



Town of Gillams

Box 3968, RR#2
Corner Brook, NL
A2H 6B9

Tel. 709-783-2800
Fax: 709-783-2671
<http://gillams.net>

TOWN OF GILLAMS

COUNCIL MEETING PROCEDURES

A Policy to establish the rules of procedures for

The Municipal council of the Town of Gillams

WHEREAS under section 24 (3) of the Municipalities Act, Council must establish the procedures to be following for the conduct of its business;

AND WHEREAS Council must by policy:

- a) Establish the procedures to be followed for the conduct of council and committee meetings;
- b) Establish the manner in which resolutions may be passed and policies be adopted in council meetings and committee meetings;
- c) Provide for minute taking at council and committee meetings, including certification of those minutes.
- d) Establish the procedure for designating a person to act in place of the mayor; and
- e) Establish the first regular council meeting date following a general local election.

DEFINITIONS

In this policy, unless the context otherwise requires:

Chairperson means the person for the time who is authorized to control the proceedings and procedure at any meeting of council or any committee meeting and includes the Mayor or Deputy Mayor as the case may be, when such person is in attendance at a meeting.



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Committee means a select or standing committee duly appointed by council;

Committee of the Whole – means all of the members of council present at a meeting sitting in committee;

Council means the Municipal council of the Town of Gillams and includes the Mayor;

Deputy Mayor means the member designated to be responsible for acting in the place of the Mayor in the absence of the Mayor;

Mayor means the duly elected Mayor of the Town of Gillams;

Motion means a formal proposal made by a member of council that a specified course of action be undertaken or approved – a resolution is considered an elaborate or formal motion;

Reconsideration means a motion to reconsider or a motion to permit the reconsideration or a motion that has failed;

Rescind means a motion to rescind by which a previous action or order (motion which has been adopted) can be cancelled or countermanded; and

Town means the Corporation of the Town of Gillams

TYPES OF MEETINGS

There are three types of council meetings covered in the Meeting Regulations:

- An ordinary meeting
- A special meeting
- A committee meeting



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Ordinary Meeting

An ordinary meeting is the regular meeting of council which is to be held at least once a month. The general manager convenes the first ordinary meeting after an election and the mayor convenes subsequent meetings.

1. There is to be a meeting of the Town of Council of Gillams for the consideration of the general business every second Wednesday, except during the months of June, July and August.
2. Every meeting of the council shall be presided over by a Presiding Officer who shall be;
 - a) The Mayor, if present, or
 - b) The Deputy Mayor, if the Mayor is absent
3. Council may from time to time by resolution prescribe the day and time for each regular meeting;
4. Every meeting of the members of council shall be held in public areas unless the same shall be called as a special or privileged meeting;
5. A majority of the members of council constitutes a quorum for the purpose of a meeting of the council;
6. As soon after the hour appointed for holding the meeting as there shall be a quorum present, the Mayor shall take the chair, and call the meeting to order;
7. Should the Mayor not be present within fifteen minutes after the time appointed the Deputy Mayor shall take the chair, call the meeting to order and proceed with the business of the meeting;
8. If there is no quorum present within fifteen minutes after the time appointed for holding a meeting, the Manager shall take down the names of the member that



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are present, and the meeting shall stand adjourned until the next day or regular meeting.

Special Meeting

A special meeting is convened for a particular purpose and can be requested by a majority of councilors or by a council meeting.

1. A notice of twenty-four hours shall be given for every regular and special meeting;
2. Special or privileged meetings of the council may be called at such times as the Mayor or Manager may deem necessary.

Council Committee Meeting

A council committee is essentially a sub-committee of council that meets to perform a special function; for example; finance planning. A committee is convened by the chairperson of the committee. The mayor is the chairperson of an ordinary or special council meeting. In absence of the mayor the deputy mayor is the chairperson. The chairperson of a council committee meeting may either be nominated by the council or elected by the members of the committee. If the chairperson is absent from the meeting the members present elect one of their number to be the chairperson.

Open Meetings

A meeting is to be open to the public unless it is held as a privileged meeting, Section 213 (1) of the Municipal Act.

Closed Meetings

A council may decide to close all or part a meeting to the public. If it is a council meeting, the decision must be made by an absolute majority. A meeting may be closed where the matter to be considered relate to actual or possible legal action to be taken by or involving the council.



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The general manager should record in the minutes of the open meeting only the fact that a matter was discussed in a closed meeting, and include details of the outcomes.

Order of Business

1. Call to order
2. Approval of the agenda
3. Adoption of the minutes
4. Business Arising from Minutes
5. Finance and Administration
6. Correspondence
7. New Business
8. Adjournment

When a special or privileged meeting is called for the consideration on some particular matter the order of business of these rules shall not apply.

No other item of business shall be considered at a special or privileged meeting except as is specified in the notice calling a special or privileged meeting.

OPENING PROCEDURES

1. The quorum of council is (3) members.
2. The mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
3. The Clerk/Manager shall record in the minutes, should there be no quorum present within twenty (20) minutes after the time appoint for the meeting the meeting shall stand adjourned until the next meeting.
4. The general manager is responsible for recording and keeping minutes.



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5. The general manager is to ensure copies of minutes are kept as council records and are available to all councilors.
6. The general manager is to ensure that minutes of each meeting record the attendance of councilors and any absence during the meeting, including the time of leaving and returning, matters and actions taken at the meeting, motions moved at the meeting and any decisions made.

AGENDA

1. Prior to each Regular meeting of Council, the Manager shall prepare an agenda of all business to be brought before the council at such meeting.
2. Council members may add correspondence, reports or other items to the agenda of a regular meeting of council in that meeting.
3. Council shall proceed with business in the order set out in the agenda, unless a majority vote of members present otherwise directs.

A matter not specifically listed on the agenda may not be discussed at a council meeting.

MINUTES

Minutes of the proceedings of all council meetings must be:

1. Minutes are to be circulated to all councilors as least two days in advance before a regular council meeting.
2. Certified as correct by the Council Members;
3. Passed by a motion that the minutes are corrected and confirmed as a true and accurate record by resolution of the meeting.

Open for public inspection at the Municipal Office during its regular office hours except minutes for those meetings or parts of meeting from which persons were excluded.



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BUSINESS ARISING

1. Immediately after the minutes have been confirmed the council shall deal with the items in the adopted agenda identified as business arising out of the minutes to which a member wishes to speak.
2. Under business arising a member who wishes to speak shall first specifically identify in the Minutes the matter to which he or she wishes to speak.
3. Where the matter raised by the member is included in another part of the agenda the manager may ask to defer consideration of the matter until the appropriate place in the agenda.

OTHER BUSINESS

The following matters may be considered under Other Business:

1. Discussion of finances
2. Correspondence
3. Matters added to the Agenda under New Business
4. Matters of a routine nature raised by members of Council.

MOTIONS

Council decisions are made by agreement of councilors to a proposition, referred to as a motion.

A councilor moves a motion, which is then seconded and debated.

If a motion is successful it becomes a decision of the council.

A motion need not be in writing at the time it is moved.

A motion cannot be debated unless it is first moved and seconded. A motion will need to relate to a matter on the meeting agenda.



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AMENDMENTS TO MOTIONS

A councilor may move a motion to amend a motion, unless that councilor has moved or seconded the original motion.

A motion to amend a motion cannot be moved while a previous amendment motion is being considered.

If a motion to amend a motion is accepted, the original motion, as amended, becomes the motion before the meeting.

MOTIONS TO OVERTURN DECISIONS

A meeting cannot overturn a decision passed at a previous meeting held since the last ordinary election, except by the resolution of an absolute majority.

DISCUSSIONS ON RESOLVED MOTIONS

Discussion may occur on a previously resolved motion if the motion was misunderstood, leading to a vote that did not accurately reflect the views of the meeting.

Such discussion may take place only where new information comes to hand or vital information was overlooked.

A separate vote on whether a matter should be discussed for a second time is to be taken before the discussion can take place.

MOTIONS DURING DEBATE

When a question is under debate, the following non-written motions shall be in order:

- A. To extend the time of the meeting.
- B. To refer or commit
- C. To amend
- D. To lay on the table



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- E. To postpone indefinitely
- F. To move the previous question.

MOTIONS TO BE SECONDED

Every motion shall be seconded before being put or debated.

ADDRESSING THE MOTION

Members of council shall address their remarks and continue themselves to the question at hand.

ENTITLEMENT TO SPEAK

If two or more members speak at the same time, the chairperson shall determine which member is entitled to speak.

MEMBER SPEAKING NOT TO BE INTERRUPTED

When a member is speaking or 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.

RE-READING 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 so as to interrupt a member speaking.

VOTING

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



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RECORD VOTE

In accordance with Section 212(4) of the Municipalities Act, the clerk shall record the names of those voting in favor of the motion, those voting against the motion, and those abstaining.

NO SECRET BALLOT

No vote shall be taken in council by ballot or by any other method of secret voting.

MOTION TO ADJOURN

A motion to adjourn is always in order except when:

- A. A member is addressing the chair
- B. A vote is being taken; and
- C. 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 and is not debatable. However, a motion to 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.



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COMMITTEES

AUTHORITY TO FORM

In accordance with Section 25 of the Municipalities Act, a council may from time to time appoint committees. The mayor shall be an ex-officio member of all committees.

STANDING COMMITTEES

Standing committees of council shall remain in effect for the life of the council, and members shall be appointed at the first council meeting of each year.

SPECIAL COMMITTEES

Special committees of council shall remain in effect until the purpose for which they were set up has been accomplished. Special committees will expire at the end of each year, unless struck again by council.

COMMITTEE OF THE WHOLE

Council may, by majority vote, resolve itself into a Committee of the Whole whereby it will operate under the rules for committees as set out hereunder. The deputy mayor will assume the chair, and if the deputy mayor is absent, another member of council shall be elected as chairman.

COMMITTEE MEMBERSHIP

Membership on all committees of council is limited to members of council. Committees are an arm of council. Council can appoint/dismiss members on a committee if it is deemed necessary.

QUORUM OF COMMITTEES

A majority of the members of any committee shall constitute a quorum.



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COMMITTEE CHAIRMAN

When council appoints a committee, it shall also appoint one of its members to be chairman of that committee. A committee chairman can make recommendations to council on decision of appointment or dismissal.

COMMITTEE SECRETARY

The town clerk (or designate) shall act as secretary to each committee of council.

COMMITTEE MINUTES

Prior to the next meeting of the committee, the secretary shall prepare minutes of the previous meeting for submission to and confirmation by the committee.

Following every committee meeting, the secretary shall prepare for the chairman a report on all matters which require council action.

CONDUCT OF BUSINESS IN COMMITTEES

The following rules and regulations shall apply to the proceedings in committee:

- A. The chairman shall preside at every meeting, in the absence of the chairman, one of the other members of the committee shall be elected by the members present to preside during the chairman's absence;
- B. The chairman may vote on all questions. In case of a tie vote on any motion, the question shall be deemed lost;
- C. No motion need to be seconded;
- D. The previous question will not be allowed;
- E. There shall be no limit on the number of times a member may speak; and
- F. The votes of members on any question shall be recorded if requested by any member.



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Completed by: Shelley Penney, Town Manager

CLARIFICATION AND AMENDEMENT PROCEDURE

CLARIFICATION OF RULES

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

AMENDMENT OF RULE

Any motion to amend these rules must be presented to council and must be passed by two-thirds majority of members present.

EFFECTIVE DATE

These rules and regulations shall become effect upon the date of enactment.

RULES OF PROCEDURE PASSED BY COUNCIL ON AUGUST 22, 2012

Mayor Joy Burt

Shelley Penney, Town Manager

Motion: Deputy Mayor Blanchard

Be it resolved council pass the Procedures for Council Meetings as presented.

Seconded by: Councillor George Callahan

All in favour.

Motion Carried.



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