

RURAL MUNICIPALITY OF ALONSA

BY-LAW NO. 1504

**BEING A BY-LAW OF THE RURAL MUNICIPALITY OF ALONSA
TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE RURAL
MUNICIPALITY OF ALONSA.**

WHEREAS Section 149 of The Municipal Act provides as follows:

Section 149(1) A Council must establish by by-law, rules of procedure and review the by-law once during its term of office.

Section 149(2) The Council must govern itself in accordance with its procedures by-law.

Section 149(3) The Council must in its procedures by-law, provide for:

(a) regular meetings of the Council, and the day, time and place of the meeting;

(b) the type and amount of notice to be given of regular meetings of Council;

(c) the procedure to be followed and the type and the amount of notice to be given to change the day, time or place or a regular meeting of the Council;

(d) rules respecting the conduct of Council Meetings;

(e) rules respecting public participation at Council Meetings;

(f) a procedure for the appointment of a member to act as Head of Council if the head and Deputy head are unable to act or the offices are vacant.

(g) The type and amount of notice to be given of a Special Meeting of Council; and

(h) The time within which a Special Meeting of the Council required under clause 151(1)(1)(b) must be called by the Head of Council and must take place.

AND WHEREAS it is necessary and expedient to make and establish rules and regulations according to which the Proceedings of Council of The Rural Municipality of Alonsa.

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NOW THEREFORE The Council of The Rural Municipality of Alonsa enacts as follows:

1. The following rules and regulations shall be observed for order and the dispatch of business by the Council of The Rural Municipality of Alonsa.
2. The Council of The Rural Municipality of Alonsa (hereinafter referred to as Council) shall meet on the Second and Fourth Wednesday of each month at the Municipal Office starting at the hour of 9:00 A.M. (May – October) and starting at the hour of 10:00 A.M. (November – April); or at such other time and place hereafter be fixed by resolution of Council.
3. The Times and Dates of Council Meetings shall be posted in the Municipal Office to ensure public awareness.
4. a. The Chief Administrative Officer shall attend all meetings of the Council and act as Recording Secretary thereof, or in the absence of the CAO, a Municipal Clerk of the Municipality shall attend the meetings and act as Recording Secretary.

b. The Council, at its first November meeting each year, shall elect from among its number, a Deputy Reeve, to hold office until the first November Regular Meeting of the year following.
5. In the absence of the Reeve, the Deputy Reeve shall act as Chairperson, or in the absence of both, an acting Chairperson will be appointed for the day.
6. When, at any session of Council, the hour of 5:00 P.M. is reached, the chairperson or other presiding officer shall declare the Council adjourned and leave the chair, unless the Council by unanimous resolutions determines otherwise.
7. Special Meetings of Council may convene at any time by the Reeve, Chief Administrative Officer, or by one-fourth of its Council, by giving before the day of the meeting, forth-eight (48) hours' notice of such meeting to all members of the Council

Such notice shall be oral or in writing and if in writing shall be mailed by the clerk to the address of each member of Council and shall contain notice of the subjects which are to be taken into consideration. Special Meetings shall be held at the regular place of meeting of Council at the hour fixed for regular meetings, unless otherwise determined by the notice for the special meeting or by a by-law of The Rural Municipality of Alonsa. Before proceeding to business at a Special Meeting, Council shall, if such is the fact, set forth in the minutes of that meeting, that the notice of the meeting has been issued in conformity with the requirements of

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the Municipal Act and of the by-law to all members who are present at the opening of the meeting.

8. As soon after the hour of the meeting as there is a Quorum present, the Reeve or other presiding officer shall take the chair and call the members to order.
9. Every member previous to his/her speaking shall address the Chairperson.
10. When two or more members address the chairperson at the same time, the Chairperson shall name the member who is to speak first, but in the case of any dissatisfaction, the other members may put the question as to which shall be heard.
11. When the Chairperson is called on to decide a point of order or practice he/she shall do so without comment unless requested to do so.
12. When the Chairperson is putting a question, no member shall walk across or out of the Council Chambers or make any noise or disturbance, and when a member is speaking, no other members shall hold discourse or to interrupt him/her except to raise a point of order, nor pass between him/her and the Chair.
13. A member called to order shall immediately sit down, but may afterwards be permitted to explain; and Council if appealed to, shall decide on the case without debate; if there be no appeal, the decision of the Chairperson be final.
14. No member shall speak beside the question in debate.
15. Any member may require the question, motion or document under discussion to be read for his/her information at any time during the debate but not so as to interrupt a member while speaking.
16. No member other than the one proposing a question or motion (who will be permitted to reply) shall more than once on the same question without leave of Council except in explanation of a material part of his/her speech which may have been misconceived, but he/she is not to introduce new matter.
17. No member shall speak to the question or in reply for longer than three minutes without the leave of Council.

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18. A motion to adjourn takes precedence over all others and may be moved at any time, but this question cannot be received after another question is actually put and while Council is engaged in voting.
19. A Motion that has been read may be withdrawn at any time before decision or amendment with the permission of the over and seconder.
20. The Chairperson or other presiding officer may take part in the debate without vacating the chair.
21. Immediately before putting the question, the Chairperson shall have the privilege of summarizing the debate, but he/she shall not introduce new matter.
22. A member shall leave the Council Chambers when declaring an interest on a question or Agenda item.
23. The Agenda shall have preference to any motion before Council.
24. The Agenda heading unless otherwise determined by the Chairperson shall be as follows:
 1. Calling the Meeting to Order
 2. Approval of Agenda
 3. Approval of Minutes
 4. Delegations
 5. Reception of Petitions
 6. Committee Reports
 7. Financial Statement
 8. Approval of Accounts
 9. Correspondence/Communications
 10. By-Laws
 11. General Business
 12. Matters Arising From the Minutes
 13. Unfinished Business
 14. Notices of Motion
 15. Adjournment

Note: The First Meeting of the Month will not have delegations, unless approved by the Head of Council.

The Second Meeting of the Month will not have Financial Statement or Approval of Accounts.

25. Council members shall submit items to be placed on the Agenda, of a Regular Meeting, to the Chief Administrative Officer no later

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than 12:00 noon of the day previous to the meetings of each month.

26. Any matter before the Council may be tabled to the next meeting.
27. Delegations may be represented by Municipal Meetings by one spokesperson only and must give notice to the Chief Administrative Officer, of their request to be heard by Council, no later than 12:00 noon of the day previous to the Regular Meeting, together with the subject matter of their submission. It will be a decision of Council as to whether a delegation will be heard at a Special Meeting.
28. The Minutes of Council must show the name of each member present, the vote or abstention of each member, and the reason given for any abstention.
29. The Minutes of Council must be signed by the person presiding at the meeting and the Recording Secretary.
30. No member of Council shall resist the rules or disobey the decision of the Chairperson or Vice-Chairperson in respect to the Rules of Procedure.
31. That By-Law No. 1477 of The Rural Municipality of Alonsa is hereby repealed.

DONE AND PASSED as a By-Law of the Rural Municipality of Alonsa at the Hamlet of Alonsa, in the Province of Manitoba, this 23rd day of December, A.D., 2015.

THE RURAL MUNICIPALITY OF ALONSA

.....*Stan Asham*.....

Stan Asham
Reeve

.....*Pamela Sul*.....

Pamela Sul
Chief Administrative Officer

Given First Reading this 10th day of December A.D., 2015

Given Second Reading this 10th day of December A.D., 2015

Given Third Reading the 23rd day of December A.D., 2015