



## Governing Procedures of Meetings for the Town of Gambo

---

Resolution Number: 2023-04-24-128

Date Approved: April 24<sup>th</sup>, 2023

---

### **Objective:**

This regulation will help to keep the Council meetings in order and help with procedures, rules and how to apply them in their meeting.

### **Scope:**

This regulation applies to the Council of the Town of Gambo.

### **REGULATION:**

#### **Meeting of Council:**

1. **Rules and Regulations:** In all proceedings to be taken in the Town of Gambo, the following rules and regulations shall be observed, and shall be the Rules and Regulations for the order and dispatch of business in the Council.
2. **Regular Meeting of Council:** A Regular Meeting of Council shall be held every three weeks. Council by majority vote may name the date on which the meeting shall be held and the hour of the meeting. Municipal legislation requires Council to hold a minimum number of meetings with the requirement that the public be able to attend. There will be a maximum number of twelve persons attend a Regular Meeting of Council in the gallery. Further, any member of the public may join the meeting by calling five minutes prior to the start of the meeting to listen to the proceedings. A public notice will be advertised on the Town of Gambo Facebook page three days prior to the scheduled meeting with the required instructions on the procedure to join the meeting. All persons attending in-person or via telephone will not be permitted to speak unless authorized previously by the Mayor or Chairperson.
3. **Who to Preside at Meetings:** Every meeting of the Council shall be presided over by:
  - a. The Mayor, or in their absence the Deputy Mayor, shall preside at all meetings of the town council.
  - b. Where both the Mayor and Deputy Mayor are absent from a meeting, the other councillors shall appoint a temporary chairperson who may exercise the powers and carry out the duties of the Mayor at the meeting.
  - c. The Mayor or other person presiding at a meeting of a town council may, when they speak on a subject, be replaced as the presiding person by the Deputy Mayor or temporary chairperson for the time during which the mayor or presiding person is speaking.
4. Any four Council members present at a meeting shall form a quorum.
5. **Who Shall Attend Meetings:**
  - a. The Town Clerk/Manager and Administrator shall attend Council meetings.
  - b. The Town Foreman shall attend all regular Council meetings upon request.



## **Governing Procedures of Meetings for the Town of Gambo**

c. The Town's Solicitor, the Engineer and others retained by the Town, shall attend Council meetings when requested by Council.

### **Order of Procedure:**

6. Mayor to take Chair as soon as Quorum: Mayor will call the meeting to order at the predetermined time as long as there is a Quorum. As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the Chair and call the meeting to order.
7. Proceedings in Absence of the Mayor: Should the Mayor not be present within five minutes after the time appointed, the Deputy Mayor shall take the Chair, call the meeting to order and proceed with the business until the arrival of the Mayor who will then assume the duties of the Chair.
8. Appointment of Chairperson in absence of Mayor and Deputy Mayor: In case neither the Mayor nor the Deputy Mayor attends within five minutes of the time appointed, the remaining council members shall appoint from among them who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
9. Meeting to Adjourn if no Quorum Present in Fifteen Minutes After Appointed Time: If there is no quorum present within fifteen minutes of the time appointed, the Town Clerk/Manager shall take down the names of the members then present and the Council shall, subject to the provisions of Rules and this By-Law, stand adjourned until the next regular meeting.

### **Minutes:**

10. Confirming Minutes: Immediately after the Mayor or Chairperson takes his/her seat, the minutes of the preceding meeting shall be submitted for confirmation, and shall, if found correct, be signed by the Mayor or Chairperson and the Town Clerk.
11. What Minutes Shall Contain: Such minutes shall contain:
  - a. All resolutions and motions passed with the names of the movers and seconders.
  - b. A Mention of reports, petitions, and other documents of record submitted to the Council, only by their respective titles, or by a brief description of their purpose, except accepted reports which shall be entered at length or separately.
  - c. Corresponding minutes of preceding minutes: If there is any objection made to the minutes of the preceding meeting, the member making it shall state the grounds of his/her objection without comment, and if the Council agrees, then the minutes shall be altered accordingly but without debate.
12. Amending Minutes: If all members do not agree in the proposed alteration, then a motion must be duly made and seconded to amend the minutes to meet the objection which shall then be debateable.
13. Order of the Day: For each regular meeting of the Town Council, the Town Clerk/Manager shall have prepared, typed and mailed or delivered to each of the members, at least three days before the date of the meeting, the Order of Business as follows:



## Governing Procedures of Meetings for the Town of Gambo

### Agenda

1. Approval of the Agenda as presented
  2. Review and Adoption of the Minutes
  3. Business Arising out of Minutes
  4. New Business (to include plans and applications to Council)
  5. Correspondence
  6. Committee Reports
    - i. Liaison Reports
  7. Deferred Business
  8. Town Clerk/Manager's Report
  9. Mayor's Report
  10. Deferred
  11. Adjournment
14. Business to be Taken up in Order: The business of the Council shall in all cases stick to the Agenda and be taken up in the order in which it stands based upon the agenda unless changed by a majority decision of members present.
15. Additional Business List: In addition to the Order of Business as per Rule 13, the Town Clerk shall prepare a list of additional business – business which has arisen during the three days prior to the meeting.
16. Consideration to Deferred Business: The Council, by mutual consent, or by a majority vote, may at any time direct that any item of deferred business may be taken up, except such as has been deferred to a specified time.
17. Special Meetings: When a special meeting is called for the consideration for particular business, the order of business outlined in Item 13 of these rules shall not apply but the Council shall proceed to the consideration of the particular business for which the meeting was called, and if there is more than one item of such business, the mayor shall designate the order in which the same shall be taken up. No other business shall be considered except as is specified in the notice calling the meeting unless otherwise decided by a majority vote of all members present.

### Points of Order:

18. Order and Decorum: The Mayor or Chairperson at any meeting shall preserve order during the debate and maintain decorum of the Chamber at all times.
19. Point General: The Mayor or Chairperson may call any member to order at any time and any member may raise a point of order
20. Mayor and Chairperson to Decide Points of Order: The Mayor or Chairperson shall decide all points of order and shall state his/her reason for any such decision without unnecessary comment.
21. Debate to Cease When Member Called to Order: If a member is called to order while debate is in progress, the debate shall be suspended and the member called to order shall not speak until the point of order has been stated and determined by the presiding officer. Such member may rise to



## **Governing Procedures of Meetings for the Town of Gambo**

explain or appeal the decision of the Chair, and the Council, if appealed to, shall decide the point, but without debate.

22. Appeal From Decision of Chair: When an appeal is made from the decision of the Chair on a point of order, or ordering a member to retire from the meeting then in progress, such appeal shall be submitted by the Clerk to the Council by the question, "Shall the decision of the Chair be sustained?" The question shall be decided without debate. The Chairperson shall then rule according to the decision of the Council.
23. Mayor Shall Decide Which Member to Speak: If two or more members arise to speak at one time, the Mayor or Chairperson shall name the member who, in his/her opinion, has the right of precedence.
24. Decorum During Debate: Any member, when about to speak, shall address himself/herself to the question under debate and avoid personalities and not refer to the presiding officer or to any member of the Council except in a respectful manner.
25. Member Speaking not to be Interrupted: When a member is speaking or a question is being asked, no member shall hold any private discourse, or make any noise or disturbance, or interrupt a speaker, except to raise a point of order, explain, or ask an explanation.
26. Temporary Chairperson: If the Mayor or Chairperson desires to leave the Chair for the purpose of taking part in the debate or otherwise, he/she shall call another member of the Council to fill his/her place until such time as he/she resumes Chair, or until the meeting adjourns. The Chairperson cannot resume the Chair until the subject under discussion has been dealt with and a vote taken.
27. Powers of Deputy or Chairperson: While acting within the authority vested by the Town Charter in the Mayor; the Deputy Mayor and in his/her absence, the Chairperson elected by the Council to preside at any meeting, may do anything authorized or required to be done by the Mayor.
28. Chairperson not to Take Part in Debate: Except as to minor observations on any matter before the Council, or when stating his reasons for deciding a point of order, or for giving a casting vote, the Chairperson shall not take part in any discussion on a pending question without leaving the Chair. The Mayor or Chairperson who has left the Chair to take part in debate shall be subject to the regular rules of order.
29. Disorderly Persons: The Mayor or Chairperson may expel and exclude from a meeting any member of the Council or other person who has been guilty of improper conduct at such meeting, and in the case of the exclusion of a member of the Council, an entry shall be made in the minutes of the reason for such exclusion.
30. Violations of Order and Decorum: If any member used insulting or improper language to the presiding officer or any member refuses to apologize when so directed by the Chairperson, or wilfully obstructs the conduct of business, he/she may be ordered by the Chairperson to retire from the Chamber for the remainder of that meeting, and if he/she refuses to do so, he/she, by order of the Chairperson, may be removed from the Chamber by the Police.





## **Governing Procedures of Meetings for the Town of Gambo**

41. Failure of Mayor to Call Special Meeting: If the Mayor refuses or neglects to call a Special Meeting of the Council within 48 business hours of receiving the request, the two Councillors requesting the Special Meeting can then call the Special Meeting.
42. Failure to Receive Notice of Meeting: Failure to receive the notice of a Regular or Special Meeting of Council by a member shall not affect the legitimacy of the meeting. Any notice to attend meetings of Council sent by Canada Post, telephone (including voicemail) or electronic means to the individual shall be deemed sufficient notice of summons to attend meeting.
43. Meetings Open to Public: Special Meetings of the Council, like Regular Meetings of Council, must be open to the public, however, Council has the ability to have a Special meeting become a Privileged Meeting to discuss matters of a confidential matter. A Privileged Meeting of Council must be determined by a majority vote of the members present.
44. Public Notice of Special Meetings: Special Meetings shall be advertised to the public two (2) days in advance of the meeting.

### **Committees:**

45. Special Committees: The Council may, from time to time, appoint special committees for a special circumstance or event. These committees will cease to exist upon the conclusion of the event or special circumstance.
46. Mayor Ex-Officio Member of Committee: The Mayor shall be ex-officio member of all committees.
47. Quorum of Committees: A majority of the members of any committee, exclusive of ex-officio member, shall constitute a quorum.
48. Chairperson of Committees: Council shall approve, by a majority vote, the structuring and Councillor positions of all committees. The Mayor shall present, or a Councillor shall express their interest of the chairperson position, to Council. The Council will then vote on the matter. If the motion is passed then the affected Committee's will be dissolved and reinstated, if applicable, with the new structure in place. In the event that the motion is defeated, Council shall vote on the motion once again. After two defeated motions, the Mayor shall make a decision as to the chairperson of the committee.
49. Committee Members: Council shall approve, by a majority vote, any changes to the committees of Council including structuring and Councillor position appointments. In the event that committee structure changes are deemed necessary, the Mayor shall present the suggested changes to Council. The Council will then vote on the changes. If the motion is passed then the affected Committee's will be dissolved and reinstated with the new structure in place. In the event that the motion is defeated, Council shall vote on the motion once again. After two defeated motions, the Mayor shall make a decision as to the final committee changes.
50. Committee of the Whole: When Council goes into Committee of the Whole Meeting, the Mayor, if he/she so desires, may appoint the Deputy Mayor, or if he/she is absent, a member of the Council to preside over the meeting.



## **Governing Procedures of Meetings for the Town of Gambo**

31. Conditions for Resuming Seat: Any member removed from a meeting under provisions of Rule 30 may be permitted, by a majority vote of the meeting in progress, to resume his/her place on making an apology to the Chairperson and to any member or members insulted by him/her.
32. Length of Speeches: No member, without the consent of Council shall speak longer than 15 minutes at one time, or more than once on any motion, and once on any amendment thereto. Any member speaking after the amendment has been moved shall be deemed to be speaking to the amendment. The mover of a motion may speak twice.
33. Notice of Motions Must Be Written: Every notice of motion shall be delivered to the Town Clerk in writing during the meeting proceeding the date when such motion is to be made and all motions for any meeting shall be placed in the "Orders of the Day".
34. Motions Allowed When Question Under Debate: When a question is under debate the only motions in order shall be:
  - a. To extend the time of the meeting
  - b. To debate to a committee
  - c. To amend
  - d. To lay on the table
  - e. To postpone indefinitely or to a day certain
  - f. Deferred to the next meeting for further information
35. Motions Must be in Writing and Seconded: Every main motion shall be in writing and shall be read by the Mayor or Chairperson but shall be seconded before being put up or debated.
36. Withdrawal of Motion: When a motion has been moved and seconded, it shall be deemed to be in the possession of the Council and cannot be withdrawn except with permission of the seconder and mover.
37. Division of Motion of Question: Any motion has been moved and seconded it shall be deemed to be in the possession of the Council and cannot be withdrawn except with permission of the seconder and the mover. The same as 36?
38. Second Motion to Adjourn: No second motion to adjourn the Council or the debate shall be made until some intermediate proceedings have been had.
39. Notice of Motion to Rescind: No motion to rescind any resolution of the Council shall be allowed unless notice of the intention to move the same has been discussed at a meeting of the Council previous to that at which the same is moved.

### **Special Meetings:**

40. Special Meetings: The Mayor may at any time summons a Special Meeting of the Council and they shall summons a Special Meeting whenever requested so to do in writing by any two members of Council.





## Governing Procedures of Meetings for the Town of Gambo

### Miscellaneous:

51. When a Motion Contrary to Rules: When the Mayor or Chairperson is of the opinion that a motion which they have received and read is contrary to these rules, he/she shall advise the Council there-of and cite the rule of authority applicable.
52. Order to be Preserved: All individuals present, Councillors and members of the public, shall endeavor to ensure they do not make any unnecessary noise or disturbances or hold private conversations throughout the duration of the meeting.
53. Reading of Motion: Any member may have the motion under discussion read by the Clerk at any time during the debate on the same but not so as to interrupt a member speaking.
54. Motion to Postpone Indefinitely: A motion to postpone indefinitely shall not be amended and when any question before the Council has been postponed indefinitely, it shall not be taken up again during the same meeting.
55. Amendments to be Put in Writing: Every amendment to a main motion shall be put in writing by the mover and shall be decided upon or withdrawn before the original motion is voted on.
56. How Amendment is to be Noted: The presiding officer, when noting an amendment, shall:
  1. Read the motion as it appears; then,
  2. Read the proposed amendment; and then,
  3. Read the question as it would be if the amendment was carried.If the amendment is not carried, then the main motion must be voted on, however, if the amendment is carried, the amended motion must be voted on.
57. Unanimous Vote: To make a vote officially unanimous requires a motion and a seconder. If such a motion is carried, it makes a unanimous vote out of a majority vote. This type of vote is usually utilized for elections and official protocols only.
58. To Expunge From Records: To expunge from records the proceedings of a meeting, or any part there-of, requires a unanimous vote.
59. To Close Debate: A motion to close debate requires a majority vote of members present.
60. To Suspend Rules: A motion to suspend rules requires a majority vote of members present.
61. Privilege: Whenever any matter of privilege arises it shall be taken into consideration immediately by Council.
62. To Amend: Except where otherwise noted, an amendment to a motion shall always be in order. Only one amendment shall be allowed to any one motion.
63. Privilege to Speak: Any individual or group may speak to Council during Regular Council Meetings provided a written request outlining their topic is sent to the Town Office at least three (3) days prior to Regular Council Meeting.



## Governing Procedures of Meetings for the Town of Gambo

64. Lay on the Table: If at any time, Council does not wish to consider a motion which is before it, or wishes to dispose of the proposed motion permanently without allowing it to come to a vote, an additional motion may be introduced to have the previously proposed motion lie on the table. This motion is neither debatable nor amendable and permanently disposes of the initial motion until a majority vote agrees to discuss it again.
65. The Rules of Order: May be amended by a majority vote of Council upon review of the proposed amendments.
66. Confidentiality at Meetings: Discussions at all Privileged and Committee Meetings are to be treated and held in confidence. Any action to be taken as a result of any of these meetings is to be made public at Regular Council Meetings./

### **Reservations or Rights:**

The Town of Gambo reserves the right to change, modify or cancel this regulation at any time as it deems necessary.

### **REVISION HISTORY:**

Revision:	Resolution:	Change Made:	Date:
1		Full review and edit	
2	2022-04-04-100	Addition to Special Meetings (section 43) re. Public Notice of Special Meetings	April 4, 2022
3	2023-04-24-128	Full review and edit	April 24, 2023

Signature: \_\_\_\_\_  
Mayor

Date: May 3 / 2023

Signature: \_\_\_\_\_  
Town Clerk

Date: April 24 / 2023