



VILLAGE OF SAYWARD

BYLAW NO. 416 Village of Sayward Council Procedure Bylaw, 2015 (Consolidated)

A BYLAW TO ESTABLISH THE RULES OF PROCEEDINGS FOR THE COUNCIL OF THE VILLAGE OF SAYWARD PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*.

The following is a consolidated version of Bylaw No. 416, Village of Sayward Council Procedure Bylaw No 419, 2015, and includes the following amendment bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
423	Council Procedure Amendment Bylaw No. 423, 2016	March 15, 2006	To amend Part 2, section 5(2)(b)
471	Council Procedure Amendment Bylaw No. 471, 2021	May 4, 2021	To amend Part 2, section 5(2)(b) To amend Part 2, section 8, by adding (4) To amend Part 4, section 16(1)(a) To amend Part 4, section 16(1)(o) To amend Part 4, section 19, by adding (6) To amend Part 4, by adding section 20

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**VILLAGE OF SAYWARD
BYLAW NO. 416**

A BYLAW TO ESTABLISH THE RULES OF PROCEEDINGS FOR THE COUNCIL OF THE VILLAGE OF SAYWARD PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*.

The Municipal Council of the Village of Sayward enacts as follows:

PART 1 – INTRODUCTION

Title

1.) This Bylaw may be cited as the “**Council Procedure Bylaw No. 416, 2015**”.

Definitions

2.) In this Bylaw,

"Village Office" means the Village Office located at 652 H’Kusam Way, Sayward, British Columbia;

“Village Web Site” means the information resource found at an internet address provided by the Village;

“CAO” means the Chief Administrative Officer for the Village;

"Committee" means a standing, select, or other committee of Council, but does not include Committee of the Whole;

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the Village;

“Council” means the Council of the Village of Sayward;

“Mayor” means the Mayor of the Village of Sayward;

“Public Notice Posting Places” means the Notice Board at the Village Office and the Village Website;

Application of rules of procedure

- 3.) (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, *The New Robert's Rules of Order, 11th edition, 2011* is:
- (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 4.) (1) Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 5.) (1) All Council meetings must take place within Village Office except when Council or the Mayor decides to hold meetings elsewhere.
- (2) Regular Council meetings must:
- (a) be held on a schedule that generally follows the first and third Tuesday of each month, and
 - (b) begin at 7:00 pm;
 - (c) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 30;
 - (d) when such meeting falls on a statutory holiday, be held on the next Tuesday or a time determined by Council;
- (3) Regular Council meetings may:
- (a) be cancelled or rescheduled by Council, provided that two consecutive meetings are not cancelled; and

(b) be postponed to a different day, time and place by the Mayor, provided at least 2 days written notice is given.

Notice of Council Meetings

6.) (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before December 31st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places; and give notice in accordance with Section 94 of the *Community Charter*.

(2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of special meetings

7.) (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

(a) posting a copy of the notice at the Public Notice Posting Places, and

(b) leaving one copy of the notice for each Council member in the Council member's mailbox at Village Office.

(c) contacting each member of Council by telephone to notify them of the special meeting.

(2) The notice under subsection (1) must describe in general terms the purpose of the meeting.

Electronic meetings

8.) (1) Provided that conditions set out in Section 128 (2) of the *Community Charter* are met regular or special Council meetings may be conducted by means of audio electronic or other communication facilities provided that the members participating have received a copy of the agenda material.

(2) The member presiding at a Council or Council committee meeting must not participate electronically.

(3) No more than 2 members of Council at one time may participate at a Council or Council Committee meeting under Section 8 (1).

(4) Notwithstanding subsections 8 (2) and (3), in an emergency, special circumstances or public health event that prevents or restricts members from being able to physically meet in one location, members may participate in a meeting by means of electronic or other communication facilities provided that the rationale for the electronic meeting is agreed to by members and endorsed by a resolution explaining the rationale at the beginning of the meeting.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 9.) (1) In December of each year Council must, from amongst its members designate a Councillor to serve as Deputy Mayor who is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) The Councillor designated under section 9 (1) must fulfil the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9 (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9 (1) or chosen under section 9 (3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 10.) (1) Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 and Division 2 of Part 5. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

- 11.) (1) Except where the provisions of section 90 of the *Community Charter* apply all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- (a) COTW,

- (b) standing and select committees,
- (c) parcel tax review panel,
- (d) board of variance,
- (e) advisory committees.

i.) Despite Section 11 if the presiding member considers that a person at the meeting is acting improperly, the member may order that the person be expelled from the meeting.

ii.) If the person who is expelled does not leave the meeting, a peace officer may enforce the order as if it were a court order.

Minutes of meetings to be maintained and available to public

- 12.) (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting following the meeting at which the minutes are adopted.
- (2) Subject to subsection 12 (3) and in accordance with section 97 (1) (b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at Village Office during its regular office hours.
- (3) Subsection 12 (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

- 13.) (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. Where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- 14.) (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 15.) (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for submissions by the public to the CAO of items for inclusion on the Council meeting Agenda must be noon on the Wednesday prior to the meeting.
 - (3) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.

Order of proceedings and business

- 16.) (1) The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) Introduction of late items;
 - (c) Approval of agenda;
 - (d) Adoption of minutes;
 - (e) Public and statutory hearings;
 - (f) Petitions and delegations;
 - (g) Correspondence and emails;
 - (h) Council Reports;
 - (i) Reports of committees and COTW;
 - (j) Mayor’s Report;
 - (k) Unfinished business;
 - (l) Staff Reports;

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(m) Reports from Fire Chief, Public Works Supervisor, Recreation Coordinator and Emergency Program Coordinator;

(n) Bylaws;

(o) New business and Notice of Motions;

(p) Question and Answer Period (Maximum 15 minutes);

(q) Adjournment.

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

17.) (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.

(2) If the Council makes a resolution under section 17 (1), information pertaining to late items must be distributed to the members.

Voting at meetings

18.) (1) The following procedures apply to voting at Council meetings:

(a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;

(b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"All in favour." and then "Those opposed."

(2) When the presiding member is putting the matter to a vote under section 18 (1) (a) and (b) a member must not:

(a) cross or leave the room;

(b) make a noise or other disturbance, or;

(c) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;

(d) after the presiding member finally puts the question to a vote under section 18 (1) (b), a member must not speak to the question or make a motion concerning it;

- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative. Where the number of votes on a motion are equal, the motion is defeated and the presiding member shall so indicate;
- (h) the presiding member must state the names of members voting in opposition to the motion; and
- (i) the result of the vote and the names of the members voting in opposition to the motion shall be recorded in the minutes.

Delegations

- 19.) (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application has been received by the CAO by noon on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the CAO as prescribed in section 19 (1), an individual or delegation may address the meeting if approved by majority vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The CAO may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The CAO may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the CAO's decision, the information must be distributed under separate cover to Council for their consideration.
- (6) Council members must refrain from responding to requests or questions from a delegation, nor engage in debate except to ask clarifying questions or to correct incorrect information. Following the delegation's presentation, Council may:

- (a) refer the request to staff, a Committee of the Whole meeting for a report or further investigation if the matter relates to Village funding or village resources, current priorities or initiatives;
- (b) take no further action;
- (c) table that matter to a meeting closed to the public if Section 90 of the *Community Charter* applies to the matter; or
- (d) consider the matter at the meeting at which the delegation has appeared or consider the matter at a future regular meeting of Council.

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Correspondence

- 20.) (1) If correspondence is to be considered by Council or its Committee it must include the author's full name and current contact information including, at a minimum, the author's residential address, and telephone number or e-mail address.
- (2) The deadline for correspondence from the public to the Corporate Officer of items for inclusion on the meeting agenda is 12:00 p.m. on the Wednesday prior to the meeting.
- (3) The Corporate Officer will neither respond to nor place on an agenda any correspondence which, is anonymous, illegible, or defamatory.
- (4) Correspondence addressed to Mayor and/or Council:
- (a) that is related to staff performance will not be considered by Council and shall be referred to the CAO;
 - (b) that, in the Corporate Officer's determination, is of a purely administrative or operational nature shall be referred to the CAO or the appropriate Officer or Official, and copied to Council;
 - (c) that is related to an item of business before Council, a Committee, or Commission received after 12:00 PM on the Wednesday prior to the meeting, if that agenda has been published, will be distributed as a late agenda item.
 - (d) that relates to the following will not be placed on an agenda:
 - (i) matters that have been decided upon by Council within the previous twelve (12) months;
 - (ii) matters that are of a purely administrative or operational nature; and

(iii) matters that have been referred to staff for a report, until the matter is before Council, Committee, or Commission.

(5) Notwithstanding subsection 20 (4) (c) correspondence unrelated to an item of business before Council, received after the deadline under subsection 20 (2) shall be included in a subsequent meeting agenda.

(6) Staff may prepare recommendations related to correspondence for Council, Committee, or Commission consideration.

(7) The provisions of subsection 19 (6) Delegations shall apply to any correspondence included in an agenda for which a proposed resolution has not been provided.

Points of order

21.) (1) Without limiting the presiding member's duty under section 132 (1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:

(a) if the motion is contrary to the rules of procedure in this bylaw, and

(b) whether or not another Council member has raised a point of order in connection with the motion.

(2) When the presiding member is required to decide a point of order:

(a) the presiding member must cite the applicable rule or authority if requested by another Council member,

(b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and

(c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

22.) (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.

(2) Members must address the presiding member by that person's title of Mayor, by using the words "Your Worship" or "Mayor", or "Deputy Mayor".

(3) Members must address other non-presiding members by the title Councillor.

(4) No member may interrupt a member who is speaking except to raise a point of order.

- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
- (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and:
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (22) (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - i.) with the permission of Council, or

ii.) if the member is explaining a material part of a previous speech without introducing a new matter;

(b) a member who has made a substantive motion to the Council may reply to the debate;

(c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;

(d) a member may speak to a question, or may speak in reply, for longer than a total time of 3 minutes only with the permission of Council.

Motions generally

23.) (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(3) A Council member may make only the following motions, when the Council is considering a question:

(a) to refer to committee;

(b) to amend;

(c) to lay on the table;

(d) to postpone indefinitely;

(e) to postpone to a certain time;

(f) to move the previous question;

(g) to adjourn.

(4) A motion made under subsections (3) (c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to commit

24.) Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

- 25.) (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments generally

- 26.) (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.
- (7) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

- 27.) (1) Subject to subsection (5), a Council member may, at the next Council meeting,

- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted
 - (b) been reconsidered under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter],
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* is valid and has the same effect as it had before reconsideration.

Privilege

- 28.) (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

- 29.) Council may take any of the following actions in connection with a resolution it receives from COTW:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to COTW;
 - (d) postpone its consideration of the resolution.

Adjournment

- 30.) (1) A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

Copies of proposed bylaws to Council members

- 31.) A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of bylaws

- 32.) A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections;

Bylaws to be considered separately or jointly

- 33.) Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

- 34.) (1) The presiding member of a Council meeting may:
- (a) have the CAO read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object;
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*;
- (4) Subject to section 882 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present;
- (5) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting;
- (6) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 890 (9) of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

- 35.) After a bylaw is adopted and signed by the CAO and the presiding member of the Council meeting at which it was adopted, the CAO must have it placed in the Village's records for safekeeping.

PART 6 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- 36.) (1) At any time during a council meeting, Council may by resolution go into Committee of the Whole.

(2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

Notice for COTW meetings:

37.) (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 48 hours previously by posting a copy of the notice at the Public Notice Posting Places; and

(a) leaving a copy of the notice for each Council member in the Council member's mailbox at Village Office.

(b) contacting each member of Council by telephone to notify them of the COTW meeting.

(2) Subsection (1) does not apply to a COTW meeting that is called in accordance with section 36 during a Council meeting for which public notice has been given under section 6 or 7.

Minutes of COTW meetings to be maintained and available to public

38.) (1) Minutes of the proceedings of COTW must be:

(a) legibly recorded,

(b) certified by the Corporate Officer.

Presiding members at COTW meetings and Quorum

39.) (1) Any Council member may preside in COTW.

(2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.

(3) The quorum of COTW is the majority of Council members.

Points of order at meetings

40.) The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

41.) The following rules apply to COTW meetings:

(a) a motion is not required to be seconded;

(b) a motion for adjournment is not allowed;

- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of 3 minutes on any one question;
- (e) the chair may speak to a motion without vacating the chair, but must vacate the chair to move a motion.

Voting at meetings

- 42.) (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

- 43.) (1) COTW may consider reports and bylaws only if
 - (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

Rising without reporting

- 44.) (1) A motion made at a COTW meeting to rise without reporting:
 - (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36 (1), the Council meeting must resume and proceed to the next order of business.

PART 7 – COMMITTEES

Duties of standing committees

- 45.) (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;

(c) matters that are assigned by the Mayor.

(2) Standing committees must report and make recommendations to Council at all of the following times:

(a) in accordance with the schedule of the committee's meetings;

(b) on matters that are assigned by Council or the Mayor:

(c) as required by Council or the Mayor, or

(d) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of select committees

46.) (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

47.) (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.

(2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

48.) (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:

(a) posting a copy of the schedule at the Public Notice Posting Places; and

(b) providing a copy of the schedule to each member of the committee.

(2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.

(3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 47 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

- 49.) Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee meetings to be maintained and available to public

- 50.) Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the person designated to record minutes,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) filed in date order in the Village Office for public inspection in accordance with section 97 (1) (c) of the *Community Charter*.

Quorum

- 51.) The quorum for a committee is a majority of all of its members.

Conduct and debate

- 52.) (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible, and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

- 53.) Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – GENERAL

- 54.) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 55.) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].
- 56.) Village of Sayward Procedure Bylaw No. 386, 2011 and 388, 2011 are repealed.

Read a first time this 8th day of September 2015.

Read a second time this 8th day of September 2015.

Read a third time this 8th day of September 2015.

Adopted this 17th day of November 2015.

Original signed by “J. MacDonald”

Mayor

Original signed by “D. Kiedyk”

Chief Administrative Officer

Public Notice of the intention to adopt this bylaw was given by way of advertising in the Campbell River Mirror on the 30th day of October, 2015 and in the November 2015 edition of the Sayward News.