



Chapter 1
Procedure of Meetings



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Meetings of Council

1. RULES AND REGULATIONS – In all proceedings to be taken in the Town Council of Port au Port East the following shall be observed for the order and dispatch of business of Council.
2. REGULAR MEETINGS OF COUNCIL – Council meetings will be held the second Tuesday of each month.
3. WHO TO PRESIDE AT MEETINGS – Every meeting of Council shall be presided over
 - (a) By the Mayor, if present or
 - (b) By the Deputy Mayor, if the Mayor is absent, or
 - (c) If both are absent, then by such member of Council as the members then present appoint.
4. Any three members present at a meeting shall form a quorum.
5. WHO SHALL ATTEND MEETINGS-
 - (a) The Town Clerk/Manager or Assistant shall attend all Council meetings.
 - (b) The Town Maintenance / Water Operator shall attend meetings when request by Council.

Order of Proceedings

6. MAYOR TO TAKE CHAIR AS SOON AS QUORUM – As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the chair, and call the meeting to order.
7. PROCEEDINGS IN ABSENCE OF THE MAYOR – Should the Mayor not be present within five minutes after the time appointed, the Deputy Mayor shall take the chair, call the meeting to order and proceed with the business until the arrival of the Mayor, who will then assume the duties of the chair.
8. APPOINTMENT OF CHAIRMAN IN ABSENCE OF MAYOR AND DEPUTY MAYOR- In case neither the Mayor, nor the Deputy Mayor attend within five minutes of the time appointed, the Town Clerk or Acting Clerk shall take the chair, and call members to order, and if a quorum be present a chairman shall be appointment from among them who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
9. MEETING TO ADJOURN IF NO QUORUM PRESENT IN FIFTEEN MINUTES AFTER APPOINTED TIME – If there is no quorum present within fifteen minutes of the time appointed, the Clerk or Acting Clerk shall call a roll and take down the names of the members then present, and Council shall, subject to the revisions of the rules and of the by-laws stand adjourned until the next regular meeting.

Minutes

10. CONFIRMING MINUTES- Immediately after the Mayor or Chairman takes his / her seat, the minutes of the preceding meeting shall be submitted for confirmation, and shall, if found correct, be signed by the Mayor or Chairman and the Town Clerk.
11. WHAT MINTUES SHALL CONTAIN- Such minutes shall contain:
 - (a) all resolutions and motions passed with the names of the movers and seconders, and shall
 - (b) mention reports, petitions, and other documents or record submitted to the Council, only by their respective titles, or by a brief description of their purpose, except accepted reports, which shall be entered at length or separately.
 - (c) corresponding minutes of preceding meeting – If there is any objection made to the minutes of the preceding meeting, the member making it shall state the grounds of his/her objection without comment, and if Council acquiesces, then the minutes shall be altered accordingly, but without debate.
12. AMENDING MINUTES – If all the members do not acquiesce in the proposed alteration, then a motion must be duly made and seconded to amend the minutes, to meet the objection, which shall then be deleteable.
13. ORDERS OF THE DAY – For Each regular meeting of the Town Council, the Town Clerk shall have prepared the Orders of Business as follows”

Agenda

- a) Reading of Minutes
 - b) Petitions or visiting groups
 - c) Business arising out of minutes
 - d) Deferred business
 - e) Finances: accounts payable and / or financial statement
 - f) Permits
 - g) Items for discussion
 - h) Other information
14. CURFEW – No item of business may be dealt with at a council meeting after (11) p.m.
 15. BUSINESS TO BE TAKEN UP IN ORDER – The business of council shall in all cases be taken up in order in which it stand upon “the general orders of the day” unless changed by majority decision of members present.
 16. MOTIONS NOT DISPOSED OF- All motions called in pursuance of “the general order of the day” and not disposed of shall be placed at the bottom of the list unless otherwise decided by Council.
 17. CONSIDERATION TO DEFERRED BUSINESS – Council, by mutual consent, or by a majority vote, may at any time direct that an item of deferred business may be taken up, except such that has been deferred to a specified time.

18. SPECIAL MEETING- When a special meeting is called for the consideration for some particular business, the order of business provided by #13 shall not apply, but Council shall proceed for which the meeting was called, and if there is more than one items of such business the chairman shall designate the order in which the same shall be taken up.

Points of Order

19. ORDER AND DECORUM- The presiding officer at any meeting shall preserve order during the debate, and maintain decorum of the chambers at all times.
20. MAYOR OR CHAIRMAN TO DECIDE POINTS OF ORDER- The Mayor or Chairman shall decide all points of order, and shall state his / her reasons for any such decision, without unnecessary comment.
21. POINT GENERAL- The Mayor or Chairman may call any member to order at anytime, and any member may raise a point of order.
22. DEBATE TO CEASE WHEN MEMBER CALLED TO ORDER- If a member is called to order while debate is in progress, the debate shall be suspended, and the member called to order shall not speak until the point of order has been stated and determined by the presiding officer, unless such member shall rise to explain or for the purpose of appealing the decision of the chair to the council, and the council, if appealed to, shall decide the point but without debate.
23. APPEAL FROM DECISION OF CHAIR- When appeal is made from the decision of the chair on a point of order, or ordering a member to retire from a meeting then in progress, such appeal shall be submitted by the Clerk to the Council by the question, “shall the decision of the chair be sustained?” The question shall be decided without debate. The chairmen shall then rule according to the decision of the council.
24. MAYOR SHALL DECIDE WHICH MEMBER TO SPEAK – If two or more Member’s arise to speak at the one time the Mayor or Chairman shall name the member who, in his/her opinion has right of precedence.
25. DECORUM DURING DEBATE- Any member when about to speak shall address him/herself to the chair. He/she shall confine him/herself to the question under debate, and avoid personalities and not refer to the presiding officer, or any member of the Council except in a respectable manner.
26. 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 of order, explain, or ask a question.
27. TEMPORARY CHAIRMAN- If the Mayor or Chairman desires to leave the chair for the purpose of taking part in the debate or otherwise, he shall call another member of Council to fill his place until such time as he resumes the chair, or until the meeting adjourns. The chairman cannot resume the chair until the subject under discussion has been death with and a vote taken.

28. POWERS OF DEPUTY OR CHAIRMAN – While acting within the authority vested by the town chapter in the Mayor; the Deputy Mayor, and in his/her absence the Chairman elected by the Council to preside at any meeting, may do anything authorized or required to be approved by the Mayor.
29. DISORDERLY PERSONS- The Mayor or Chairman may expel and exclude from a meeting any member of Council or other person who has been guilty of improper conduct as such meeting, and in the case of the exclusion of a member of the Council an entry shall be made in the minutes of the reason for such exclusion.
30. VIOLATIONS OF ORDER AND DECORUM- If any member uses insulting or improper language to the presiding officer or any member and refuses to apologize when so directed by the Chairman, or willfully obstructs the conduct of business, he/she may be ordered by the Chairman to retire from chamber for the remainder of that meeting, and if he refused to do so, he/she by order of the Chairman, may be removed from the chamber by the police.
31. CONDITIONS FOR RESUMING SEAT- Any member removed from a meeting may be permitted, by a majority vote of the meeting in progress, to resume his/her place on making an apology to the Chairman and to any member insulted by him/her.
32. LENGTH OF SPEECHES- No member, without the consent of Council, shall speak longer than 15 minutes at one time, or more than once on any motion, and once on any amendment thereto. Any member speaking after the amendment has been moved shall be deemed to be speaking to the amendment. The maker of a motion may speak twice.
33. MOTION ALLOWED WHEN QUESTION UNDER DEBATE – When a question is under debate the only motion in order shall be:
 - a) To extend the time of the meeting
 - b) To refer or comment
 - c) To amend
 - d) To lay on the table
 - e) To postpone indefinitely or to a day certain
 - f) To move the previous question
34. MOTIONS MUST BE IN WRITING AND SECONDED- Every main motion shall be in writing and shall be read by the Mayor or Chairman, but shall be seconded before being put or debated.
35. WITHDRAWAL OF MOTIONS- When a motion has been moved and seconded it shall be deemed to be in the possession of the Council, and cannot be withdrawn except with the permission of Council, and then only before decision or amendment thereof.
36. DIVISION OF MOTION OF QUESTION – Any motion or question which contains several distinct propositions may, by direction of the Chairman, or upon the request of any member, be divided if the sense admits, and the vote on each proposition be taken separately, and if it cannot be so divided shall be declared out of order by the Mayor or Chairman.

37. WHEN MOTION TO ADJOURN DEBATABLE- A motion to adjourn the Council or to adjourn the debate, cannot be so amended and is not debatable, but a motion to adjourn Council or the debate to a given day, may be amended and is open to debate.
38. MOTION TO ADJOURN ALWAYS IN ORDER – A motion to adjourn Council or the debate shall always be in order, except when:
 - a) A member is addressing the chair
 - b) A vote is being taken
 - c) Or it has been decided that the previous question shall be taken
39. NOTICE OF MOTION TO RESCIND – No motion to rescind any resolution of Council shall be allowed unless notice of the intention to move the same has been given in writing at a meeting of Council previous to that at which the same is moved.

Special Meeting

40. SPECIAL MEETING- The Mayor may at any time summon a special meeting whenever requested to do so in writing by any two members of Council.
41. MEETING CLOSED TO PUBLIC – Special meetings of Council may be either open to the public, or closed as may be determined by majority of the members present at such meeting.

Committees

42. SPECIAL COMMITTEES- Council may, from time to time appoint special committees.
43. QUORUM OF COMMITTEES – A majority of the members of any committee shall constitute a quorum.
44. CHAIRMAN OF COMMITTEES- When a by-law, petition, or motion has been referred to a special committee, the member introducing such may be one of the committee, and unless he declines, shall be Chairman of such committee.
45. COMMITTEE OF THE WHOLE- When Council goes into committee of the whole, the Mayor, if he so desires, may appoint the Deputy Mayor or if he/she is absent, a member of Council to preside over the meeting.

Miscellaneous

46. WHEN MOTION CONTRARY TO RULES- When the Mayor or Chairman is of the opinion that a motion which he has received and read is contrary to these rules he shall advise the Council thereof and cite the rule or authority applicable.
47. ORDER TO BE PRESERVED WHEN QUESTION BEING PUT- While the Mayor or Chairman is putting the question no one shall walk across or out of Council chambers, or make any noise or disturbance or hold any private discourse.

48. READING OF MOTION – Any member may have the motion under discussion read by Clerk at any time during the debate on the same, but not so as to interrupt a member speaking.
49. MOTION TO POSTPONE INDEGINITELY- 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.
50. UNANIMOUS VOTE- To make a vote unanimous requires a motion and a seconder. If such a motion is carried it makes a unanimous vote out of a majority vote.
51. TO EXPUNGE FROM RECORDS- To expunge from the records the proceedings of a meeting, or any part thereof, requires a unanimous vote.
52. TO CLOSE DEBATE- A motion to close debate requires a majority vote of members present.
53. TO SUSPEND RULES- A motion to suspend rules requires a majority vote of members present.
54. PRIVILEGE – Whenever any matter of privilege arises it shall be taken in consideration immediately by Council.
55. TO AMEND- Except as herein otherwise provided an amendment to a motion shall always be in order. Only one amendment shall be allowed to a motion.
56. PRIVILEGE TO SPEAK- Any individual, on his own behalf or group, may speak to Council during regular Council meetings provided a written request outlining his/her topic is sent to the Town at least three (3) days prior to regular Council meeting.
57. LAY OF THE TALBE- If at any time an assembly does not wish to consider further a motion which is before it, or wishes to dispose of the question permanently without allowing it to come to a vote, a motion may be introduced that the question lie on the table. The motion is neither debatable nor amendable and permanently disposes of the question until a majority vote to take it up again.