

BYLAW NO. 38

A BYLAW OF THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING PROCEDURES FOR THE TRANSACTION OF BUSINESS BY THE COUNCIL OF THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21 IN THE PROVINCE OF ALBERTA.

WHEREAS, Section 145 (b) allows for the passing of a bylaw in relation to the procedure and conduct of Council, Council committees and other bodies established by Council, the conduct of Council and the conduct of members of Council committees and other bodies established by the Council; and

WHEREAS, the Council of the Municipal District of Clear Hills No. 21, in the Province of Alberta, desires to establish a procedural bylaw.

NOW THEREFORE, the Council of the Municipal District of Clear Hills No. 21, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This by-law applies to all Regular and Special Meetings of Council.
2. Agenda:
 - a) The agenda for each regular and special meeting shall be prepared by Administration and submitted together with copies of all pertinent correspondence, statements and reports to each Council member at least two (2) days prior to each regular meeting.
 - b) Any member of Council, M.D. official or any other person wishing to have an item of business placed on the agenda for distribution to Councillors shall make the submission to the Administrator not later than 12:00 Noon on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of Administration to enable Council to deal with the matter.
 - c) Additions to the agendas shall be considered by Council and an item shall be placed on the agenda by resolution agreed to by 2/3 majority vote.
3. General Rules for Council Meetings:
 - a) Regular meetings of Council shall commence at 9:00 a.m. and adjourn at 4:00 p.m. unless members of Council present by a 2/3 majority vote, agree to an extension of time.
 - b) As soon after the hour of the meeting as there is a quorum present, the Reeve shall take the chair and call the meeting to order.
 - c) In case the Reeve or Deputy-Reeve is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present, the Administrator shall call the meeting to order and a chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy-Reeve.
 - d) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the Administrator shall record the names of the members of Council who are present and the meetings shall

be adjourned until the next regular meeting unless a special meeting is duly called in the meantime.

- e) The Reeve or presiding officer shall preserve order and shall decide questions of order and the decision shall be final unless reversed or altered by a majority vote of members present.
- f) Members shall address the presiding officer when wishing to speak.
- g) The presiding officer shall have authority and shall exercise their authority to set a time limit and the number of times that a member may speak on the same question or resolution having regard to the importance of the matter.
- h) A motion does not require a seconder.
- i) When a motion has been made and is being considered by Council, no other motion may be made and accepted, except:
 - i) a motion to refer the main question to some other group or person for consideration;
 - ii) a motion to amend the question;
 - iii) a motion to table the main question;
 - iv) a motion to postpone the main question to some future time;
- j) After the question is called, no member shall speak to question nor shall any other motion be made until after the result of the vote has been declared.
- k) All members of Council shall vote on all matters and voting shall be done by raising of the hand in a clear manner that can be easily counted by the presiding officer.
- l) Any resolution on which there is an equality of votes shall be deemed to be decided in the negative.
- m) Should a Council member show no indication of their voting position on an issue, his position will be registered as a NO vote
- n) If a member of Council arrives late, leaves before the meeting is adjourned or is temporarily absent from the meeting, it shall be so recorded in the minutes. The Administrator shall record in the minutes each time a member of Council excuses himself by reason of pecuniary interest.
- o) Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
- p) Any matter of meeting conduct that is not herein provided for shall be determined in accordance with "Roberts Rule of Order".
- q) Other general rules concerning Council meetings shall be covered under policies.

4 By-law Changes:

- a) This by-law shall not be repealed, amended or suspended except by a by-law unanimously passed at a regular or special meeting of Council at which all members are present.

READ for a FIRST time this _____ day of _____ A.D., 1998.

Marlene Maxwell, Reeve

Faye Kary, C.A.O.

READ for a SECOND time this _____ day of _____ A.D., 1998.

Marlene Maxwell, Reeve

Faye Kary, C.A.O.

READ for a THIRD time this _____ day of _____ A.D., 1998.

Marlene Maxwell, Reeve

Faye Kary, C.A.O.