



Clear Hills County

Effective Date: **September 28, 2010**

Policy Number: **1104**

Title: **COUNCIL MEETINGS**

1. Policy Statement

1.1 Clear Hills County will give guidance to the Council and Administration and to adequately deal with the business of the County.

2. Role of Chief Administrative Officer

2.1 The Chief Administrative Officer will prepare the agenda for the meeting in consultation with the Reeve.

2.2 The agenda will be prepared as to:

2.1.1 Provide a request for decision sheet in order to provide enough information to allow Council to consider the item or issue;

2.1.2 Set out the agenda in an orderly fashion;

2.1.3 Schedule delegations; and

2.1.4 Be delivered as per Procedural Bylaw prior to the meeting date.

2.3 Minutes of the meeting shall be prepared in a manner that will allow the Council to use the minutes as a reference of the proceedings of the meeting.

2.4 Previous meeting minutes shall be presented to Council at the next regular meeting for adoption.

2.5 Implement all resolutions of Council as soon as possible.

3. Role of Reeve

3.1 Reeve shall reside at all Council meetings when present and shall:

3.1.1 Ensure that all members of Council have a voice on any issue on the agenda; and

3.1.2 Conduct the meeting in a relaxed and orderly fashion.

3.2 The Reeve may participate in all discussions on any issue. They must not abuse the position as Reeve to influence Councillors on any matter.

3.3 The Reeve must vote on all motions unless they've declared a pecuniary interest and left the room. Then shall turn the chair over to the Deputy Reeve and shall not vote or participate in the discussion.

3.4 The Reeve shall be prepared for the meeting.

3.5 The Deputy Reeve shall preside at the meeting in the absence of the Reeve.

4. Role of the Councillor

- 4.1 A Councillor shall be prepared to discuss all items on the agenda, representing the electors from his division and the County as a whole.
- 4.2 A Councillor shall vote on all motions unless he/she declares him/herself in a conflict of interest, then shall not vote or participate in the discussion.
- 4.3 A Councillor shall respect and address the Chair in all discussions and shall conduct himself in a courteous and polite manner at all times.

5. End of Policy

ADOPTED

Resolution #C186-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C419(05/26/09)

Date: May 26, 2009

AMENDED

Resolution #C689(09/28/10)

Date: September 28, 2010