k. represent and support the Council's will and implicitly obey its decision in all things;
- l. ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council;
- m. adjourn the meeting when the business is concluded;
- n. adjourn the meeting without a vote, in the case of grave disorder arising in the Council Chambers.

MEMBERS

51. No member shall:

- a. speak disrespectfully of any other person;
- b. use offensive words or unparliamentary language;
- c. speak on any subject other than the subject under debate or contained in his/her report, inquiry or announcement unless requested by the Presiding Officer to do so;
- d. criticize any decision of the Council except for the purpose of moving that a question be reconsidered;
- e. disobey the rules of the Council on questions of order or privilege or upon the interpretation of the rules of the Council;
- f. leave or make a disturbance when the Presiding Officer has called for a vote on a motion.

52. If a member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith call for a vote "that the named Member be ordered to leave his/her seat for the duration of the meeting of Council". Such question shall be decided immediately by vote of Council, without debate, amendment or adjournment. If the member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

53. When two or more members wish to speak, the Presiding Officer shall designate the member who has the floor.

54. When the Presiding Officer calls for the vote on a motion, each member shall remain in place until the result of the vote has been declared by the Presiding Officer, and during such time no member shall speak to any other member or make any noise or disturbance.

55. When a member is speaking, no other member shall interrupt except to raise a point of order or privilege.

ORAL MOTION

56. The following matters and motions with respect to them may be introduced orally:
- a. point of order
 - b. point of privilege
 - c. motion to withdraw
 - d. motion to put the main motion to a vote
 - e. motion to adjourn

WRITTEN MOTION

57. The following motions may be introduced at any time but such motions shall be in writing and signed:
- a. to table
 - b. to refer
 - c. to defer
 - d. to divide
 - e. to amend
 - f. to reconsider
 - g. to suspend the Rules of Procedure

VOTING

58. After a motion has been read it shall be deemed to be in possession of the Council, and shall be voted on unless subject to a secondary motion.
59. Secondary and Special Motions shall be in order, subject to provisions outlined in Appendix II attached hereto.
60. After the Presiding Officer calls for a vote on a motion, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared. Each member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been announced by the Presiding Officer.
61. A separate vote shall be taken upon each proposal contained in a motion divided by resolution of Council.
62. A member who is not present at the time the Presiding Officer calls for a vote shall not be entitled to vote on that motion. The manner of determining the decision of the Council on a motion shall be by a show of hands. Every member present shall vote unless otherwise prohibited by law.
63. The Head of Council may vote with the other members on all questions.

64. Any question on which there is an equality of votes shall be negative, or deemed lost.

65. Any abstention from voting shall be deemed an affirmative vote except in the case of a recorded vote.

RECORDED VOTE

66. Where a vote is taken for any purpose and a member requests immediately before or after the taking of the vote that the vote be recorded, each member present, including the Presiding Officer, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and the Clerk shall record each vote.

67. In the case of a recorded vote only, if a member who is present and who is not disqualified from voting does not vote, he/she shall be deemed as voting in the negative.

68. The Clerk shall name each member, beginning with the Mayor, followed by the Deputy Mayor, then members in alphabetical order. Upon being named each member shall state "yes" or "no" to the question, and the Clerk shall announce the final results.

UNPROVIDED CASES

69. In all unprovided cases directly related to the proceedings of the Council or a Committee of the Whole, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council upon a point of order.

70. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

COMMITTEES OF COUNCIL

GENERAL RULES FOR ALL COMMITTEES

71. The jurisdiction, term, membership and support staff assigned to any committee shall be as stipulated in the by-law or resolution establishing that Committee.

72. Insofar as possible, the procedures of the committees shall be the same as those set out for the Council, it being understood that Committees act in an advisory capacity only and that unless decision making authority has been delegated by Council, motions presented and resolutions passed at the Committee level shall be deemed proposals and recommendations respectively.

73. Immediately after committee members are appointed, each committee shall meet briefly to appoint a chairperson from among themselves, unless otherwise specifically stipulated herein.

74. Persons wishing to be heard before a committee shall notify the committee secretary by Thursday at 12 noon the week before the committee meeting so that, in consultation with the chairperson, the secretary may make proper time allocation on the committee's agenda.

75. The chairperson of each committee shall consult the members of the committee upon matters pertaining to the committee.

76. Committee meetings shall not normally exceed two hours in duration.

77. It shall be the prerogative of each Councillor to request a special meeting of the committee of the whole if he/she feels such special meeting is necessary for the proper conduct of the business of the Township. The Councillor appointed to chair Committee of the Whole Meeting in the month that such a special meeting is to be held, shall make the final decision as to whether a special meeting shall be called.

STRIKING COMMITTEE

78. Prior to the inaugural meeting the Mayor shall appoint a Striking Committee composed of the Mayor and two members of Council, one from each ward. The Striking Committee shall forthwith meet and prepare a report recommending appointments to:

- a. various committees established by Council, if any;
- b. the boards and committees external to the Council on which the Council desires or is required to have representation;
- c. Councillor portfolios and areas of primary reporting responsibility.

79. In deliberating, the Striking Committee shall consider the expressed preferences of individual council members.

80. Members shall be appointed to the various committees and boards by resolution or by-law of the Council.

COMMITTEE OF THE WHOLE

81. Committee of the Whole shall offer an opportunity to discuss and debate, in an informal meeting forum, all subject matter within the jurisdiction of Council. All directives from Committee of the Whole, unless administrative in nature, shall be considered recommendations for formal debate and decision by full Council.

82. Committee of the Whole shall include all members of Council and a quorum shall consist of 50% of the members. The chairperson of Committee of the Whole shall rotate, alphabetically among Councillors, on a monthly basis. The Clerk shall act as

Committee of the Whole secretary and other staff shall attend as directed by Council or the Chief Administrative Officer.

83. Committee of the Whole shall meet on a regular basis on the 1st and 3rd Tuesdays of each month at the Township Office commencing at 5:30 p.m. . Recommendations from the regular Committee of the Whole meetings shall appear on the next appropriate Council Agenda for decision.

84. In addition to the above, Committee of the Whole may meet on an irregular basis at the call of the Mayor or current Committee of the Whole chairperson. Such meetings shall be called through passage of a resolution supported by the majority of Council Members.

SPECIAL/AD HOC COMMITTEES

85 Special/ad hoc committees shall be constituted for the purpose, and members named, as expressed by resolution of Council, with the Mayor in an ex-officio capacity. If no time limit is set for dissolution, a special/ad hoc Committee shall be dissolved upon the acceptance of its final report by Council.

86. Meetings shall be called as designated by Council, or at the call of the committee chairperson.

87. Committees appointed to report upon any subject referred to them by the Council shall report a statement of facts and their opinion thereof in writing. No report shall be received by Council unless signed by a majority of such committee.

SUSPENSION OF RULES

88. Any procedure required by this by-law may be suspended with the consent of a majority of the members of the Council present, except where such suspension would contravene the provisions of any Statute Law or Regulation.

APPENDIX I

SECONDARY MOTIONS AND SPECIAL MOTIONS

SECONDARY MOTIONS

a. When a main motion is under debate it shall be in order for any Member to present the following secondary motions:

(i) Withdraw:

- (a) need not be in writing;
- (b) shall be moved and seconded by the mover and seconder of the main motion;
- (c) shall receive disposition prior to any other secondary motion being presented;
- (d) shall not be debatable.

(ii) Table

A motion to table (to put aside a question in order to attend to more urgent business):

- (a) shall be presented in writing
- (b) cannot be amended
- (c) takes precedence over all other motions
- (d) shall be debatable

(iii) Refer

A motion to refer a matter under debate:

- (a) shall be presented in writing
- (b) shall receive disposition of Council before the main motion;
- (c) shall state the Standing Committee, Special Committee or appointed official to which the matter shall be referred;
- (d) shall preclude all amendments of the main motion until it is decided;
- (e) shall be debatable

(iv) Defer

A motion to defer:

- (a) shall be presented in writing;
- (b) shall receive disposition of Council before the main motion;
- (c) shall state the specific date upon which the motion shall again be put;
- (d) shall be debatable

(v) Divide

A motion to divide:

- (a) shall be in writing;
- (b) shall receive disposition of Council before the main motion;

- (c) shall be in order only when the motion to be divided contains two or more separate and distinct proposals;
- (d) shall be debatable

(vi) Amend

A motion to amend:

- (a) shall be in writing
- (b) shall receive disposition of Council before the main motion;
- (c) shall be relevant to the main motion received;
- (d) shall not propose a direct negative to the main motion;
- (e) may propose a separate and distinct composition of the main motion;
- (f) shall be put to vote in the reverse order to that in which it is moved;
- (g) shall be debatable.

- b. Once debate has finished and all secondary motions have been received, the Presiding Officer shall put to vote all such secondary motions in the following order:
 - (i) to withdraw
 - (ii) to table
 - (iii) to refer
 - (iv) to defer
 - (v) to divide
 - (vi) to amend
- c. A motion to withdraw, to table, to refer or to defer, shall negate all other secondary motion
- d. All secondary motions shall be resolved prior to the disposition of the main motion. Once all secondary motions have been resolved, the main motion shall be immediately put by the Presiding Officer unless otherwise disposed of by withdrawal, referral or deferral.

2. SPECIAL MOTIONS

a. Put the Main Motion:

A motion to put the main motion:

- (i) need not be in writing
- (ii) shall be in the following form i.e. move that the main motion be put;
- (iii) shall not be debatable or amended;
- (iv) shall receive disposition prior to any other motion being moved;
- (v) if resolved, the main motion shall forthwith be put by the Presiding Officer;
- (vi) if resolved in the negative, debate may continue on the main motion.

b. Adjourn

A motion to adjourn the meeting:

- (i) need not be in writing
- (ii) shall not be in order when a member is speaking
- (iii) shall not be in order during the verification of a vote;
- (iv) shall be resolved prior to any other motion being moved;
- (v) if resolved in the affirmative, Council shall immediately rise and no further Council proceedings shall take place until the next meeting of Council.
- (vi) if resolved in the negative, Council shall resume its debate at the point immediately prior to the point at which the option to adjourn was moved.

c. Reconsideration of a Motion

Once disposed of:

- (i) Council shall not reconsider the same question or by-law until a motion to reconsider the question or by-laws has been disposed of by Council.
- (ii) When a question or by-law has been presented and disposed of either in the affirmative or negative, it shall be in order for any Councillor to move for reconsideration. A seconder for a motion to reconsider is required and such motion must be in writing.
- (iii) A motion for reconsideration shall not be in order if Council is made aware the question or By-Law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.
- (iv) Debate on a motion to reconsider shall be confined to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate. Debate on the subject matter or by-law proposed for reconsideration shall be prohibited until the motion to reconsider has been dealt with.
- (v) No more than one motion for reconsideration of any question or by-law shall be permitted.
- (vi) If a motion to reconsider has been carried in the affirmative, no action shall be taken to carry into effect the question or by-law until that question or by-law has been presented to Council for reconsideration.
- (vii) If a motion to reconsider is carried in the affirmative, it shall not be in order to reconsider the subject matter of the question or by-law until the next subsequent meeting of Council. The question or by-law being considered shall be stated in the exact manner in which it was first presented and shall be subject to the rules of debate and amendment outlined herein.

d. Point of Order or Privilege:

- (i) It shall be in order for a Member to raise a point of order or privilege, except when a member is speaking, during the verification of a vote, or immediately following the affirmative disposition of a motion to put the main motion. A point of order or privilege may be made verbally, and does not require a seconder.
- (ii) The Presiding Officer shall preserve order and decide questions of order.
- (iii) When a member raises a point of order (s)he shall ask leave of the Presiding Officer to raise the point of order and after leave is granted (s)he shall state the point of order to the Presiding officer, and remain silent until the Presiding Officer has decided and stated the point of order by quoting the appropriate section of this By-Law, or in the absence of a specific reference, the reason for the decision.
- (iv) Thereafter a Member shall only address the Presiding Officer for purpose of appealing the Presiding Officer's decision to the Council.
- (v) If no member appeals, the decision of the Presiding Officer shall be final. The Council, if appealed to, shall decide the question without debate and its decision shall be final. After a point of order has been raised and decided, Council shall resume its proceedings.
- (iv) Where a Member consider that his/her integrity or the integrity of the Council as a whole has been violated, (s)he may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of Council to the matter and such shall be dealt with in the same manner as a point of order.