

**BYLAW #568-21
FOR THE VILLAGE OF VILNA
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE MUNICIPALITY OF VILLAGE OF VILNA, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCEDURES OF COUNCIL AND COMMITTEES MEETINGS.

WHEREAS, Part 5, Division 9 of the Municipal Government Act outline Council Proceedings and Requirements for Valid Action.

NOW THEREFORE the Council of Village of Vilna, in the Province of Alberta, duly assembled, enacts as follows:

1 CITATION

- 1.1 This Bylaw may be cited as the **“Procedural Bylaw”**.

2 DEFINITIONS

The following words and phrases mean:

- 2.1 **“Act”** means the Municipal Government Act, as amended.
- 2.2 **“Agenda”** means the a list of items and orders of business for any meeting of Council prepared pursuant to Sections 193 through 195 inclusive, of the Municipal Government Act.
- 2.3 **“Bylaw”** means a Bylaw of the Village of Vilna.
- 2.4 **“Chairperson”** means the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor.
- 2.5 **“Chief Administrative Officer”** is the person appointed by Council as the Chief Administrative Officer pursuant to Section 205 of the Municipal Government Act.
- 2.6 **“Council”** means the Mayor and Councillors of the Village of Vilna for the time being elected pursuant to the provisions of the Local Authorities Election Act, whose term is unexpired, who has not resigned and who continues to be eligible to hold office as such under the terms of the Municipal Government Act.
- 2.7 **“Council Meeting”** means an Organizational Meeting, Regular Meeting and Special Meeting.
- 2.8 **“Deputy Mayor”** is the Councillor who is appointed pursuant to the provisions of Section 152 of the Municipal Government Act to act as Mayor, in the absence or incapacity of the Mayor.
- 2.9 **“Mayor”** is the Chief Elected Official of the Village of Vilna.
- 2.10 **“Meeting”** means a Council meeting and / or meeting of a Committee established by Bylaw.

- 2.11 **“Member-at-Large”** means a member of the public appointed by Council to a Committee established by Council.
- 2.12 **“Organizational Meeting”** means a meeting of Council held in accordance with Section 192 of the Municipal Government Act.
- 2.13 **“Person”** shall include an individual, partnership, association, corporate body, trustee, executor, administrator or legal representative.
- 2.14 **“Public Hearing”** is a duly advertised meeting of Council convened to hear matters pursuant to:
- 2.14.1 the Municipal Government Act;
 - 2.14.2 any other Act; or
 - 2.14.3 any other matter at the direction of Council and is separate from the Regular Meeting of Council, but may be held during a Regular Meeting.
- 2.15 **“Regular Meeting”** is a meeting of Council held in accordance with Section 193 of the Municipal Government Act.
- 2.16 **“Special Meeting”** is a meeting of Council held in accordance with Section 194 of the Municipal Government Act.

3 APPLICATION

- 3.1 This Bylaw shall govern Organizational Meetings, Regular Meetings and Special Meetings of Council and Committees established by Council and shall be binding upon all Committee members, whether Councillors or Members-at-Large.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this Bylaw, **Robert’s Rules of Order**, if applicable, shall apply.
- 3.3 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order, the provisions in this Bylaw shall apply.
- 3.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council, if two-thirds of all members of Council present, vote in favour of dealing with the matter under consideration.
- 3.5 A resolution waiving any provision of this Bylaw as provided for in Section 3.4, shall only be effective for the meeting during which it is passed.

4 QUORUM

- 4.1 Quorum means the majority of the valid, subsisting members of Council, or in the case of the Committee, Board, Commission or other organization established by Council, unless the Bylaw or resolution establishing such a body specifies a different quorum, the majority of the members thereof.

- 4.2 As soon as there is a Quorum of Councillors after the time scheduled for the meeting, the Chairperson shall take the Chair and call the meeting to order.
- 4.3 Unless Quorum is present within fifteen (15) minutes after the time scheduled, the meeting may, at the discretion of the Chairperson; stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 4.4 In the absence of a Quorum, the only action that can legally be taken, is to fix the time to which to adjourn, if more than fifteen (15) minutes is being allowed, adjourn, recess or to take measures to obtain a Quorum.
- 4.5 In the absence of a Quorum, the Chief Administrative Officer shall record the names of the councillors present at the expiration of the fifteen (15) minutes time limit and such record shall be appended to the next Agenda.

5 REGULAR MEETING

- 5.1 The Regular Council Meetings shall be established by resolution at the Organizational Meeting, or as otherwise scheduled by resolution at a Regular Council Meeting.
- 5.2 Notice of Regular Council Meetings need not be given.
- 5.3 If Council changes the date, time or place of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours notice of the change to:
 - 5.3.1 Any Councillor not present at the meeting at which the change was made, and
 - 5.3.2 To the public by advertising on the Main Door of the Village Office.
- 5.4 The following applies to the preparation of the Regular Meeting Agenda:
 - 5.4.1 Items initiated by Councillors are submitted to the Chief Administrative Officer by 5 working days prior to Regular Meeting.
 - 5.4.2 Items initiated by or referred to the Administration shall be delivered to the Chief Administrative Officer.
 - 5.4.3 An Agenda listing the order of business for the use of Councillors shall be prepared by the Chief Administrative Officer.
 - 5.4.4 The Agenda preparation, reviews, distribution and meeting follow-up will be coordinated through the Chief Administrative Officer in accordance with timing policies and resolutions approved by Council.
 - 5.4.5 Additions of items to the Agenda, after the Agenda has been set, shall require the approval of the Mayor and the Chief Administrative Officer.

6 MEETING THROUGH ELECTRONIC COMMUNICATION

- 6.1 A Council Meeting or a Council Committee Meeting may be conducted by means of electronic or other communications if:
- 6.1.1 a notice is given to the public of the meeting, including of the way in which it is to be conducted,
 - 6.1.2 the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
 - 6.1.3 the facilities enable all the meeting's participants to watch or hear each other.
- 6.2 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

7 SPECIAL MEETINGS

- 7.1 A Special Council Meeting shall be scheduled by the Chief Administrative Officer when required to do so by the Mayor or a majority of Councillors of Council.
- 7.2 Where a Special Council Meeting is required by a majority of Council, the Mayor shall call such a meeting within fourteen (14) days of the date on which the request was made.
- 7.3 The Mayor may call a Special Council Meeting by giving at least twenty-four (24) hours notice to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- 7.4 A Special Council Meeting may be held with less than the twenty-four (24) hours notice to all Councillors and without notice to the public, if at least two-third (2/3) of Council agrees to this in writing, prior to the beginning of the meeting.
- 7.5 No business other than that stated in the notice shall be conducted at any Special Council Meeting, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.

8 ORGANIZATIONAL MEETING

- 8.1 As required in Section 192 of the Municipal Government Act, an Organizational Council Meeting must be held annually, not later than two (2) weeks after the third Monday in October.
- 8.2 The Agenda for the Organizational Meeting shall be restricted to the:
- 8.2.1 Administration of the Oath and the introduction of new Councillors should the meeting follow the general municipal election;
 - 8.2.2 Selection of the Mayor, by election, as set out in **Schedule A**;

- 8.2.3 Selection of the Deputy Mayor, by election, as set out in **Schedule A**;
- 8.2.4 Establishment of the Regular Council Meeting dates for Council and its Standing Committees;
- 8.2.5 Establishment of Council Committees and Boards;
- 8.2.6 Establishment of membership on Committees and Boards;
- 8.2.7 Any other related business as required by the Municipal Government Act.

9 MINUTES

- 9.1 The preparation and distribution of Minutes of Council Meetings shall be the responsibility of the Chief Administrative Officer.
- 9.2 After adopting the Agenda, the Minutes of preceding Meetings shall be read by each Council member in order that any errors or omissions may be corrected by Council and the Minutes may then be adopted by a majority vote.

10 EXECUTIVE SESSION

- 10.1 Council and Council Committees may enter into Executive Session to close all or part of the Meeting to the public, if a matter is within one of the exceptions to disclosure in Division 2 of Part 1 of the **Freedom of Information and Protection of Privacy Act**.
- 10.2 When a Meeting is in Executive Session pursuant to Section 9.1 of this Bylaw, no resolution or Bylaw may be passed at the meeting, except a resolution to revert to a Meeting held in public.
- 10.3 When a Meeting is closed to the Public, the Meeting may include any person(s) invited to attend by Council.
- 10.4 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Municipal Government Act, may deliberate and make its decisions in Executive Session.

11 DELEGATIONS / GROUPS

- 11.1 Requests from persons or groups who wish to make a representation to Council shall be made to the Chief Administrative Officer at least 5 working days prior to a Regular Council Meeting, including the purpose of the request, the proposed presentation in writing, action requested of Council, if any, and an estimate of the time required to make the presentation.
- 11.2 Each delegation shall be limited to 10 minutes to make a presentation to Council, unless Council grants more time through Unanimous Consent.

- 11.3 The allocation of Council's time to delegations is primarily intended to enable proposal for development to be put forward, to advocate policy action by Council or to make the case for the interests of business or non-governmental organizations.
- 11.4 Matters raised by delegations shall be considered at Council's discretion, at a subsequent meeting of council, in order to enable research and to check evidence provided by delegations, unless the unanimous will of Council deems otherwise.
- 11.5 Matters of a confidential nature as described in Section 10 of this Bylaw shall not be discussed during a presentation and discussion of issues brought forward by a delegation.

12 PUBLIC HEARINGS

- 12.1 A Public Hearing may be held during a Regular Council Meeting.
- 12.2 The Chairperson shall outline Public Hearing Procedures.

13 CHAIRPERSON

- 13.1 The Chairperson shall preside over the conduct of the meetings, including the preserving of good order and decorum, ruling on Points of Order, replying to Points of Procedures and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.
- 13.2 The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present when a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
- 13.3 The Chairperson may invite persons forward from the audience to speak with unanimous agreement of Council, if it is deemed to serve the best interests of the issue being discussed and the public interest.

14 COUNCILLOR DEBATING

- 14.1 Councillors wishing to speak on a matter presented at a meeting, should indicate their intentions by raising their hand and, after being recognized by the Chair, should not speak more than once until every Councillor has had the opportunity to speak except:
 - 14.1.1 In the explanation of a material part of the speaker which may have been misunderstood, or
 - 14.1.2 In reply, to close debate, after everyone else wishing to speak has spoken, provided that the Councillor presented the motion to the meeting.

14.2 All questions or debate shall be directed through the Chairperson.

15 PROHIBITIONS

15.1 Councillors shall not:

15.1.1 Use offensive words or unparliamentary language in the Meeting.

15.1.2 Disobey the rules of the Meeting or decision of the Chairperson or of Councillors on question of order or practice, or upon the interpretation of the rules of the meeting.

15.1.3 Leave their seat or make any noise or disturbances while a vote is being taken and the result has been declared.

15.1.4 Interrupt a Councillor while speaking, except to raise a Point of Order or Question of Privilege.

15.1.5 Pass between a Councillor who is speaking and the Chair.

15.2 A Councillor, who wishes to leave the Meeting prior to adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the Minutes.

16 QUESTION OF PRIVILEGE

16.1 A Councillor who desires to address the Meeting upon a matter which concerns the rights or privileges of the Councillors collectively, or of himself / herself as a Councillor thereof, shall be permitted to raise such Question of Privilege.

16.2 A Question of Privilege shall take precedence over all matters, and while the Chairperson is ruling on the Question of Privilege, no one shall be considered to be in possession of the Floor.

17 POINT OF ORDER

17.1 A Councillor who desires to call attention to a violation of the rules and procedure shall ask leave of the Chairperson to raise a Point of Order. When leave is granted, the Councillor shall state the Point of Order with a concise explanation and shall attend the decision of the Chairperson upon the Point of Order. The speaker in possession of the Floor when the Point of Order was raised shall have the right to the floor when debate resumes.

17.2 A Councillor called to order by the Chairperson shall immediately vacate the Floor until the Point of Order is dealt with, and shall not speak again without permission of the Chairperson unless to appeal the ruling of the Chairperson.

18 APPEALS TO RULINGS OF THE CHAIRPERSON

- 18.1 The decision of the Chairperson shall be final, subject to an immediate appeal by a Councillor.
- 18.2 If the decision is appealed, the Chairperson shall give concise reasons for his ruling and the Councillors, without debate, shall decide the question. The majority ruling of the Councillors shall be final.

19 MOTIONS

- 19.1 Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
- 19.2 The mover of a motion must be present when the vote on the motion is taken.
- 19.3 A Motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 19.4 When a matter is under debate, no motion shall be received other than a:
 - 19.4.1 **Fix the Time for Adjournment**
 - 19.4.2 **Adjourn**
 - 19.4.3 **Motion to Call the Question** enables the mover that the vote must now be taken.
 - 19.4.4 **Motion to Withdraw:** enables a mover, when a motion is before the Meeting and the mover wishes to withdraw or modify it, or substitutes a different one in its place, and if no Councillor objects, the Chairperson shall grant permission. However, if any objection is made, it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it was never made.
 - 19.4.5 **Motion to Lay on the Table:** enables Council to lay the pending Question aside temporarily when something else of immediate urgency has arisen. The motion is not debatable or amendable and, when passed, the Question may only be resurrected by a **Motion to Take from the Table**. If the Question is not taken from the Table prior to the close of the next Regular Council Meeting, the Question dies.
 - 19.4.6 **Motion to Postpone to a certain time or date:** is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. A Motion to Postpone to a Certain Time or Date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
 - 19.4.7 **Motion to Refer:** shall require direction as to the Person or Group to which it is being referred and is debatable. A Motion to Refer is generally used to send a pending question to a Committee, Department or selected persons so that the question may be carefully investigated and put to better condition for Council to consider.

19.4.8 **Motion to Postpone indefinitely:** must include a reason for postponement and is debatable. Debate can go into the main question. A Motion to Postpone Indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.

19.4.9 **Motion to Amend**

- (i) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on disputes arising from amendment.
- (ii) The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
- (iii) Nothing in this section shall prevent other proposed amendments being read for the information of the Councillors.
- (iv) When a motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Councillor, be taken separately.

19.5 **Motion to Reconsider**

- 19.5.1 After a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chairperson declares the meeting being adjourned, any Councillor who voted with the prevailing side may make a **Motion to Reconsider** and shall state the reason for making the motion.
- 19.5.2 Debate on the **Motion to Reconsider** must be confined to reasons for or against reconsideration.
- 19.5.3 If a **Motion to Reconsider** is carried, the Question on which the vote is to be reconsidered becomes the next order of business in the exact position the occupied the moment it was voted on originally.
- 19.5.4 Reconsideration of the Question shall be open to debate, voted upon, and shall require the votes of the majority of Councillors present to carry it, unless otherwise required by this Bylaw.

19.6 **Motion to Rescind**

- 19.6.1 A **Motion to Rescind** a previous motion, if passed by a majority vote of the Councillors present, the previous motion referred to would be declared null and void.
- 19.6.2 If a **Motion to Rescind** relates to an action taken at a previous Meeting and the matter does not appear on the Agenda, a **Notice of Motion** shall precede the **Motion to Rescind**.

- 19.6.3 A **Motion to Rescind** should not be used in actions have already been taken as a result of the Motion passed at a previous Meeting, as it will not undo these actions.

20 NOTICE OF MOTION

- 20.1 **Notice of Motion** must be used to introduce a new matter for consideration by Council that does not appear on the Agenda.
- 20.2 A Councillor may present and describe a **Notice of Motion** for consideration at the next meeting or other meeting date as specified by the mover.
- 20.3 A **Notice of Motion** may be received by the Chief Administrative Officer prior to the closing of the Meeting. In the event, the Councillor shall read the **Notice of Motion**, which shall be recorded in the minutes and shall form part of the Agenda for the next meeting or other meeting date as specified by the Councillor.
- 20.4 A Councillor who hands a written **Notice of Motion** to the Chief Administrative Officer to be read at any Regular Meeting need not necessarily be present during the reading of the Notice.

21 VOTING ON THE QUESTION

- 21.1 When a **Motion to Call the Question** is presented, it shall be put to a vote without debate and, if carried by a majority vote of Councillors present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate
- 21.2 When the Chairperson, having ascertained that no further information is required, commences to take a vote, no Councillor shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 21.3 A Councillor who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

22 VOTING RELATING TO PECUNIARY INTEREST (CONFLICT)

- 22.1 Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the Municipal Government Act) in any matter before Council, any Committee of Council or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion on the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.
- 22.2 The Minutes shall indicate the declaration of the disclosure, the time at which the Councillor left the room and time the Councillor returned.

23 REQUIREMENT TO VOTE

23.1 Every Councillor present, including the Mayor, shall vote on every matter, unless:

23.1.1 The Councillor is required to abstain from voting under this or any other Bylaw or enactment; or

23.1.2 The Councillor declares a Pecuniary Interest.

23.2 A Councillor present at a meeting shall make a request for recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Councillor is excused from voting pursuant to this Section.

23.3 Votes shall be made by the raising of hands as the Chairperson calls for those in favour or against the motion.

24 RECORDED VOTE

24.1 Before a vote is taken by Council, a Councillor may request that the vote be recorded.

24.2 When the vote is recorded, the Minutes must show the names of the Councillors present and whether each Councillor voted in favour or against the Motion and of those who were absent for or abstaining from the vote.

25 TIED VOTE

25.1 If there are an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.

26 ADJOURNMENT

26.1 A **Motion to Adjourn** the Meeting shall be in order, except:

26.1.1 When a Councillor is in possession of the Floor; or

26.1.2 When it has been decided that the vote now be taken; or

26.1.3 During the taking of a vote.

27 ADJOURNMENT TIME

27.1 Adjournment time is at the conclusion of the Agenda as adopted by Council or when a Motion to Adjourn has been passed.

28 BYLAWS

- 28.1 When a Bylaw is presented to a Meeting for enactment, the Chief Administrative Officer shall identify the number, short title and brief description of the Bylaw to appear on the Agenda.
- 28.2 The following shall apply to the passage of all Bylaws:
- 28.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be presented for First Reading, specifying the number and short title of the Bylaw.
 - 28.2.2 After the Motion for First Reading of the Bylaw has been presented, Councillors may debate the substance of the Bylaw and propose and consider amendments to the Bylaw.
 - 28.2.3 Any proposed amendments shall be put to a vote, if required, and if carried, shall be considered as having been incorporated into the Bylaw for First Reading.
 - 28.2.4 When all amendments have been accepted or rejected, the Chairperson shall Call the Question on the Motion for First Reading of the Bylaw.
 - 28.2.5 When the Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established before Second Reading.
 - 28.2.6 All aspects of the passage of a Bylaw at First Reading shall apply to Second and Third Readings of any Bylaw.
- 28.3 Three Readings at one Meeting:
- 28.3.1 A Bylaw should not be given more than two Readings at one Meeting unless the Councillors present at the Meeting unanimously agree that the Bylaw may be presented for Third Reading at the same Meeting at which it received the first two Readings.
 - 28.3.2 A Bylaw shall be passed when a majority of the Councillors present vote in favour of Third Reading, provided that any applicable Provincial Statute does not require a greater majority.
- 28.4 When a Bylaw has been given three Readings and is signed in accordance with the Act, it is considered an enactment of the Village and is effective immediately, unless the Bylaw or an applicable Provincial Statute provides otherwise.
- 28.5 The previous Readings of a proposed Bylaw are rescinded if the proposed Bylaw:
- 28.5.1 Does not receive Third Reading within two (2) years of First Reading; or
 - 28.5.2 Is defeated on the Second or Third Reading.
- 28.6 After passage, a Bylaw shall be signed by the Mayor or Deputy Mayor and by the Chief Administrative Officer and shall be impressed with the corporate seal of the Village.

- 29.1 A copy of any Bylaw, resolution or record certified by the Chief Administrative Officer as a true copy of the original is prima facie proof of the Bylaw, resolution or record.

30 EFFECTIVE DATE

30.1 Bylaw 495-12 is hereby repealed.

30.2 This Bylaw comes into effect on the date of the final passing.

READ A FIRST TIME IN COUNCIL, this 15th day of April, 2021

READ A SECOND TIME IN COUNCIL,

READ A THIRD AND FINAL TIME IN COUNCIL,

Leo Chapdelaine
MAYOR

S E A L

Earla Wagar
INTERIM CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

ORGANIZATIONAL MEETING ELECTION PROCEDURES

1 ELECTION OF MAYOR AND DEPUTY MAYOR

- 1.1 These procedures shall be used for the election of Mayor and Deputy Mayor for the Village of Vilna.

2 ELECTION PROCEDURES

- 2.1 Prior to nominations being received, each member of Council shall be given the opportunity to speak, indicated his / her intent for seeking nomination for the position of Mayor and Deputy Mayor or other general comment.
- 2.2 Nominations for Mayor and Deputy Mayor shall be received by the Chief Administrative Officer. Seconders to nominations shall not be required.
- 2.3 The Chief Administrative Officer shall call three times for nominations for Mayor. Following the third call, a Motion is required to approve that nominations cease.
- 2.4 The Mayor shall call three times for nominations for Deputy Mayor. Following the third call, a Motion is required to approve that nominations cease.
- 2.5 If only one nomination is received for the position of Mayor, that nominee shall be declared elected by acclamation by the Chief Administrative Officer, and if only one nomination is received for the position of Deputy Mayor, that nominee shall be declared elected by acclamation by the Mayor.
- 2.6 When there are more than one nominee for Mayor and / or Deputy Mayor, the Chief Administrative Officer shall appoint one election officer whose duty will be to distribute and tabulate ballots for voting procedures.
- 2.7 Should the candidates wish to address Council, they shall be given the opportunity to do so following the close of nominations.
- 2.8 At the conclusion of the candidates' addresses, members of Council who have not been nominated for the position shall be given the opportunity to question the candidates.
- 2.9 All balloting shall be conducted by secret ballot.
- 2.10 Each member of Council shall mark and "X" on the ballot, opposite the name of the person for whom the Councillor is voting for. Alternatively, the Chief Administrative Officer may require that each Councillor shall write the name of the person for whom the Councillor is voting for on a blank sheet of paper of equal size and of the same colour and texture.
- 2.11 All ballots shall be counted and tabulated by the one appointed election officer and the Chief Administrative Officer.
- 2.12 If, on any ballot, a member of Council receives a clear majority of votes from those Councillors of Council present, there shall be no further votes taken.

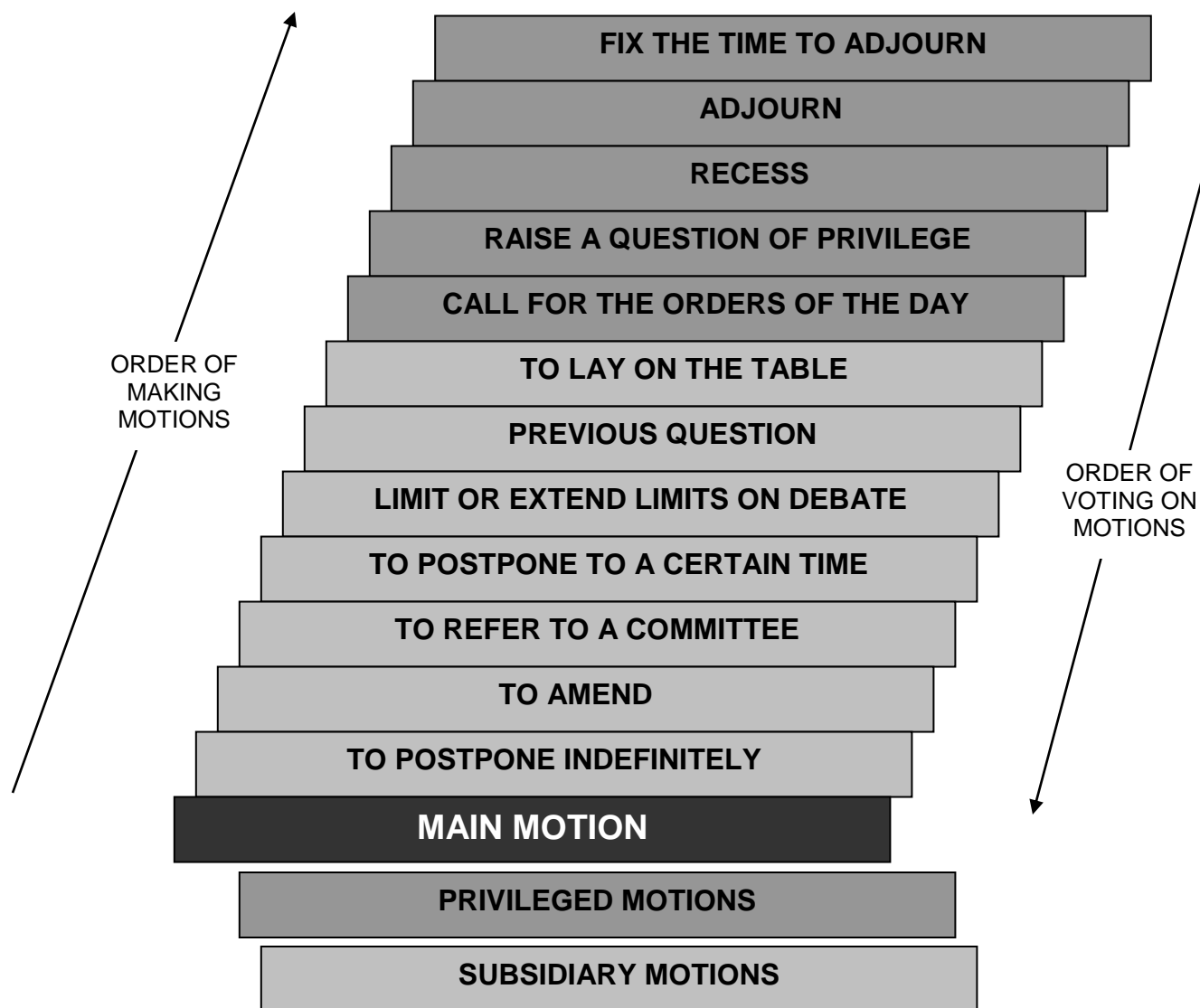
- 2.13 Any member of Council who does wish to be considered for the position of Mayor or Deputy Mayor, may, at any time prior to voting, withdraw his or her name.
- 2.14 On each ballot, each member of Council may cast a vote for any Councillor nominated, except those Councillors who have withdrawn their names from being considered for the position.
- 2.15 If it appears on the calculation of the votes that two or more candidates for any office have received the same number of votes, and if it is necessary for determining which candidate is elected, the Chief Administrative Officer shall, following the provisions of Section 99 of the **Local Authorities Election Act**, write the names of those candidates separately on blank sheets of paper of equal size, colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets and the Chief Administrative Officer shall declare that Councillor whose name appears on the drawn sheet to have one more vote than the other candidate. **NOTE:** Prior to effecting Section 99 of the **Local Authorities Election Act** for determining the election and breaking a tie vote by the drawing of names, the two candidates remaining on the ballot may choose the option of conferring to mutually decide and declare who is elected.
- 2.16 Any address to Council by a candidate for the position of Mayor and Deputy Mayor or by a Councillor remaining nominating a candidate for the position of Mayor and Deputy Mayor, shall be limited to ten (10) minutes unless there is consent by Council to extend the allotted time.

3 CLARIFICATION OF PROCEDURES

- 3.1 In order to declare a Councillor elected, that person must receive a clear majority of votes from the Councillors present. A clear majority is when the sum of votes for one Councillor is more than the sum of votes for all other Councillors competing for the same position.

SCHEDULE B

LADDER OF MOTIONS



The Main Motion is the bottom, because of the ladder of ranking; many motions can be made before dealing with the main motion.

Subsidiary Motions help members dispose of the Main Motion. By adopting a subsidiary motion, you are doing something to the Main Motion.

EXAMPLE: To Postpone Indefinitely actually kills the Main Motion.

However, someone could then ask for an amendment to the Motion and the Amendment would outrank the Postponement.

Furthermore, To Postpone to a Certain Time, is to another time, and outranks the Amendment to the motion.