

**THE VILLAGE OF NEW MINAS
POLICY STATEMENT**

MEETINGS PROCEDURE POLICY		Revision Date: June 12/06 Page 1 of 15
		Revised: Oct 19, 2009
<p>Purpose</p> <p>The purpose of the Meetings Procedure Policy is to clearly define the procedures and processes of the meetings of the Village Commission of New Minas, and its Committees.</p> <p>Objectives</p> <p>The objectives of the Meetings Procedure Policy will be to:</p> <ol style="list-style-type: none"> 1. Outline procedures and processes of all meetings of the Village Commission of New Minas; 2. Using "<i>Bourinot's Rules of Order</i>", establish guidelines for effective and efficient meetings. <p>Definitions</p> <p>In this Policy, all words shall have their meanings as described in standard English dictionaries except for the following:</p> <ol style="list-style-type: none"> 1. "Chair" means: <ol style="list-style-type: none"> (a) the Chair; or (b) in the absence of the Chair, the Vice Chair; or (c) in the absence of the Chair and the Vice Chair, the member appointed by the Commission to preside. 2. "Meeting" means a complete meeting and covers the period of time in which members are actually sitting, from the official opening of a meeting until the final adjournment thereof, regardless of the number or length of sessions, which may be held and then terminated by temporary recesses or adjournments. 		
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<p>3. "Point of Order" means:</p> <ul style="list-style-type: none"> (a) any breach of the rules of order of the Commission; or (b) any defect in the constitution of any meetings of the Commission; or (c) the use of improper, offensive or abusive language; or (d) any other informality or irregularity in the proceedings of the Commission. <p>4. "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone indefinitely or definitely, motions to adjourn.</p> <p>5. "Session" means the proceedings of the Commission held on any one day.</p> <p>6. "Substantive Motion" means any motion other than a procedural motion, a question of privilege or a point of order.</p> <p><u>Elections</u></p> <p>1. The Commission shall elect a Chair and Vice Chair, who shall serve for a one year term, at the first meeting after the annual election of the Commissioners.</p> <p>2. Where only one person is nominated for an office and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.</p> <p>3. In these elections, where more than two persons are nominated for election to an office and no nominee receives, on the first vote or ballot, a majority of the votes of the Commissioners present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Commissioners vote again. The Commissioners shall continue to vote until one of the nominees has a majority of the votes of the Commissioners present.</p>		NOTES:
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<p><u>Meetings</u></p> <ol style="list-style-type: none"> 1. Except where some other place is designated by a resolution of the Commission, all meetings of the Commission shall be held in the New Minas Civic Centre. 2. The regular monthly meeting of the Commission shall be held on the second Monday in each and every month. 3. When the second Monday of any month falls upon a holiday within the Village, the meeting of the Commission for that month shall be held on the Tuesday of the same week. 4. Every meeting of Commission shall be presided over by the Chair or, in his/her absence, by the Vice Chair. 5. If both the Chair and the Vice Chair are absent, the Commission may appoint a Chair from the members present. 6. All meetings of the Commission shall be open and public. 7. All meetings convene at 7:00 o'clock in the afternoon (7:00 p.m.). <p><u>Roll Call and Quorum</u></p> <ol style="list-style-type: none"> 1. A majority of the members of the Commission (and the Chair or Chair is considered a member of the Commission) shall constitute a quorum for the transaction of business. 	NOTES

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<p>2. At the time appointed for any meeting of the Commission, if ten minutes elapse without a quorum being present, the members present shall meet, and</p> <ul style="list-style-type: none"> (a) Adjourn the meeting; or (b) Extend the time for the meeting of the Commission for one half hour from the hour fixed for such meetings when, if a quorum is still not present, the Commission shall stand adjourned. <p>3. A Commissioner not present at roll call may have his/her name entered as present if that person joins the Commission at the place of meeting within thirty minutes after the opening of the session in question, and if that person calls the attention of the Village Clerk to that fact immediately on arrival.</p> <p>4. The following topics shall be discussed at informal meetings, with any motions being made only after a formal meeting has been called to order:</p> <ul style="list-style-type: none"> (a) acquisition, sale, lease and security of village properties (b) personnel matters (c) labour relations (d) contract negotiations (e) litigation or potential litigation (f) legal advice eligible for solicitor/client privilege (g) public security <p><u>Attendance</u></p> <p>1. Village Commissioners, New Minas Water Commissioners, and Committee members are expected to attend every regularly scheduled meeting, and as possible, specially called meetings.</p> <p>2. Any Commissioner or Committee member who is not able to attend a meeting is requested to notify the Clerk Treasurer if he/she is unable to attend a meeting.</p>		NOTES

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<p>3. Any Commissioner or Committee member who is expecting to be absent from more than two consecutive Commission or Committee meetings, should request to be excused by the Commission or appropriate Committee, as a common courtesy.</p> <p><u>Minutes</u></p> <p>1. Upon the opening of each meeting of the Commission the minutes of the previous meeting may be read and after all necessary corrections and amendments have been made and the minutes approved, a correct copy shall be printed and entered into the Minute Book and shall be deemed to be the original minutes of the Commission.</p> <p>2. Approved minutes are official and cannot be altered or changed.</p> <p><u>Voting</u></p> <p>1. No motion shall be voted upon unless seconded and no un-seconded motion shall be made twice in one session.</p> <p>2. A motion may be withdrawn by the mover, with the consent of the seconder, at any time before the Commission has voted on it.</p> <p>3. Every member of the Commission who is present when a motion is put, shall vote on that motion unless personally interested in the result or excused from voting by the Chair.</p> <p>4. Any Commissioner who does not vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative. Abstentions are prohibited.</p> <p>5. As to the proceedings of the Commission, all questions arising in the Commission shall be decided by a majority of votes and the Chair shall vote on all questions before the Commission. In the event of a tie, the question voted on shall be deemed to be lost.</p>		NOTES
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<p>6. As to the proceedings of a committee of the Commission, all questions shall be decided by a majority of votes and the Chair shall vote on all questions before the committee. In the event of a tie, the question voted on shall be deemed to be determined in the negative.</p> <p><u>Rules of Debate</u></p> <ol style="list-style-type: none"> 1. The rules and regulations contained in this Policy shall be observed in all proceedings of the Commission and any of its committees; and in any case for which provision is not made herein the procedure to be followed shall be as described in "Part II Bourinot's Rules of Order 3rd revised edition" by Geoffrey Stanford as published by McClelland and Stewart and as revised from time to time. 2. In any case for which provision is not made in this By-law or in Bourinot's Rules of Order the procedure to be followed shall be as set forth in the guide "Motions: Table of Precedence for Municipal Councils" as prepared by the Maritime Municipal Training and Development Board. 3. The Commission or a committee, by unanimous vote, may suspend any rule of order provided for in this Policy, and such suspension shall apply to all sessions of that particular meeting. 4. It shall be the duty of the Chair, <ol style="list-style-type: none"> (a) To open the meeting of the Commission by taking the chair and calling the members to order; (b) To announce the business before the Commission in the order in which it is to be acted upon; 		<p>NOTES</p>

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<ul style="list-style-type: none"> (c) To receive and submit, in the proper manner, all motions presented by the members of the Commission; (d) To put to vote all questions that are regularly moved and seconded and to announce the result; (e) To rule as out of order motions which infringe the rules of procedure or which are illegal or ultra vires of the powers of the Commission; (f) To restrain members, within the rules of order, when engaged in debate; (g) To enforce on all occasions the observance of order and decorum among the members; (h) To call by name any member persisting in breach of the rules of order of the Commission, thereby ordering him to vacate the Commission meeting room; (i) To receive all messages and other communications and announce them to the Commission; (j) To authenticate, by signature when necessary, all by-laws, resolutions, and minutes of the Commission; (k) To advise the Commission, when necessary or when referred to for the purpose, on a point of order; (l) To represent and support the Commission, declaring its will and implicitly obeying its decisions in all things; (m) To ensure that the decisions of the Commission are in conformity with the laws and by-laws governing the activities of the Commission; (n) To adjourn the meeting when the business is concluded; (o) To adjourn the meeting, without question put, in the cause of grave disorder arising in the Commission meeting room. 		NOTES
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<p>5. Every member, prior to speaking to any question or motion, shall raise his/her hand and wait to be recognized by the Chair. When two or more members raise their hands to speak, the Chair shall designate the member who has the floor and that member shall be the member who, in the opinion of the Chair, first raised his or her hand.</p> <p>6. No Commissioner shall speak more than twice on any motion except to explain a misconception of his remarks; however, the mover of a substantive motion shall have the right to speak a third time, if necessary, to reply and sum up in closing the debate.</p> <p>7. No Commissioner shall speak more than twenty minutes upon any matter at any one time, without the leave of the Commission.</p> <p>8. No Commissioner shall stand, speak or whisper so as to interrupt any Commissioner who is speaking.</p> <p>9. If a Commissioner wishes to explain a misunderstanding of a point he has made, he shall ask leave of the chair; if permitted, he shall explain only the misunderstanding of his words, without any further comment.</p> <p>10. When a Commissioner speaks he shall address his remarks to the chair, confine himself to the matter in question, avoid mentioning personalities, avoid unbecoming language and sit down when he is finished or when his time for speaking has elapsed.</p> <p>11. The Chair may censure any Commissioner who:</p> <ul style="list-style-type: none"> (a) while speaking, impeaches the motives of another Commissioner; (b) while speaking, treats another Commissioner with personal disrespect; 		NOTES
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<p>(c) passes between the chair and a Commissioner who is speaking; (d) uses unbecoming language; (e) talks or acts so as to distract a Commissioner who is speaking (f) wilfully violates any rule of order.</p> <p>12. If a Commissioner considers himself to have been personally aggrieved by a censure of the Chair he may appeal from such censure to the Commission.</p> <p>13. Any such Commissioner may speak on his own behalf in relation to any such censure being appealed to the Commission, but he shall withdraw from the Commission meeting room before the Commission proceeds to consider and vote on the matter.</p> <p><u>Points of Order</u></p> <p>1. The Chair shall, and any Commissioner may, call to order any Commissioner who violates any rule of order.</p> <p>2. When a Commissioner speaks to a point of order, the question of order shall be decided before the matter under discussion is proceeded with, and when any Commissioner is called to order he shall take his seat until the point of order is determined.</p> <p>3. The Chair shall decided on points of order and the Chair may make a decision immediately or may permit debate on the point of order before making a decision.</p> <p>4. The decision of the Chair may be challenged by a motion from the floor, which must be duly seconded, to dissent from the ruling of the chair. Such a motion is not debatable and the Chair shall forthwith put the question in this manner "Shall the decision of the chair be sustained?".</p> <p>5. If the question does not receive majority support, the ruling of the Chair on the point is not sustained and is overturned.</p>		NOTES
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<p><u>Motions</u></p> <ol style="list-style-type: none"> 1. When a motion is before the Commission and under debate no other motion shall be entertained until the motion under debate is decided, except for the following: <ol style="list-style-type: none"> (a) A motion in amendment to the original motion; (b) A motion to refer the matter, including the motion, to any board, or committee or staff member or members; (c) A motion to close the debate at a specified time; (d) A motion that the motion be now put; (e) A motion to adjourn 2. A motion to refer a matter shall state to whom the matter is referred, what information is desired and when the matter shall be brought back to the floor of the Commission to resume consideration and debate. 3. Motions which are simply postponing, deferring consideration or tabling motions shall not be proper motions at any time and shall be ruled out of order. 4. A motion to adjourn shall always be in order, except in the following cases: <ol style="list-style-type: none"> (a) When a Commissioner is speaking; (b) When the Commission is voting; (c) When the preceding motion was one of adjournment. 5. No debate shall be allowed on the following motions: <ol style="list-style-type: none"> (a) A motion that the debate be closed at a specified time; (b) A motion to adjourn; (c) A motion to reconsider an earlier decision of the Commission except as allowed in "Reconsideration", item 7; (d) A motion for leave for any person, not a member of the Commission, to address the Commission; (e) A motion to change or suspend the order of business; (f) A motion to allow a member to speak more than the prescribed number of times; (g) A motion to dissent from the ruling of the chair on a point of order. 		NOTES
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<p>6. Limited debate only shall be allowed on the following motions:</p> <ul style="list-style-type: none"> (a) A motion to refer a matter to a board or committee or staff member or members, and to be brought back to the Commission at a specified time may be debated only as to whom the matter is to be referred, what specific information is desired, or when the matter shall be brought back to the floor of the Commission; (b) A motion that the motion be now put shall not be voted on until after every member who has not spoken on the motion already, and who wishes to speak, has been heard. <p><u>Amendments</u></p> <ul style="list-style-type: none"> 1. An amendment must be relevant to the subject matter of the motion under debate and no amendment shall be allowed which, in the opinion of the Chair, has the effect of nullifying the motion under debate. 2. An appeal shall lie to the members of the Commission from any decision of the Chair on the relevancy or acceptance of an amendment and the appeal shall be handled similarly to an appeal of the Chair's decision on a point of order. 3. Each amendment, when properly on the floor, shall be decided or withdrawn before the main question is put to a vote. 4. No more than two amendments, consisting of an amendment and a sub-amendment shall be received by the Chair or considered by the Commission at any one time. 5. The Chair shall make all efforts to clarify the wording being voted on when the Commission is ready to vote on a sub-amendment, an amendment and then the main motion. 		NOTES
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<p><u>Resume Consideration</u></p> <p>1. A motion to resume consideration shall be in order when a matter comes up on the agenda as a result of being earlier referred from the floor of the Commission to be studied by a board or committee or staff member or members.</p> <p><u>Reconsideration</u></p> <p>1. After a question has been decided, whether in the affirmative or the negative, and after the decision has been announced from the chair any member of the Commission may give notice that he or she will move a reconsideration of the question at the next meeting of that body.</p> <p>2. Such notice of reconsideration may be made verbally at the same meeting, or in writing before the next meeting of the Commission on the condition that the written notice is received by the office of the Clerk not more than three business days after the said meeting.</p> <p>3. Reconsideration shall be entertained at the next meeting.</p> <p>4. No action shall be taken on a main or substantive motion until the period for giving of a motion to reconsider has expired.</p> <p>5. The main or substantive motion to be reconsidered does not come back on the floor of the Commission for debate until the motion to reconsider has been moved, seconded and has received the majority vote of the Commission.</p> <p>6. A motion to reconsider shall not be debatable except that the member who gave the notice of motion to reconsider has the privilege of stating his reasons for doing so.</p> <p>7. Any question shall not be reconsidered more than once; nor shall a vote on a motion to reconsider be reconsidered.</p>		NOTES
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<p><u>Notice of Motion</u></p> <ol style="list-style-type: none"> 1. Verbal notice of motion should be made at a meeting if a member is intending to bring up an important or complicated matter for discussion at the next meeting of the same body. 2. If such verbal notice of motion is made, that member shall provide a written copy of the notice of motion to the Clerk on the day that the verbal notice of motion is made so as to provide staff adequate time to prepare any background material which might be useful in the deliberations of the Commission and so that the items may be properly described on the agenda for the next meeting. 3. As an alternative to the procedure in this section, a written notice of motion may be initiated between meetings on the condition that it be mailed to each Commissioner at least five (5) days before the next meeting of the body to which it will be presented. 4. When a member is absent from a meeting for which he or she has previously given a notice of motion, such motion may be taken up by any other member at that meeting and that other member may make a motion in accordance with the notice of motion. 5. A motion in the case of urgent and pressing necessity may be added to the agenda of the Commission at the time of Approval of the Agenda, without previous debate or notice being given only by the unanimous consent of the Commissioners present. 6. When a member's notice of motion has been called for from the chair at two successive meetings and has not been proceeded with, it shall be dropped from the agenda, and deemed to have been withdrawn, unless the Commission otherwise decides. 	NOTES

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<p><u>Petitions</u></p> <ol style="list-style-type: none"> 1. Every ratepayer or resident of the Village, and every corporation doing business therein, shall have the right to be heard before the Commission by petition and every petitioner shall be entitled to be heard at the time of presentation of the petition. 2. Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Commission. 3. Every petition shall be presented to the Commission either by a member of the Commission or by the Clerk and the individual presenting the petition shall be prepared to advise the Commission that the petition does not contain any impertinent or improper matter and that the petition shows due respect and reverence in its language and contents. 4. When petitioners, or person speaking in support of a petition, address the Commission, they shall exhibit the utmost of respect and reverence for the Commission and its members both in speech and in action; and they shall at no time argue with the Commission in answer to any question put by the Commission or by a Commission member, but they shall answer the same respectfully. 5. Every communication, including a petition designed to be presented to the Commission, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. 6. The filing of a petition with the Clerk shall be done at least one week before the first day of the meeting of the Commission at which it is to be considered, and the Clerk shall keep a book containing a record of all petitions so filed. 		NOTES
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<p><u>Verbal Presentations (Deputations)</u></p> <ol style="list-style-type: none"> 1. Any persons who are not members of the Commission or officers of the Village shall observe silence and order in the Commission meeting room, unless given permission to speak on behalf of a petition or otherwise allowed in this Policy. Any such persons disturbing the proceedings of the Commission shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to leave the Commission meeting room. 2. A person, not a member of the Commission, may be heard with permission of the Commission; and such person shall be limited to ten minutes in addressing the Commission, pursuant to the Public Discussion Policy. 3. Any delegation, wishing to address the Commission, shall give notice of such request to the Clerk at least one week prior to the Commission meeting at which such delegation is to appear. 4. All clauses in this Policy, except the ones under the headings "ELECTIONS" and "MEETINGS" shall apply to meetings of Commissioners when meeting as committees of the Commission and, in such cases, the word "Committee" shall be read in the place of the word "Commission". 		NOTES
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