
C2 RULES OF ORDER BYLAW

1. The chair shall be taken precisely at the hour named for meeting. When no hour is named, the chair shall be taken at ten o'clock in the morning. On the appearance of a quorum the Warden or Chairman shall call the Councillors to order; and the minutes of the preceding meeting shall then be read.
2. Before it shall be competent for any Councillor to make a motion, the Warden or Chairman shall have the privilege of bringing such matters as he may have in charge before the Council. He shall have the same privilege at any time, except when a question is actually under debate.
3. The Warden or Chairman shall preserve order, and endeavour to conduct all business to a speedy and proper result. Nothing but the business before the Council shall be spoken of until the chair is vacated.
4. The Warden or Chairman shall state every question properly presented to the Council, and before putting it to vote shall ask: "Is the Council ready for the question?". Should no Councillor offer to speak, he shall proceed with the question, after which no member shall be permitted to speak upon it.
5. The decision of the Warden or Chairman on points of order shall not be debatable, unless entertaining doubts upon the subject, he invites discussion. He may speak to points of order in preference to other Councillors, rising from his seat for that purpose, and shall decide questions of order, subject to an appeal to the Council by any two Councillors. On such appeal no Councillors shall speak more than once.
6. When an appeal is made from his decision, he shall put the question - "Shall the decision of the chair be sustained?".
7. It shall be the duty and privilege of any Councillor to call a member to order who violates any established regulation or rule of order.
8. A motion must be seconded, and afterwards repeated from the Chair, or read aloud before it is debated. It shall be reduced to writing if any member requires it.
9. All resolutions in reference to money shall be submitted in writing.
10. No Councillor shall speak more than twice upon any question and the originator of the motion shall have the general reply. The Council may give any member special leave to speak oftener.

11. While the Council is sitting, and any Councillor is speaking, no member shall be allowed to speak or whisper so as to interrupt him unless it be to speak to order, or to ask the Chairman for leave to explain. Leave to explain shall only permit the explanation of an actual misunderstanding of language.
12. When any Councillor intends to speak he must rise and respectfully address the Chair and confine himself to the question under debate. he must avoid personalities and unbecoming language, and sit down when he has finished. If more than one rise at a time, the Chairman shall decide who was up first and the member named by him shall speak.
13. No Councillor shall remain standing when another is speaking.
14. When any Councillor speaks to order, the question of order must be decided before the subject under discussion is proceeded with.
15. When any question is called for and a division demanded, the Councillors voting in the affirmative shall rise.
16. When any motion is made and seconded, it must be determined by the question being put, unless it is withdrawn by the mover, or the adjournment is moved.
17. When any motion is put from the Chair, and an amendment is moved thereto, no amendment to such amendment shall be allowed.
18. An amendment to a resolution shall be put from the Chair and decided first, and the original resolution shall not be put, unless the amendment is decided in the negative.
19. On an amendment to "Strike out and insert", the paragraph to be amended shall first be read as it stands; then the words, proposed to be struck out, and those to be inserted; and finally the paragraph as it would stand if so amended.
20.
 - (1) Any question decided by the Council shall be open for reconsideration at any future meeting, or if it be the last of said meetings, then at the conclusion of the business of that sitting before the Council adjourns.
 - (2) No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.
21. When a Councillor is called to order he shall keep his seat until the point is determined.

22. If any Councillor in speaking impeaches the motives of another Councillor or treats him with personal disrespect, or passes between him and the Chair while he is speaking, or uses unbecoming language, or wilfully violates any of the regulations or rules of order, he shall be deemed guilty of violation of order, and may be censured by the Chairman.
23. Any Councillor who objects to a decision of the Chair, may, seconded by any other Councillor, appeal from such decision to the Council.
24. Any conversation by whispering or otherwise, which is calculated to disturb a Councillor while speaking, or hinder the transaction of business, shall be deemed a violation of order, and if persisted in shall receive censure.
25. Every member shall be heard in his place touching any charge brought against him as such, or any motion by which his private interest may be affected; but shall withdraw before the Council proceeds therein.
26. When any question is decided by vote the names or numbers of those voting, both in affirmative and negative, shall be entered in the minutes if required by any Councillor.
27. When any Councillor presents a Petition, he shall acquaint the Council with its purpose, and ask leave for it to be read, which request must be seconded before it is read.
28. When any question is before the Council, the only motions in order shall be 1st, to adjourn; 2nd, to lay on the table; 3rd, to postpone indefinitely; 4th, to postpone to a definite period; 5th, to amend; or 6th, to refer.
29. A motion to adjourn shall always be in order except in the following cases 1st, when a member is in possession of the floor; 2nd, While the yeas and nays are being called; 3rd, While the members are voting; 4th, When adjournment was the last preceding motion.
30. The following questions shall be decided without debate: 1st, A motion to adjourn; 2nd, A motion to lay on the table, when claiming privilege over another motion; 3rd, A motion to reconsider; 4th, All motions as to priority of business, or taking up particular business; 5th Applications for leave to speak more than the prescribed number of times.
31. When the Council makes any order or expresses any decision, the form of such order or decision shall be "Resolved" or "Ordered" or any other fit word, so that the meaning is clear.

- 32. The Clerk shall notify the first Councillor named on any Committee of his appointment by furnishing him with a copy of the resolution appointing the Committee.
- 33. All questions arising in the Council shall be decided by a majority of vote and the Warden, Deputy Warden or Chairman presiding shall have a right to vote on all questions before the Council; and in the event of a tie when a vote is taken, the question then put to the Council shall be considered as determined in the negative.
- 34. In all matters pertaining to the management and good order of the proceedings of Council not covered in this bylaw, the latest revised edition of Robert's Rules of Order shall be the rules governing procedure in Council.

Passed by Council this 16th day of **OCTOBER**, A.D., **1990**.

Ronald T. Grant

Ronald T. Grant
Municipal Clerk

BYLAW C2

Reference: Consolidated Bylaws 1990

First ReadingSeptember 18, 1990

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Ministerial ApprovalNovember 7, 1990