

MOUNTAIN VIEW COUNTY
BYLAW NO. 21/07, as Amended
PROCEDURE AND CONDUCT OF COUNCIL MEETINGS
(CONSOLIDATED ON February 3, 2010)

NOTE:

All persons making use of the consolidation are reminded that it has no legislative sanction, that the amendments have been embodied for convenience of reference only, and that the original Acts should be consulted for all purposes of interpreting and applying the bylaw.

OFFICE CONSOLIDATION

**Mountain View County
Province of Alberta**

By-law No. 21/07

A BY-LAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA REGARDING THE PROCEDURE AND CONDUCT OF COUNCIL MEETINGS.

Amended by Bylaw Numbers 27/08; 38/08; 04/10

SECTION 1 - MEETINGS OF COUNCIL

101. The regular meetings of Council shall be held in the Council Chamber, Mountain View County Office building on the 1st, 3rd and 4th Wednesdays of each Month.
 - (a) The regular meeting of Council scheduled for the fourth (4th) Wednesday of each month shall be solely reserved for Public Hearings and first readings of bylaws.
(added Bylaw 27/08, June 18/08)
102. 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.
103. Regular meetings of Council shall commence at such time as determined by resolution of Council at the annual Organizational Meeting.
104. (deleted Bylaw 38/08, October 22/08)
105. (deleted Bylaw 38/08, October 22/08)
106. 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 departure prior to the completion of the meeting.
107. 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 meeting.
108. In the case the Reeve or Deputy Reeve is not in attendance within thirty 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 Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

SECTION 2 - CONDUCT OF MEETINGS

201. Every delegate to Council and each member of Council shall address the chair, but shall not speak until recognized by the chair.
202. The Reeve or other presiding officer may, upon request of a member of Council authorize a

Bylaw No. 21/07 Amended
Procedure & Conduct of Council Meetings

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 Reeve or other presiding officers.

203. Resolutions do not require a seconder. A resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
204. The following resolutions 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 to Another Meeting.
205. 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 Reeve or other presiding officer so directs.
206. Whenever the Reeve or other presiding officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, he 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.
207. Procedures for public hearings shall be established by policy approved by Council.

SECTION 3 - DELEGATIONS

301. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives before 1:00 p.m. on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the writer wishes to appear before Council it shall be so stated in the letter.
302. Delegations shall be granted a maximum of five (5) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
303. Notwithstanding Section 302, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
304. Delegations who have not submitted a letter in accordance with Section 301 may be granted by the Reeve or other presiding officer a brief opportunity to outline the matter they wish to

present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 302 and 303 to present the matter outlined.

SECTION 4 - AGENDA AND ORDER OF BUSINESS (amended by Bylaw 04/10)

401. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order 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 1:00 p.m., the Wednesday before the regular meeting.
402. 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 Friday before the regular meeting.
403. Where the deadlines in Sections 401 or 402 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.
404. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 1. Call to Order.
 2. Agenda
 3. Adoption of the previous minutes.
 4. Business arising out of the minutes.
 5. Public Hearings
 6. Delegations.
 7. By-laws.
 8. Old Business.
 9. Councillor Reports
(added Bylaw 27/08, June 18/08)
 10. New Business.
 11. Correspondence
 12. Confidential Items
 13. Adjournment.
405. 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.
406. 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. (amended by Bylaw 04/10)

SECTION 5 – MINUTES (amended by Bylaw 04/10)

501. The unadopted minutes of Council shall be published (amended by Bylaw 04/10)

SECTION 6 – GENERAL (amended by Bylaw 04/10)

601. Standing Committees of Council shall be established and governed by bylaw and policy approved by Council. Where procedures for Standing Committees are not defined in policy, this bylaw shall apply.

602. In all cases not provided for in the proceedings of the Council the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

603. This bylaw is effective January 1, 2008

604. By-law No. 50/05 and all amendments thereto are hereby repealed, effective January 1, 2008

Bylaw 21/07, passed by Council December 12, 2007

Amended:

Bylaw 27/08 – June 18, 2008
Bylaw 38/08 – October 22, 2008
Bylaw 04/10 – February 3, 2010