

BYLAW NO. 13-692
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of
Alberta, to establish the procedures for the conduction of Regular,
Organizational and Special Council meetings.**

Meeting Procedure Bylaw

1. This Bylaw is called the "Meeting Procedure Bylaw".
2. The definition of any word or term used in this bylaw which is defined in the Municipal Government Act shall have the same definition as the word or term as specified in the Municipal Government Act.

Application

3. This Bylaw shall govern Regular Council Meetings, Organizational Meetings and Special Council Meetings.
4. When a matter arises related to the proceedings in a meeting which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to *Robert's Rules of Order*.
5. In the event of a conflict between the provisions of this Bylaw and *Robert's Rules of Order*, the provisions of this Bylaw shall apply.

Meetings of Council

6. At the Organizational meeting each year, Council shall establish the dates and times in which to hold regular Council meetings.
7. When the meeting day falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
8. As soon as there is a quorum present after the hour fixed for the meeting, the Chair shall take the Chair and call the meeting to order. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next Regular or Special Council meeting.

9. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.
10. In the case that the Reeve and the Deputy Reeve are not in attendance within thirty (30) minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chair shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

Agendas and Order of Business

11. Prior to each Regular meeting, the Chief Administrative Officer shall prepare a statement of business to be known as the “Agenda” of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 12:00 noon, Tuesday of the week prior to the Regular Council meeting.
12. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:30 p.m., the Thursday before the Regular meeting.
13. Where the deadlines in Sections 11 and 12 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the Regular meeting.
14. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 - a. Call to Order.
 - b. Adoption of Agenda.
 - c. Adoption of the previous minutes.
 - d. Business arising out of the minutes.
 - e. Public Hearings.
 - f. Delegations.
 - g. Bylaws.
 - h. Old Business.
 - i. New Business.
 - j. Councillor Reports.
 - k. Correspondence.
 - l. Confidential items.
 - m. Adjournment.
15. The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

16. Once the agenda has been adopted by Council, matters may only be added to the agenda by resolution with the support of two-thirds (2/3) of the Council Members present.
17. The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.
18. Draft bylaws and policies are to be placed initially on the Committee of the Whole or Policy Review Committee agendas, as appropriate, prior to being presented at a Regular or Special Council meeting, unless otherwise directed by Council by resolution or unless the matter is emergent and there is no opportunity to place the item on the agenda of a Committee of the Whole or Policy Review Committee meeting agenda prior to being placed on a Regular or Special Council meeting agenda.

Conduct of Meetings

19. Every Council member, delegation and staff member shall address the Chair, but shall not speak until recognized by the Chair.
20. The Chair may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Chair.
21. Procedures for the conduction of Public Hearings shall be established by Bylaw approved by Council.

Motions

22. A Council Member wishing to make a motion shall indicate same to the Chair by utilizing the method specified by the Chair. This may include using an electronic device such as a button on a microphone or other such similar electronic device or, in the absence of such a device or at the discretion of the Chair, the Council Member may indicate their intention to place a motion on the floor by lifting his or her hand and waiting for the Chair to recognize them prior to proceeding with making the motion.
23. Motions do not require a seconder.
24. A motion may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
25. Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
26. The mover of a motion shall be present when the vote on the motion is taken.

27. The following motions are not debatable by Council:
 - a. Adjournment.
 - b. Take a recess.
 - c. Question of privilege.
 - d. Point of order.
 - e. Limit debate on the matter before Council.
 - f. Division of a question.
 - g. Table the matter.
28. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Chair so determines in his or her opinion it is appropriate to do so.
29. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the chair shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.
30. A motion to adjourn the meeting shall be in order except:
 - a. When a Councillor is in possession of the floor; or
 - b. When it has been decided that the vote now be taken; or
 - c. During the taking of a vote.

Delegations

31. Council will allow delegations to attend Council meetings in accordance with the provisions of this Bylaw. Delegations are normally to present to the Committee of the Whole, but where time restrictions or other issues require, the Reeve may permit a delegation to be placed on the Regular or Special Council agenda.
32. Anyone wishing to be heard before Council at a Council meeting will be allowed to do so upon providing a written request for same to the Chief Administrative Officer prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
33. Notwithstanding the forgoing, Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving the Municipal District of Greenview No. 16.
34. Delegations shall be limited to a five (5) minute presentation period unless a longer period of time is approved by the Reeve prior to the meeting, or at the time that the meeting agenda is reviewed;

35. For each meeting, all delegations will be advised to attend the meeting at the same scheduled time, and delegations will be heard by Council sequentially in the order in which they appear on the agenda;
36. At the meeting, the Chief Administrative Officer shall indicate to the Chair when five (5) minutes have elapsed in the allocated presentation time. The Chair, upon being notified of the allocated time having expired, may request that the delegate wrap up their presentation or provide additional time;
37. In preparing audio/visual materials to be presented at the meeting, delegates are required to limit the number of PowerPoint slides, or such similar visual aids, or pictures and at all times such presentation is limited to the five (5) minute time restriction. Any such electronic presentation is to be provided by the Delegation via email or removable USB memory device, in a compatible file format, to the Executive Assistant prior to the date of the meeting;
38. Council will allocate no more than two (2) hours per meeting for receiving delegations;
39. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this Bylaw and any other Bylaw enacted by Council;
40. Delegates may only address the issue or topic identified in their delegation request;
41. Following the presentation, Council may ask questions of the delegate, and may discuss the subject of the presentation or defer discussion to a later date;
42. Any party wishing to attend a Council meeting as a delegation is restricted to one presentation on the same topic every six (6) months. Under exceptional circumstances, the Chair may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the six (6) month period. As well, this restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

Organizational Meeting

43. An organizational meeting of Council shall be held annually as required by the Municipal Government Act.
44. At the Organizational meeting, Council shall establish, by resolution, for the forthcoming year:
 - a. The selection of Reeve and Deputy Reeve.
 - b. The dates and times for the Regular Council meetings.
 - c. The dates and times for Standing Committees of Council including the Committee of the Whole.
 - d. Membership on Committees, Boards, Commissions, etc.
 - e. Any such other related business as required by the Municipal Government Act.

45. If the Organizational meeting follows the general municipal election, each Councillor shall take the prescribed Oath of Office as the first order of business.
46. Until the Reeve has been selected and has taken the Oath of Office, the Chief Administrative Officer shall Chair the meeting.

Electronic Meetings

47. Council may conduct Regular Council or Special Council meetings by means of electronic or other communication facilities.
48. A Councillor may participate in a Regular Council or Special Council meeting by means of electronic or other communication facilities.
49. Councillor who participate in meetings by means of electronic or other communications will verbally provide their vote to the Chief Administrative Officer.

General

50. The Chief Administrative Officer may publish the unadopted minutes.
51. Notice of a Council meeting or Council Committee meeting to the public is sufficient if the notice is posted in the lobby at the main Administrative Office of the Municipal District of Greenview.
52. Policies No. CO 05, CO-06 and CO-07 are hereby deleted.
53. This Bylaw shall come into effect at the first Regular Council or Special Council meeting that occurs after the meeting in which this Bylaw is given final reading.

Read a first time this 12 day of February, AD, 2013.

Read a second time this 26 day of February, AD, 2013.

Read a third time and finally passed this 26 day of February AD, 2013.

(Signed original on file)

REEVE

(Signed original on file)

CHIEF ADMINISTRATIVE OFFICER