

# THE CORPORATION OF THE VILLAGE OF COBDEN

## BY-LAW # 1999-7

WHEREAS Section 104 of the Municipal Act R.S.O. 1980 as amended, authorizes the Council of every municipality to pass by-laws for governing the proceedings of its council, the conduct of its members and the calling of meetings;

AND WHEREAS the Council of the Corporation considers it advisable to pass such a by-law;

THEREFORE the Council of the Corporation of the Village of Cobden Enacts as follows:

1. In this by-law
  - a) "Village" means the Village of Cobden.
  - b) "Council" means the Council of the Corporation of the Village of Cobden.
  - c) "Clerk" means the Clerk of the Corporation of the Village of Cobden.
  - d) "Member" means a member of the Council and includes the head of Council.
  - e) "Calendar Year" means the period from January 1st of any one year to and including December 31st of the same year.
  - f) "Recorded Vote" means the recording of the name and vote of every member voting on any matter or question.
  - g) "Committee of the Whole" means all members present at a meeting sitting in committee.
  - h) "Official" means any employee of the Corporation of the Village of Cobden.

### General

2.
  - a) The rules and regulations contained in this By-law 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 Committee of Council.
  - b) Meetings of all Standing and Special Committees of Council shall be open to the public unless otherwise decided by the Committee and subject to the provisions of this By-law, all persons may address a committee on any item which is on the meeting agenda.
3.
  - a) Any person desiring to be heard at a Council Meeting should request the Clerk prior to the printing of the agenda of the meeting at which said persons desires to be heard. The request shall state the nature of the Business to be discussed. The request shall be delivered to the Clerk by 4PM five (5) working days before the scheduled meeting. Persons addressing Council shall confine their remarks to the stated business and shall not exceed 15 minutes per delegation.
  - b) The request to be heard by Council shall be in writing. It shall state the organization which he/she represents, the name of the spokesperson, the topic wishing to be discuss with adequate details and the questions or concerns expecting reply. A Delegation Form is available at the Municipal Office if needed.

### Inaugural Meeting

4. The first meeting of a newly elected Council after a regular election shall be held on the first Tuesday in December at 7:00 p.m. The Reeve elect and Clerk shall be responsible for the content of the Agenda for the inaugural meeting.
5. Regular Council meetings of Council shall be held on the second Tuesday of each month at 7:00 p.m. unless otherwise specified by resolution of the Council.

### Special Meeting

6. The Reeve at any time may summon a special meeting of the Council and it shall be his duty to summon a special meeting whenever so requested by a majority of the members of Council. Twenty-four hours notice shall be necessary for all special meetings of Council.
7. A special meeting of Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting, except with the unanimous consent of all members present at such meeting.
8. It shall be the responsibility of the Clerk or his/her representative to forward all notices and agendas for regular and special Council meetings.

### Order of Proceedings in Council

9. As soon after the hour fixed for the meeting as there is a quorum present the Reeve shall take the chair and call the members to order. A majority of the members of the Council shall constitute a quorum.
10. a) In case the Reeve does not attend at the time appointed, one of the Councillors, (in an Alphabetically rotating basis) shall call the members to order and if a quorum is present, shall preside during the meeting or until the arrival of the Reeve.
11. The Reeve shall preserve order and decorum, decide questions of order and without unnecessary comment, cite the rule or authority applicable to the case if called upon to do so.
12. The Reeve may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed negative.
13. The Reeve may take part in any debate without leaving the Chair. If the Reeve desires to introduce a motion or by-law, he shall leave the Chair for that purpose and shall call on another member of Council to fill his place until he resumes the Chair.

### Rules of Debate in Council

14. Every member when speaking to any question or motion shall respectfully address the Reeve or other presiding Officer.
15. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
16. No member shall speak to the same question or in reply for longer than five minutes. With the leave of Council, successive extensions of five minutes may be granted.
17. a) A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.  
b) All questions shall be stated briefly and questions shall not be used as a means of making statements or assertions.

- c) Questions may be asked only
  - i) of the previous speaker
  - ii) of the Reeve, and
  - iii) of an official of the Village of Cobden

18. No member shall
- 1) Use offensive words or unparliamentary language in or against the council or against any member;
  - 2) Speak on any subject other than the debate.

#### Agenda in Council

19. No member or official shall present any matter to the council for its consideration unless:
- 1) The matter appears on the agenda for that meeting of the Council or
  - 2) In the case of a Regular meeting, leave is granted to present the matter by majority of Council.
20. The Clerk shall have prepared and printed and delivered 2 full working days in advance the regular meeting of Council an agenda under the following headings:
- 1) Opening Prayer
  - 2) Declaration of an Open Meeting
  - 3)
    - a) Adoption of the Order of Business
    - b) Delegations
  - 4) Adoption of the Minutes
  - 5) Reports & Addendums
  - 6) Correspondence
  - 7) Finance
  - 8) By-laws
  - 9) Old Business
  - 10) New Business
  - 11) End of Meeting

21. The agenda for all special meeting of Council shall be prepared and printed as the Reeve or Presiding Reeve may direct.

22. All matters to be placed on the agenda shall be delivered to the Clerk by 4PM five (5) working days before the scheduled regular council meeting.

#### Reconsideration of Council Decisions

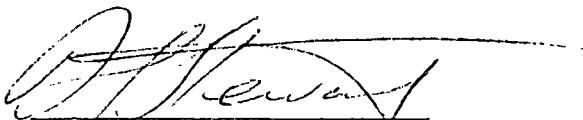
23. After any question has been decided the following shall prevail:
- a) any time one Calendar year after the question has been decided, the subject matter of the question shall be a proper matter to be brought forward as though it were a new question.
  - b) An item can be brought back to Council before a twelve month period with a majority of Council.

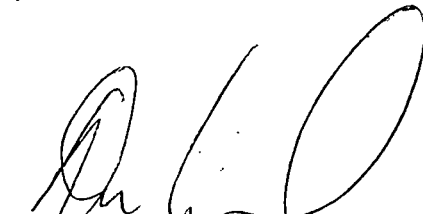
#### Curfew

24. No item of business may be dealt with at a Council meeting after Ten (10) p.m. without the approval of the Majority of Council.
25. A meeting for the purposes of a Council per diem must be in total at least 1 hour in length. A combination of meetings totalling 2 hours excluding meetings under 30 minutes shall consist of a Paid meeting terminating with term of Council. Committee meetings do not receive a per diem.

26. There shall be no planned meeting with a scheduled duration of more than 3 hours without the unanimous consent of all members of council.
27. There shall be no schedule stacked meetings without the unanimous consent of all members of Council.
28. Any previous bylaw or portion thereof inconsistent herewith be and is hereby repealed.
29. That this bylaw shall come into force and take effect on the date of passage.

READ a first, second and passed on the third reading this 9<sup>th</sup> Day of March 1999.

  
REEVE

  
CLERK ADMINISTRATOR

## DELEGATION FORM

Delegation Request for Cobden Council Meeting of \_\_\_\_\_.

ORGANIZATION: \_\_\_\_\_

SPOKESPERSON: \_\_\_\_\_

TOPICS DETAILS (adequately described)

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QUESTIONS OR CONCERNS EXPECTING REPLY

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SIGNATURE

**\*\*All matters to be placed on the agenda shall be delivered to the Clerk by 4PM five (5) working days before the scheduled regular council meeting.**

**\*\*Delegation shall be limited to 15 minutes.**

**\*\*Delegation will be timed and must abide by the scheduled time duration.**