

## Town of Lawn

### Rules of Procedure

Whereas section 24 of the Municipalities Act requires the Council shall adopt rules of procedure for its meetings, therefore, The Town of Lawn enacts the following rules and regulations:

#### 1. Regular Public Meetings of Council:

Regular council meetings to be held every 2<sup>nd</sup> Tuesday in the Council Chambers at 7:00 p.m. unless council directs otherwise, any public member may attend this meeting. If the public would like a concern addressed at this meeting, they must submit a written signed document the Friday before at noon.

#### Privilege Council Meeting:

A Privilege Council meeting is a Meeting of council where only councillors and staff are in attendance, generally used to discuss matters of confidential nature. Should council be in a regular meeting and a private matter needs to be discuss council can motion by vote to move into a privilege meeting and all public bodies will be asked to step outside the chambers until issue is debated and discussed. Minutes of a privileged meetings must be kept, and resolutions adopted in a privilege meeting must be reintroduced and adopted at a public meeting.

#### Special Meeting of Council

In accordance with Section 24(a) of the Municipalities Act, special meetings of council may be called by either the mayor or two members of council by giving written notice to the clerk.

#### Notice

Notice of all meetings of council shall be by way of the agenda, which shall be provided to all members of the council forty-eight hours prior to each meeting. Notice shall be deemed to have given by telephone call of email to each council member advising them the package has been prepared.

#### Meeting on A legal Holiday

When the day fixed for a meeting of council falls on a legal holiday, the said meeting shall be held on the next following day which is not a legal holiday.

### Presiding officer

The mayor shall preside at all meetings of council. In his absence, the deputy mayor shall preside. In the absence of both the mayor and the deputy mayor, the clerk shall take the chair, call members to order, and if a quorum is present, a chairperson shall be appointed from among the councillors present. Such a chairperson shall preside during the meeting or until the arrival of the mayor or deputy mayor.

### Quorum

In accordance with Section 211(1) of the Municipalities Act, a quorum shall consist of a majority of councillors as established under Section 13.

### If No Quorum

If there is no quorum present within fifteen minutes after the time appointed for holding a meeting, the clerk shall call the roll and take down the names of the members present. The meeting shall then stand adjourned until regular meeting.

### Attendance

In addition to the mayor and councillors, the following persons shall attend all meetings of council:

- a. The town clerk/manager or designate

Department heads and other employees of council shall attend meetings of council when requested to do so by council or the town manager.

### Meetings Open To The Public

In accordance with Section 213(a) of the Municipalities Act, every meeting of council shall be open to the public, unless it is held as a privileged meeting or declared by a vote of the of the councillors present at the meeting to be a privileged meeting.

Where a meeting is held as or declared to be a privileged meeting, all members of the public present at the meeting shall leave.

In accordance with Section 213(3) of the Municipalities Act, where a decision is made by the councillors at a privileged meeting, the decision, in order to be valid, shall be ratified at the next public meeting of council

### Minutes

Minutes of meetings of council shall be recorded by the town clerk or designate. Such minutes shall contain:

All motions and resolutions coming before council, including the names of the movers and seconders thereof;

The title or brief description of all reports, petitions and other documents submitted to council. Reports accepted by council shall be attached to the minutes.

### Correction of Minutes

If any member of council object to any portion of the minutes of the proceeding meeting, that the member shall state the grounds of objection, and if council agrees; the motion adopting the minutes shall contain the necessary corrections.

### Agenda

Prior to each regular meeting of council, the clerk shall prepare an agenda of all business to be brought before council. The agenda is to be distributed to councillors forty- eight hours prior to council meetings.

Any member of council and of the public, up to noon of the Friday prior to the council meeting, may submit to the town clerk an item for inclusion on the agenda.

### Agenda for Special Meeting

When a special or privileged meeting is called for the consideration of some particular matter. Council shall proceed immediately to consideration of the business for which the meeting was called, and only the business specified in the notice calling the meeting shall be dealt with, unless otherwise decided by majority vote.

### Order and Decorum

The presiding officer at any meeting shall preserve order during debate and maintain decorum at all times.

The presiding officer may expel and exclude from a meeting any member of council or other persons who is guilty of improper conduct at a meeting. In the case of the exclusion a member of council, an entry shall be made in the minutes of the reason for such exclusion.

Any member expelled from the meeting under the provisions of a *disorderly persons rule* may be permitted by a majority vote of councillors at the meeting in progress, to resume his place after making an apology to the presiding officer.

#### Notice of Motion

Every notice shall be in writing and recorded in the minutes taken by the clerk

#### Motions to be Seconded

Every motion shall be seconded before being put or debated

#### Withdrawal of Motions

When a motion has been moved and seconded, it cannot be withdrawn except with the permission of council and the mover and seconder, and then only before a decision has been taken or an amendment made.

#### Division of Motion

Any motion or question which contains several distinct propositions may, by the direction of the presiding officer or upon the request of any member, be divided if the sense of the motion permits. The vote on each such division shall be taken separately. If a motion cannot reasonably be so divided, any request to do so shall be declared out of order by presiding officer.

#### Addressing The Motion

Members council shall address their remarks to the presiding officer and confine themselves to the question at hand.

#### Entitlement to Speak

If Two of more members speak at the same time, the presiding officer shall determine which member is entitled to speak.

#### Call To Order

The presiding officer may call a member to order while debate is in progress. The debate shall then be suspended, and the member called to order shall not speak again or the point of order has been decided.

#### Appeal on A Point of Order

The decision of the presiding officer on a point of order is subject to an appeal to council, which is to be decided by majority vote without debate.

#### Members Speaking Not To Be interrupted

When a member is speaking of a question is being put, no member shall hold any private discourse or make any noise or disturbance or interrupt a speaker, except to raise a point or order, explain or ask a question.

#### Length of Debate

No Member, without the consent of council, shall speak longer than five minutes at any one time or more than once on any motion or amendment thereto. The mover of a motion, however, may speak twice. Debate shall be closed after this second occasion.

#### Rereading of Motion

Any member of council may require the question or motion under discussion to be read for information at any period during the debate, but not to interrupt a member speaking.

#### Voting

All decisions of council, unless otherwise specified either by the Municipalities Act or under these Rules, shall be by majority vote of the membership present.

#### Recorded Vote

All voting on any question before council shall be carried out and recorded as per Section 212 of the Municipalities Act.

#### No Secret Ballot

No vote shall be taken in council by ballot or by any other method of secret voting, unless required to be done so under the Municipalities Act.

#### Reconsideration

Any question, except one of the indefinite postponements, may be reconsidered, providing a notice of motion of reconsideration is given.

If the motion to reconsider is carried by a majority of members present and voting, the main question shall then be read and will be open to debate the same as an original motion.

#### The Vote

In accordance with Section 212(5) of the Municipalities Act, where there is a tie vote on a motion or Resolution, that motion or Resolution shall be defeated.

## Motion to Adjourn

A motion to adjourn is always in order except when:

1. A member is addressing the chair.
2. A vote is being taken.
3. It has been decided that the previous question shall be taken

A motion to adjourn the council meeting or adjourn the debate cannot be amended is not debatable. However, a motion adjourn the council meeting or the debate to a given day may be amended and is open to debate.

No second motion to adjourn the council meeting or the debate shall be made until some intermediate proceedings have transpired.

## Previous question

The previous question: shall preclude all amendments of the main question and shall be put in the following word: "that the question now be put". If the motion is resolved in the affirmative, the original question shall voted on immediately without amendment or debate. If the motion is defeated, then the main question may then be debated and amended.

## Motion To Postpone Indefinitely

A motion to postpone indefinitely shall not be amended , and when any question before council has been postponed indefinitely, it shall not be taken up again during the same meeting.

## Motion to Lay On The Table

A motion to lay a question on the table shall not be debatable. However, a motion :to lay on the table" with addition, qualification or opinion, shall be subject to amendment and debate.

## Motion to suspend the rules

A motion to suspend the rules requires a two-thirds vote of members present.

## Privilege

Whenever a matter of privilege arises, it should be dealt with immediately by council.

## Motion to refer or commit.

A motion to refer or commit a matter under discussion shall preclude all amendments of the main question until it is decided.

## Conflict of interest

Where a councillor or a member of the town staff fails to disclose that he is in conflict of interest as set out in Section 207-210 of the Municipalities Act, the matter shall decide as per Sections 206(2) and 209 of the Municipalities Act.

If the presiding officer is unaware of or fails to act as in Rule 61, any councillor or staff member who is aware shall advise council of such conflict or interest and request a decision in accordance with Section 209 of the Municipalities Act.

In all cases where these rules and regulations do not make provision adequate, then Robert's fi Order shall apply.

## Confidentially

- a. Councillors must not disclose confidential information in the course of their duties, except as required by law or as authorized by the Municipality to do so.
- b. Councillors must not use confidential information or official information which is not in the public domain for personal or private gain, the private gain of others hers, or a corporation .
- c. The collection, protection, access, use, disclosure, and disposal of personal information may only occur in compliance with the Access to information and Protection of Privacy Act, 2015 (ATIPPA,2015).
- d. Confidential information means: information in the custody and/or control or the municipality that is prohibited from disclosure pursuant to legislation or court order or any other information regarding to the business of the municipality generally considered to be of a confidential nature, including, but not limited to:
  1. Any matter that falls under the exceptions to disclosure identified in the Access to Information and Protection of Privacy Act, whether or not a request for access has been made.
  2. Personal information the disclosure of which would constitute an unreasonable invasion of privacy.
  3. Potential acquisitions or disposition of real property
  4. Information which would reveal the substance of deliberation or a privileged meeting.
  5. Pending contracts including tenders, requests or proposals (RFPs), and records related to potential procurement.
  6. Draft documents and legal instruments including reports, policies, bylaws and resolutions that have not been the subject matter of deliberation in a meeting open to the public.
  7. Employment and collective bargaining matters.
  8. Legal matters
  9. Law enforcement matters

## Social Media

Councillors must not engage in conduct on personal or official social media platforms. Which would bring the integrity of themselves, the council, or the Municipality into disrepute

Councillors must, where possible, conduct municipal business through official accounts and devices and avoid conducting council business on personal devices or through personal accounts

## Effective Date

These rules and regulations shall become effective upon 15 day of 02, 2023.

