

VILLAGE OF QUEEN CHARLOTTE



COUNCIL PROCEDURE BYLAW NO. 36-2010



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WHEREAS the *Community Charter* requires a Council, by bylaw, to establish the general procedures to be followed by the Council and Council committees in conducting their business; and

WHEREAS Council deems it expedient to repeal and substitute Village of Queen Charlotte Procedure Bylaw No. 1-2005 as amended and has given notice of the proposed changes as required by the *Community Charter*;

NOW THEREFORE in open meeting assembled, the municipal Council of the Village of Queen Charlotte enacts as follows:

Part 1 – Introduction

Title

1 This Bylaw may be cited as the “Council Procedure Bylaw No. 36-2010”.

Definitions

2 In this Bylaw,

Commission means a municipal commission established under the Community Charter;

Committee means a standing, select or other committee of the Council, but does not include the COTW;

Corporate Officer means the municipal officer assigned the responsibility of corporate administration;

COTW means the Committee of the Whole;

Council means the municipal Council of the Village of Queen Charlotte;

Mayor means the Mayor of the Village of Queen Charlotte;

Public Notice Posting Place means the notice board on the exterior of the building of the Village Office and shall also fulfill the requirement for posting notices at the regular Council meeting place;

Special Meeting means a Council meeting other than a regular meeting or an adjourned meeting;

Village means the Village of Queen Charlotte; and,

Village Office means the Village of Queen Charlotte municipal offices located at 903A Oceanview Drive , Queen Charlotte, British Columbia.

Application of Rules of Procedure

- 3
- (1) The provisions of this Bylaw govern the proceedings of the Council, COTW, all standing and select committees of Council, and municipal commissions, as applicable.
 - (2) In cases not provided for under this Bylaw, the Robert's Rules of Order Newly Revised 10th Edition apply to the proceedings of the Council, COTW and Council committees to the extent that those rules are:
 - (a) applicable in the circumstances; and,
 - (b) not inconsistent with provisions of this Bylaw or the Community Charter.

Part 2 – Council Meetings

Inaugural Meeting

- 4
- (1) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
 - (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 4(1) of this Bylaw, the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

- 5
- (1) All Council meetings must take place within the Village Office except when the Council resolves to hold meetings elsewhere.
 - (2) Regular Council meetings must:

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- (a) be held on the first and third Monday of each month;
 - (b) begin at 7:30 p.m.; and,
 - (c) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless the Council resolves to proceed beyond that time in accordance with section 29 of this Bylaw.
- (3) When a regularly scheduled Council meeting falls on a statutory holiday, the meeting shall be held on the next day the Village Office is open which is not a statutory holiday.
 - (4) A meeting of the Council may be cancelled or rescheduled by resolution.

Annual Meeting

- 6 (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and submissions and questions from the public. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

Notice of Council Meetings

- 7 (1) The Council must prepare annually on or before January 15, a schedule of the dates, time and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of regular Council meetings referred to in section 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of regular Council meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a regular Council meeting.

Notice of Special Meetings

- 8 (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with provisions of the Community Charter, a notice of the date, hour and place of a special Council meeting must be given at least twenty-four hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and,
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Village Office.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.
- (4) A Special Meeting may be called by the Council at a meeting of the Council, or at any other time by the Mayor or upon the written request of two or more members of the Council.
- (5) In the case of the Mayor or member designated to act in place of the Mayor refusing, neglecting or is not able, within twenty-four hours of receiving the written request referred to in section 8(4) of this Bylaw, to call a Special Meeting to be held within seven days of the date upon which the request was received by the Mayor or the Council member designated to act in place of the Mayor, then two or more members of the Council may call a Special Meeting.
- (6) The notice under section 8(1) of this Bylaw for a Special Meeting called under section 8(5) of this Bylaw must describe in general terms the purpose of the meeting and be signed by the members of the Council who called the meeting or the Corporate Officer.

Electronic Meetings

- 9 (1) Provided that the conditions set forth in the Community Charter governing electronic meetings are met:
- (a) a member of the Council who is unable to attend at a Council meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or,

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- (b) a member of a Council committee or Committee of the Whole who is unable to attend at a Council committee meeting may participate in the meeting by either audio only or a combination of both audio and visual means; or,
 - (c) a Special Meeting of the Council may be conducted by either audio only or a combination of both audio and visual means.
- (2) A minimum of two (2) members of Council must be present at a Council meeting, a Special Meeting of Council or a Committee of the Whole meeting with other members participating electronically.
 - (3) The person presiding at a meeting of the Council, a Council committee meeting or Special Meeting shall not participate electronically.
 - (4) In instances where the Mayor will participate in a meeting of the Council or a Special Meeting or a Committee of the Whole meeting electronically, the person designated to act in place of the Mayor shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting.
 - (5) In instances where the Chair of a Council committee will participate in a meeting of the Council committee electronically, the members present shall elect from among themselves a presiding member for that meeting.
 - (6) Where all or part of a meeting of the Council meeting, a Council committee or a Committee of the Whole is closed to the public, electronic participation may not be undertaken by wireless means of the closed meeting or part of a meeting.
 - (7) Members of the Council or of a Council committee or Committee of the Whole who are participating in a meeting under this section are deemed to be present at the meeting.
 - (8) In addition to the requirements of section 8 of this Bylaw, the notice of a Special Meeting to be held in accordance with section 9(1)(c) of this Bylaw must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public.
 - (9) Where a meeting is to be held under section 9(1) of this Bylaw, the facilities must enable the public to hear, or see and hear, the participation of the member or members participating electronically.

Part 3 – Designation of Member to Act in Place of Mayor

- 10 (1) Annually in December, the Council must from among its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) Each Councillor designated under section 10(1) of this Bylaw must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) of this Bylaw are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) of this Bylaw or chosen under section 10(3) of this Bylaw has the same powers and duties as the Mayor in relation to the applicable matter.

Part 4 – Council Proceedings

Attendance of Public at Meetings

- 11 (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
- (i) COTW;
 - (ii) standing and select committees;
 - (iii) parcel tax review panel;
 - (iv) board of variance;
 - (v) commissions; and,

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- (vi) advisory bodies.
 - (4) Despite section 11(1) of this Bylaw, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 of this Bylaw may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.
 - (5) In accordance with the Community Charter, the Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed.

Minutes of Meetings to be Maintained and Available to Public

- 12 (1) Minutes of the proceedings of the Council and Council committees must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and,
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council, Council committees and committees of the whole must be open for public inspection at the Village Office during regular office hours.
- (3) Subsection 12(2) of this Bylaw does not apply to minutes of a meeting or that part of a meeting from which persons were excluded under section 11 of this Bylaw.
- (4) For the purpose of fulfilling section 12(1) of this Bylaw, either the Corporate Officer or the Chief Administrative Officer, or the designate of either, must be present at all meetings of the Council and Council committees.

Calling Meeting to Order

- 13 (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 10 of this Bylaw must take the Chair and call such meeting to order.

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- (2) If a quorum of the Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 10 of this Bylaw do not attend within fifteen minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and,
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

- 14 If there is no quorum of the Council present within thirty (30) minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent; and,
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 15 (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for submissions by the public to the Corporate Officer of items for consideration for inclusion on the Council meeting agenda will be 4:30 p.m. on the Wednesday prior to the meeting.
 - (3) The Corporate Officer must make the agenda available to the members of the Council and the public by noon on the Friday prior to the meeting.
 - (4) The Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

Order of Proceedings and Business

- 16 (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order;

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- (b) Agenda Addition and/or Deletions
 - (c) Approval of Agenda;
 - (d) Adoption of Minutes;
 - (e) Business Arising from the Minutes;
 - (f) Proclamations;
 - (g) Delegations and Petitions;
 - (h) Inquiries from the Public Regarding the Approved Agenda Items;
 - (i) Correspondence;
 - (j) Reports;
 - (k) Bylaws;
 - (l) Unfinished Business;
 - (m) New Business;
 - (n) Notice of Motion;
 - (o) Council Reports;
 - (p) Inquiries from the Public.
 - (q) Adjourn to In-Camera
 - (r) Adjournment
- (2) Item 16(1)(h) and (p) listed above is for the purpose of members of the public to ask single questions of the Council. Each individual question shall be limited to two minutes and the maximum time allotted for this agenda item shall be ten minutes.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by the Council.

Late Items

- 17 (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by the Council at the time allocated for approving additions to the agenda.
- (2) If the Council makes a resolution under section 17(1) of this Bylaw, information pertaining to late items must be distributed to the members.

Voting at Meetings

- 18 (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote.
 - (c) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly;
 - (d) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) above, a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or,
 - (iii) interrupt the voting procedure under paragraph (b) above, unless the interrupting member is raising a point of order.
 - (e) after the presiding member finally puts the question to a vote under paragraph (b) above, a member must not speak to the question or make a motion concerning it; and,
 - (f) the presiding member must immediately declare the result of the voting by either stating that the question is decided in either the affirmative or the negative.

Delegations

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- 19
- (1) The Council may, in accordance with the agenda or by resolution, allow an individual or a delegation to address the Council at that meeting.
 - (2) Written requests to appear before the Council as a delegation must be received by the Corporate Officer before 4:30 p.m. on the Wednesday prior to the regular Council meeting at which they wish to appear and such request must specify the matter or matters which the delegation intends to present to Council.
 - (3) Each address must be limited to ten minutes in length unless a longer period is agreed to by a majority vote of those Council members present.
 - (4) Matters presented to the Council by a delegation shall be taken under advisement by the Council and no action shall be taken upon such matters at the meeting at which they are presented, except where the item is referred to the New Business section of the agenda by resolution.
 - (5) Where a written request has not been received by the Corporate Officer as prescribed in section 19(2) of this Bylaw, an individual or delegation may address the meeting if approved by the unanimous vote of the Council members present.
 - (6) The Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
 - (7) Delegations to Council shall be limited to a maximum of three (3) per scheduled meeting. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
 - (8) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Council. If the delegation wishes to appeal the Corporate Officer's decision, they may do so to the Mayor or, in the absence of the Mayor, the member designated to act in place of the Mayor.

Points of Order

- 20
- (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this Bylaw; and,

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- (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under section 20(2)(a) of this Bylaw; and,
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and Debate

- 21 (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor or Councillor.
- (3) Members must address other non-presiding members by the title of Councillor or, if a Council committee, by the title of Mayor where the Mayor sits as a member.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, spoke first.
- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on a point of order; and,
 - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting:

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- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of the Council only for the purpose of making a motion that the vote be rescinded; and,
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and the Council in connection with the rules and points of order.
- (8) If a member does not adhere to section 21(7) of this Bylaw, the presiding member may order the member to leave the member's seat, and:
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the meeting; and,
 - (b) if the member apologizes to the Council, the Council may, by resolution, allow the member to retake the member's seat.
- (9) The presiding member may order another person at the meeting expelled from the meeting:
- (a) if the presiding member considers that person to be acting improperly; and,
 - (b) if the person refuses to leave, may cause that person to be removed by a peace officer.
- (10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (11) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - (i) after all other eligible members have been afforded the opportunity to speak;
 - (ii) with the permission of the Council; or,

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- (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply in debate;
 - (c) a member may speak to a question, or may speak in reply, for longer than a total of fifteen minutes only with the permission of the Council.
- (12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of the Council.

Motions Generally

- 22
- (1) The Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
 - (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may only be introduced under New Business.
 - (3) A Council member may make only the following motions when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question; and,
 - (g) to adjourn.
 - (4) A motion made under sections 22(3)(c) to (g) of this Bylaw is not amendable or debatable.

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- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to Commit

- 23 Until it is decided, a motion made at a Council meeting to refer to a committee precludes an amendment to the main question.

Motion for the Main Question

- 24 (1) In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of the Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question;
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and,
 - (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

Amendments Generally

- 25 (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

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- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
 - (5) An amendment may be amended once only.
 - (6) An amendment that has been negated by a vote of the Council cannot be proposed again.
 - (7) A Council member may propose an amendment to an adopted amendment.
 - (8) The presiding member must put the main question and its amendments in the following order for the vote of the Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) of the Bylaw is positive; and,
 - (c) the main question.

Reconsideration by Council Member

- 26 (1) Subject to section 26(5) of this Bylaw, a Council member may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and,
 - (b) move to reconsider an adopted bylaw after an interval of at least twenty-four hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by the Council may at any time move to rescind that resolution.
- (3) The Council must not discuss the main matter referred to in section 26(1) of this Bylaw unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) The Council may only reconsider a matter that has not:

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- (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under section 26(1) of this Bylaw or provisions of the Community Charter; or,
 - (c) been acted on by an officer, employee or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution or proceeding apply to its rejection under this section.
 - (7) A bylaw, resolution or proceeding that is reaffirmed under section 26(1) of this Bylaw or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.
 - (8) This section in no way constrains the Mayor's authority or power under the Community Charter.

Privilege

- 27 (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; and,
 - (e) raise a question of privilege of a member of the Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of section 27(2) of this Bylaw, a matter of privilege listed in section 27(1) of this Bylaw has precedence over those matters listed after it.

Reports from Committees

- 28 The Council may take any of the following actions in connection with a resolution it receives from a committee:
 - (a) agree or disagree with the resolution;

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- (b) amend the resolution;
 - (c) refer the resolution back to the committee or another committee; or,
 - (d) postpone its consideration of the resolution.

Adjournment

- 29 (1) A Council may continue a Council meeting after 10:30 p.m. only by a two thirds vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Section 29(2) of this Bylaw does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or,
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

Part 5 - Bylaws

Copies of Proposed Bylaws to Council Members

- 30 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member in accordance with section 15(3) of this Bylaw.

Form of Bylaws

- 31 A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;

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- (d) contain an introductory statement of purpose; and,
 - (e) be divided into sections.

Bylaws to be Considered Separately or Jointly

- 32 The Council must consider a proposed bylaw at a Council meeting:
- (a) separately when directed by the presiding member or requested by another Council member; or,
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and Adopting Bylaws

- 33 (1) The presiding member at a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then,
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions of the Local Government Act relating to official community plan bylaw adoption procedures, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to any provisions the Community Charter or the Local Government Act that state otherwise, a bylaw may be given up to three readings at one meeting of the Council providing that unanimous consent has previously been given.
- (6) Despite certain provisions of the Community Charter, and in accordance with certain other provisions of the Local Government Act, the Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw passed third reading.

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- (7) If a bylaw is required to receive either or both:
- (a) approval of the Lieutenant Governor in Council, a minister or the inspector; or,
 - (b) approval of the electors or assent of the electors,
- the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.
- (8) If a bylaw is subject to both requirements referred to in section 33(7) of this Bylaw, the approval referred to in section 33(7)(a) must be obtained before the bylaw is submitted for the approval or assent referred to in section 33(7)(b).

Bylaws Must Be Signed

- 34 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorsed upon it:
- (a) the dates of its readings and adoption;
 - (b) the date of any ministerial approval or approval of the electorate if applicable; and,
 - (c) the Village's corporate seal.

Part 6 – Resolutions

Introducing Resolutions

- 35 A resolution may be introduced at a Council meeting by a member of the Council as a main motion at the appropriate time in accordance with section 16 of this Bylaw with debate governed by the relevant sections of this Bylaw.

Form of Resolutions

- 36 (1) The presiding member at a Council meeting may require a member introducing a lengthy resolution to provide the resolution in writing to the Corporate Officer.

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- (2) The presiding member of a Council meeting may:
 - (a) have the corporate officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

Part 7 – Committee of the Whole

Going Into Committee of the Whole

- 37 (1) At any time during a Council meeting, the Council may by resolution go into COTW.
- (2) In addition to section 37(1) of this Bylaw, a meeting, other than a standing or select committee meeting, to which all members of the Council are invited to consider but not to decide on matters of the Village's business, is a COTW.

Notice for COTW Meetings

- 38 (1) Subject to section 38(2) of this Bylaw, a notice of the day, hour and place of a COTW meeting must be given at least twenty-four hours before the time of the meeting by:
 - (a) posting a copy of the notice at the Public Notice Posting Place; and,
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Village Office.
- (2) Section 38(1) of this Bylaw does not apply to a COTW meeting that is called, in accordance with section 37 of this Bylaw, during a Council meeting for which public notice has been given under sections 7 or 8 of this Bylaw.

Minutes of COTW Meetings to be Maintained and Available to Public

- 39 Minutes of the proceedings of the COTW must be:
 - (a) legibly recorded;

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- (b) certified by the Corporate Officer;
 - (c) signed by the member presiding at the COTW; and,
 - (d) open for public inspection in accordance with provisions of the Community Charter.

Presiding Members at COTW Meetings and Quorum

- 40 (1) Any Council member may preside in the COTW.
- (2) The members of the Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of the COTW is the majority of Council members.

Points of Order at Meetings

- 41 The presiding member must preserve order at a COTW meeting and, subject to an appeal to the other members present, decide points of order that may arise.

Conduct and Debate

- 42 (1) The rules governing the conduct and debate of the Council as set out in this Bylaw shall be observed in the COTW so far as may be applicable.
- (2) The following rules apply specifically to COTW meetings:
 - (a) a motion for adjournment is not allowed;
 - (b) a member may speak any number of times on the same question; and,
 - (c) a member must not speak longer than a total of ten minutes on any one question.

Voting at Meetings

- 43 (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.

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- (2) The presiding member must declare the results of voting.
 - (3) Section 18 of this Bylaw applies to voting in the COTW.

Reports

- 44
- (1) The COTW may consider reports and bylaws only if:
 - (a) they are printed and the members each have a copy; or,
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
 - (2) A COTW meeting called under section 37(2) of this Bylaw shall conform with the requirements of section 15 of this Bylaw to the maximum extent possible.
 - (3) A motion for the COTW to rise and report to the Council must be decided without debate.
 - (4) The COTW's reports to the Council must be presented by the Corporate Officer.

Rising Without Reporting

- 45
- (1) A motion made at a COTW to rise without reporting:
 - (a) is always in order and takes precedence over all other motions:
 - (b) may be debated; and,
 - (c) may not be addressed more than once by any one member.
 - (2) If a motion to rise without reporting is adopted by the COTW at a meeting constituted under section 38(1) of this Bylaw, the Council meeting must resume and proceed to the next order of business.

Part 8 – Committees

Establishment of Standing Committees

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- 46 (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be Council members.
- (3) Subject to section 46(2) of this Bylaw, persons who are not Council members may be appointed to a standing committee.

Duties of Standing Committees

- 47 (1) Standing committees must consider, inquire into, report and make recommendations to the Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by the Council; and,
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to the Council at all of the following times:
- (a) in accordance with the schedule of the committee meetings;
 - (b) on matters that are assigned by the Mayor or the Council:
 - (i) as required by the Mayor or the Council; or,
 - (ii) at the next Council meeting if the Mayor or the Council does not specify a time.

Establishment of Select Committees

- 48 (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 48(2) of this Bylaw, persons who are not Council members may be appointed to a select committee.

Duties of Select Committees

- 49 (1) Select committees must consider, inquire into, report and make recommendations to the Council about matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to the Council at the next Council meeting unless the Council specifies a different date and time.

Schedule of Committee Meetings

- 50 (1) At the first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

- 51 (1) The committee must prepare annually on or before January 15, a schedule of the dates, time and places of standing committee meetings and must make the schedule available:
- (a) to the public by posting it at the Public Notice Posting Place; and
 - (b) providing a copy to each committee member.
- (2) Where revision to the annual schedule of committee meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a committee meeting.
- (3) Where an additional meeting is called pursuant to section 50(2) of this Bylaw, a notice of the date, hour and place of the additional committee meeting must be given at least twenty-four hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and,
 - (b) providing a copy of the notice to each committee member.

Attendance at Committee Meetings

- 52 (1) Council members who are not members of a committee may attend the meetings of the committee.
- (2) Section 11 of this Bylaw applies to committee meetings.

Minutes of Committee Meetings to be Maintained and Available to Public

- 53 (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and,
 - (c) signed by the presiding member at the meeting or at the next meeting at which the minutes are adopted.
- (2) The minutes of the proceedings of a committee must be open for public inspection at the Village Office during regular office hours.

Quorum

- 54 The quorum for a committee is the majority of all of its members.

Conduct and Debate

- 55 (1) The rules governing the conduct and debate of the Council as set out in this Bylaw shall govern the conduct and debate of committees and must be observed during committee meetings unless otherwise provided in the Bylaw.
- (2) Council members attending at a meeting of a committee of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

Voting at Meetings

- 56 (1) Votes at a committee meeting must be taken by a show of hands if requested by a member.

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- (2) The presiding member must declare the results of voting.
 - (3) Section 18 of this Bylaw applies to voting in committees.
 - (4) Council members attending a meeting of a committee of which they are not a member must not vote on a question.

Part 9 – Commissions

Schedule of Commission Meetings

- 57 (1) At the first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission Meetings

- 58 (1) The commission must prepare annually on or before January 15, a schedule of the dates, time and places of commission meetings and must make the schedule available:
 - (a) to the public by posting it at the Public Notice Posting Place; and
 - (b) providing a copy to each commission member.
- (2) Where revision to the annual schedule of commission meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a commission meeting.
- (3) Where an additional meeting is called pursuant to section 57(2) of this Bylaw, a notice of the date, hour and place of the additional commission meeting must be given at least twenty-four hours before the time of the meeting by:
 - (a) posting a copy of the notice at the Public Notice Posting Place; and,
 - (b) providing a copy of the notice to each commission member.

Minutes of Commission Meetings to be Maintained and Available to Public

- 59 (1) Minutes of the proceedings of a commission must be:
- (a) legibly recorded;
 - (b) certified as correct by the recording secretary; and,
 - (c) signed by the presiding member at the meeting or at the next meeting at which the minutes are adopted.
- (2) The minutes of the proceedings of a commission must be open for public inspection at the Village Office during regular office hours.

Quorum

- 60 The quorum for a commission is the majority of all of its members.

Conduct and Debate

- 61 The rules governing the conduct and debate of the Council as set out in this Bylaw shall govern the conduct and debate of commissions and must be observed during commission meetings unless otherwise provided in the Bylaw.

Voting at Meetings

- 62 (1) Votes at a commission meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.
- (3) Section 18 of this Bylaw applies to voting in commission.

Part 10 – General

- 63 If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

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- 64 This Bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with provisions of the Community Charter.
 - 65 Village of Queen Charlotte Procedure Bylaw No. 1-2005, and amendments thereto, are hereby repealed.

READ A FIRST TIME THIS 1st day of March 2010,

READ A SECOND TIME THIS 1st day of March 2010,

READ A THIRD TIME THIS 1st day of March, 2010,

NOTICE GIVEN IN ACCORDANCE WITH SECTION 94 AND 124(3) OF THE COMMUNITY CHARTER BY WAY OF POSTING AT THE POSTING LOCATION ON THE 16th DAY OF FEBRUARY TO THE 8TH DAY OF MARCH AND BY PUBLICATION IN THE QUEEN CHARLOTTE OBSERVER ON THE 18th DAY OF FEBRUARY AND THE 25th DAY OF FEBRUARY, 2010

ADOPTED TIME THIS 15th DAY of MARCH, 2010.

Certified a true copy of Bylaw No. 36-2010
