

# *The Village of Bible Hill*

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Date Adopted: November 15, 2016

## **Meeting and Procedures Policy**

### **General**

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.
2. In this Policy, unless the context otherwise requires,  
"Business day" means a day when the Bible Hill Village's office is open for business;  
"Chair" means the presiding officer;  
"Commission" means the Commission of the Village of Bible Hill;  
"Commissioner" includes the Chair of the Commission unless the context indicates otherwise;  
"Majority" means more than one half of those present, unless the context indicates otherwise.

### **Time, Place, Date and Notice of Meetings**

3. The Commission in Committee, consisting of all the Commission Members shall meet at least one week prior to any Regular Commission meeting.
  - 3.01 The Commissioners shall meet on the third Tuesday of each month at 7:00 in the evening at the Village Office, 67 Pictou Road. No notice of the meeting shall be required unless there is to be a change of date, place or time of the meeting in which case the Clerk and Treasurer shall advertise notice of the meeting in a newspaper circulating in the village at least 14 days before the date of such meeting.
  - 3.02 The Annual Meeting of the Village of Bible Hill shall take place on the first Monday of June at 8:00 pm. The Clerk and Treasurer shall give notice of the Annual Meeting by advertisement published in a newspaper circulating in the village and by posting notices in five conspicuous places in the Village; at least 14 days prior to the date of such meeting.

## **ORDER OF BUSINESS – Annual Meeting**

- 3.03 The order of business at an Annual Meeting shall be:
- presentation of the minutes of last Annual Meeting and any subsequent special electors meeting(s)
  - business arising out of minutes;
  - reports of Commissioners;
  - auditor's report;
  - adoption of reports; and
  - miscellaneous business.

## **VOTING**

- 3.04 All voting matters before the electors, except the election of Commissioners, shall be decided by voting on a motion duly moved and seconded, such voting to be by "yeas" and "nays", and the Chair shall state whether in their opinion the motion has been carried or defeated. Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk and Treasurer shall count those standing in favor of the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk and Treasurer shall record the same. In the case of tie, the Chair shall declare the motion lost.

4. Additional or special meetings of the Commission may be convened.
1. By resolution or consensus, including a contingent resolution or consensus, of the Commission at a previous meeting three or more days in advance of additional or special meeting;
  2. By the Clerk and Treasurer, on behalf of the Chair, owing to unforeseen circumstances, provided the Chair believes that the majority of the Commissioners would support such a step.
5. Specific notice to the Commissioners and to the public need not be provided of;
1. Meetings held pursuant to section 3; or
  2. Meetings held pursuant to subsection (1) of section 4;

but, subject to any statutory relaxation of notice requirements, three days notice shall be specifically provided for other meetings to the Commissioners in the manner described in section 5 and 6 and to the public in the manner described in section 8.

6. Subject to section 5, notice of meetings shall be provided verbally, by telephone or telephone answering machine, or in writing (including electronic mail or facsimile messages) to each Commissioner.
7. Within 30 days following the first meeting of the Commission after a village election or by-election, each elected Commissioner shall provide to the Clerk and Treasurer:

1. A telephone number at which the Commissioner has, and will maintain, access to a telephone answering machine which the Commissioner will check at least once per day; or
2. An electronic mail address or facsimile telephone number at which the Commissioner has, and will maintain, access to electronic mail or facsimile messages, as the case may be, and which the Commissioner will check at least once per day;

failing which the Commissioner shall be responsible for checking at least once per business day a mailbox assigned to the Commissioner and marked with the Commissioner's name located at the Village Office, 67 Pictou Road and shall be deemed to have chosen this method of notification. The Commissioners shall be deemed to have received any notice within one business day of its being sent or left by the method of the Commissioner's choice pursuant to this section.

8. Subject to section 5, a notice of meetings shall be provided to the public by the Clerk and Treasurer who shall advertise notice of the meeting in a newspaper circulating in the village. The notice of meeting shall contain the time, date and place of the meeting.

#### **Conduct of Meetings: General**

9. During a meeting the Commission may adjourn for short periods or move to another place, without ending the meeting.
10. A Regular Monthly Meeting of the Commission, except when the Commission resolves to defer approval of minutes for a maximum of one additional meeting, the minutes of the last preceding Regular Monthly Meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of the commission and such entry shall conclusively constitute the minutes of the commission.
11. The minutes shall be kept by the Clerk and shall:
  1. Record the date, time and place of the meeting, the kind of meeting.
  2. Record the time when any Commissioner joins or leaves a meeting which is in progress;
  3. Whether the minutes of the previous meeting were approved
  4. Contain all resolutions, decisions by consensus and motions, with the name of the mover and seconder, and record outcomes of the vote (defeated or passed).
  5. All orally notices of motions, points of order and appeals
  6. All motions to reconsider.
  7. All elections and results.
  8. Mention reports, petitions and other papers submitted to the Commission only by their respective titles, or a brief description of their contents.

9. Time of adjournment.

12.

It shall be the duty of the Chair to:

1. Open the meeting of the Commission by taking the chair and calling the Commissioners to order;
2. Ask the Commission whether there is a consensus on an item of procedure or business, and if no Commissioner indicates dissent, may treat the item as resolved to the same extent as if a motion had been duly moved, seconded and passed by vote;
3. Receive and submit to the Commission motions properly presented by a Commissioner;
4. Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
5. Decline to put to a vote, a motion which infringes upon the rules of procedure;
6. Restrain the Commissioners, when engaged in debate, within the rules of conduct of debate;
7. Enforce on all occasions, the observance of order and decorum; and to maintain their impartiality.
8. Call by name any Commissioner persisting in a breach of the rules of order of the Commission thereby ordering him or her to vacate the Commission Chambers;
9. Inform the Commission when necessary, or when referred to, on a point of order;
10. Permit the Clerk and Treasurer to speak on any point upon request;
11. Permit proper questions to be asked through the Chair of any official or employee of the Village, or any member of the public in attendance, to provide information to assist any debate;
12. Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and
13. Adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent.

13.

The order of business at a Regular Monthly Meeting of the Commissioners shall be:

1. call to order;
2. review and approval of minutes of last Regular Monthly Meeting, and of any special meeting(s) held since such meeting;
3. review and approval of the agenda, call for new or other business;
4. miscellaneous business including delegations;
5. business arising out of minutes;
6. review of correspondence;
7. reports of Commissioners, and Clerk and Treasurer;
8. the accounts;
9. new business;
10. in-camera closed session (section 408B Municipal Government Act)

and  
11. adjournment.

14. At the time the agenda is put forward for approval the Chair shall inquire of the Commissioners whether they have any new or other business. Commissioners having such business shall then identify it for the Chair, or shall lose the right to raise new or other business at the meeting.
15. Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more Commissioners raise their hands to speak, the Chair shall designate as to the Commissioner who has the floor, in the opinion of the Chair, who first raised a hand.
16. No Commissioner may speak more than twice, without the permission of the Commission on any motion except to explain a misconception of his remarks, but the mover of a motion shall have the right to reply and sum up in closing the debate. The Chair will give a member who has not spoken on a topic, priority over a member who has already spoken.
17. When a Commissioner wishes to explain, the Commissioner shall raise a hand and ask permission of the chair, without further comment, and if permitted by the Chair, shall explain only an actual misunderstanding of language.
18. No Commissioner shall speak more than ten minutes upon any matter at one time, without the permission of the Chair.

**Commission in Committee:**

19. The Commission in Committee will be responsible for all matters which would be of concern to the Commission.
20. The Commission in Committee will meet for the purpose of discussion and possible recommendation to the Commission, and no formal decision will be made when the Commission Members are meeting as the Commission in Committee, except to the extent that the Commission in Committee is specifically designated by bylaw or resolution of the Commission as a decision maker.
21. The Commission in Committee shall be chaired by the Deputy Chair.
22. The Commission in Committee shall follow the rules and procedures as governed by the Regular Commission Meetings, except to the extent that the context requires otherwise. Commission in Committee may invite resource people to attend the meeting to discuss items of interest to the Commission in Committee.

### **Conduct of Meetings: Motions and Voting**

23. The Chair shall state every question properly presented to the Commission and before putting it to a vote, shall ask, "Is the Commission ready for the question" and if no Commissioner offers to speak, the Chair shall put the question, after which no Commissioner shall be permitted to speak upon it.
24. The usual form of voting on any question shall be by the chair calling for "yeas" and "nays", but any Commissioner, before or after a voice vote can call for, and obtain through the Chair, a show of hands, and any two Commissioners can call for, and obtain through the Chair, a recorded vote with each Commissioner's vote entered into the minutes.
25. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk and Treasurer before it is debated. The Chair may direct that the motion be put in writing.
26. After reading of a motion by the Chair or Clerk and Treasurer, it shall be open for discussion.
27. A motion may at any time before the Commission has voted on it be withdrawn by the mover with the consent of the seconder.
28. When any question is before the Commission, the only motions in order shall be:  
A motion in amendment of the original motion;  
A motion to refer the question, including the motion and amendment if one is moved, to any committee;  
A motion to defer the consideration of the question either indefinitely or to a specified time;  
A motion to close the debate at a specified time;  
A motion that the question be put to a vote;  
A motion to adjourn;
29. When any one of the motions mentioned in the next preceding section has been made as an amendment to the original motion, no other motion may be made as an amendment except to the original motion or to the amendment, except the following:
- To refer to a committee;
  - To defer the consideration of the question;
  - To close the debate at a specified time;
  - That the question be put to a vote;
  - To adjourn;
- Any of which may be moved either to the original motion or to the amendment of the original motion.
30. A motion that the debate be closed at a specified time or that the question

be put to a vote, shall be put to a vote without further amendment or debate,  
but

A motion that the question be put to a vote shall not itself be put to a vote until every Commissioner who has not spoken on the question and claims a right to speak has been heard.

31. A motion that the question be put to a vote shall preclude all amendments to the main question until the motion is decided, and shall be put to a vote, without debate, in the following words: "that this question be put to a vote". If this motion is resolved in the affirmative, the original question shall be put to a vote immediately, without any amendment or debate, but if such motion is resolved in the negative, then the Commission shall proceed to other business.
32. A motion to adjourn shall always be in order except in the following cases:
  - When a Commissioner is in possession of the floor;
  - When the "yeas" and "nays" are being called;
  - While the Commissioners are voting; or
  - When the adjournment was the last preceding motion.
33. The following questions shall be decided without debate:
  - A motion to reconsider; should be preceded by a notice of motion at the previous sitting or notices in the posted agenda of the meeting.
  - All motions as to priority of business or as to the suspension of the order of the day;
  - Application to speak more than the prescribed number of times;
  - A motion to allow any person other than the Commissioners to address the Commission;
  - A motion to postpone or refer to a specified time or day; only debate on the advisability or propriety of postponing or referring the question.
  - A motion to lay on the table when claiming a privilege over another person; and
  - A motion to adjourn.
  - An appeal – except the appellant may give reasons for so doing and the Chair may state reasons before putting the question.
34. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be decided or withdrawn before the main question is put to vote. Only one amendment shall be allowed to an amendment and any further amendment must be to the main question.
35. Except for matters arising from correspondence, committee or other reports, agenda items, or notices of motion or other material circulated to Commissioners on or before the day before the meeting, and except for matters arising from an In Camera Committee Meeting of the Whole, no motion committing the Village of Bible Hill to the expenditure of funds shall

be accepted by the Chair for the consideration of the Commission except with the unanimous consent of Commissioners present.

36. Any notice of motion given by a Commissioner for a subsequent meeting may, in the absence of the commissioner giving such notice, be taken up by any other Commissioner.
37. After any question has been decided either in the affirmative or negative, any one or more Commissioner may, after the decision has been announced from the Chair, but before adjournment of the meeting give notice of an intention to move reconsideration at the next meeting of the Commission. The giving of such a notice operates as a stay or suspension of the Commission decision.
38. Unless reconsideration is moved at the next meeting the right of reconsideration shall be lost.
39. No discussion of the main question shall be allowed on the motion for reconsideration.
40. The following matters are not eligible for reconsideration:
  - A motion to decide upon a matter which was the subject of a statutory hearing by the Commission;
  - A motion which is or was considered by the Commission in substantially the same form in which it is being or will be considered by the Commission, irrespective of whether the Commission has adopted or rejected, or may adopt or reject;
  - A matter which has been reconsidered once; and
  - A vote to reconsider.

#### **Conduct of Meetings: Points of Order**

41. It shall be the duty of the Chair, and the privilege of any Commissioner, to call any Commissioner to order, who violates any established rule or order. A point of order must be decided before the subject under consideration is proceeded with.
42. When a Commissioner is called to order, the Commissioner shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
43. A point of order is not debatable amongst other Commissioners, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no Commissioner shall speak more than once.
44. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Commission Chambers pursuant



to sections 45 and 47, are not debatable but are appealable to the Commission by any Commissioner. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?" either a majority vote or a tie vote sustains the chair's decision.

45. No Commissioner shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Commission, or speak outside the parameters of the question in debate.
46. If a Commissioner resists the rules of the Commission, wilfully obstructs the business of the Commission or disobeys the decision of the Chair, or of the Commission on appeal, on any question of order or practice or upon the interpretation of the rules of the Commission after being called to order by the Chair, or otherwise disrupts the proceedings of the Commission the Commissioner may be ordered by the Chair to leave the Commissioner's seat provided that a majority vote of the Commission shall be required to sustain the expulsion.
47. If the Commissioner refuses to leave the Commissioner's seat, the Chair may order the Commissioner to be expelled and excluded from the Commission Chambers.
48. Such Commissioner may, by vote of the Commission, later in the meeting or at a subsequent meeting be permitted to re-enter the Commission Chambers and to resume participation in the Commission's business with or without conditions.
49. Persons who are not Commissioner's or officers or employees of the Village shall observe silence and order in the Commission Chambers, unless given permission to speak. 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 be expelled and excluded from the Commission Chambers, provided that a majority vote of the Commission shall be required to sustain the expulsion.
50. Such member of the public may, by vote of the Commission, later in the meeting or at a subsequent meeting, be permitted to re-enter the Commission Chambers with or without conditions.
51. An order of the Chair to expel a person from the Commission Chambers pursuant to sections 43 and 45 of this Policy constitutes a direction from the Village of Bible Hill to leave the premises for purposes of the Protection Property Act and other applicable laws.
52. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability.

53. Any of the rules of order maybe suspended in its operation by the unanimous consent of the Commissioners present.

#### **Election of Chair and Deputy-Chair**

54. The first meeting after an election the Village Commissioners shall elect a Chair and Deputy-Chair.
55. The Commissioners shall by ballot write the name of the Commissioner they wish to serve in the Office of Chair.
56. The Commissioners shall appoint two scrutiner's to count the ballots and announce the name of the successful candidate.
57. After the Chair has been elected; the process shall be followed for the election of the Deputy Chair.
58. When there is a tie at the election of the Chair or Deputy Chair the Clerk and Treasurer shall determine the successful candidate by lot.

#### **Delegations and Presentations**

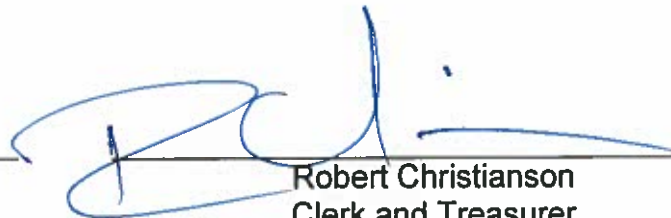
59. Delegations shall apply in writing to be placed on an agenda for a Regular Monthly Meeting to the Clerk and Treasurer stating the essence of the presentation to be made no later than 12:00 noon on Friday immediately preceding each Regular Monthly Meeting of the Commission.
60. Notwithstanding Subsection 59, when a delegation wishes to be heard by Commission without prior application, a member of the Commission may move that the delegation shall be heard. Municipal Councillors shall be given the opportunity to speak at the Commission in Committee Meeting and/or the Regular Monthly Meeting with a 10 minute time limit.
61. Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Bible Hill, refuse the application.
62. Presentations to Commission shall
- consist of a maximum of two presenters,
  - not exceed 10 minutes in duration, without approval by motion
  - not address personnel matters, labour relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege, and
  - be relevant and timely.
63. Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation and the presentation shall be automatically sent to the staff for

review, comments and recommendations unless the presentation is in respect of an item of business before the Commission.

64. A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.



Lois MacCormick  
Chair



Robert Christianson  
Clerk and Treasurer