

Hamlet Board of Horseshoe Bay

POLICY TITLE		ADOPTED BY	
Meeting Procedures Policy		R.M. Council Resolution	0261-24
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1.0 PURPOSE

- 1.1 The purpose of this policy is to establish clear, transparent, consistent and accessible rules for conducting business at annual general meetings and board meetings, for board members, administration and the public to follow and participate in governing the hamlet.

2.0 MEETING PURPOSE

- 2.1 Annual General Meetings (AGMs) are for conducting business and must include:
- Elections of board members;
 - The date for the next year's meeting;
 - Providing the information as described in section 2.2.
- 2.2 The Secretary shall make the below items available to the public at the AGM:
- Annual financial statements from the RM;
 - Final approved budget from the previous year and the proposed budget for the current year;
 - The minutes from the previous AGM;
 - Board meeting minutes since the last AGM;
 - The Report of Activities and any updates on current or concluded disputes.
- 2.3 Board Meeting requirements:
- Are held a minimum of 4 times per year and a maximum of 120 days apart;
 - Board meetings may be held in person or by any electronic or virtual means that ensures attendance of all board members;
 - The first board meeting is held within 7 days of the AGM to allow for appointing the chairperson and secretary.

3.0 MEETING PROCEDURES

- 3.1 Meeting Through Electronic Means:
One or more members of the Hamlet Board may participate in a meeting by electronic means if:
- The members provide the Chairperson with at least two (2) business days' notice or a standing notice of their intent to participate in this manner;
 - Notice of the meeting is given to the public including the way in which the meeting is to be conducted;
 - The facilities enable the public to at least listen to the meeting at a place specified in that notice and the Chairperson attends that place;

- d. The facilities permit all participants to communicate adequately with each other during the meeting;
- e. Members participating in a meeting by electronic means are deemed to be present at the meeting.

3.2 Every person has the right to be present at meetings that are conducted in public unless the person presiding at the meeting expels a person for improper conduct.

3.3 Agendas:

- a. The Secretary shall prepare the agenda for all regular and special meetings;
- b. The agenda shall include the order of business, all items of business and associated reports, and documents, and shall be set out in accordance with the order of business;
- c. The Secretary shall ensure that the agendas are delivered to each member no later than 2 days immediately preceding the meeting;
- d. The Secretary shall ensure that the agendas are available to the general public no later than 1 day immediately preceding the meeting.
- e. If, for any reason, the Secretary is unable to meet the deadline mentioned in subsection c., the Secretary shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the meeting;
- f. All administrative reports, communication from the public, requests, or any other material intended for inclusion in an agenda must be received by the Secretary/Chairperson no later than 12:00 pm (noon) the day prior to the meeting;
- g. Board members may, on a majority vote, permit additional material on the agenda;
- h. The Chairperson/Secretary may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed;
- i. During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency;
- j. The Board may only consider a matter of urgent business by a majority vote of members present.

3.4 The general order of business of every board meeting shall be as follows:

- a. Call to order;
- b. Conflict of interest declarations;
- c. Approval / adoption of agenda;
- d. Approval of minutes;
- e. Delegations;
- f. Notice of proclamations;
- g. Presentations and recognitions;
- h. Public hearings;
- i. Communications;
- j. Reports of administration and council committees and other bodies (*includes payment of accounts*);
- k. Chairperson and member forum;
- l. Unfinished business;
- m. New business;
- n. Adjournment.

3.5 Business shall be taken up in the order listed above unless:

- a. The Chairperson determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

- 3.6 Commencement of Meetings:
- a. At the hour set for the meeting, or as soon as all members are present, the Chairperson, shall take the chair and call the members to order;
 - b. If a quorum is not present 15 minutes after the time appointed for the meeting, the Chairperson shall record the names of the members present at the expiration of such time and announce that the board shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime;
 - c. Members are encouraged to notify the Chairperson/Secretary when the member is aware that they will be absent from any meeting.
- 3.7 Quorum:
- a. A quorum of the board is a majority of members;
 - b. Any act or proceeding of the board that is adopted at any meeting at which a quorum is not present is invalid.
- 3.8 Minutes:
- a. The Secretary shall record the minutes of each meeting without note or comment and shall distribute copies of the minutes to each member at least 24 hours prior to a subsequent meeting;
 - b. The Secretary shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal;
 - c. The names of the members present at the meeting are to be recorded in the minutes of every meeting;
 - d. Any member may make a motion amending the minutes to correct any mistakes;
 - e. The minutes of each meeting are to be approved at the next regular meeting and signed by the presiding member and the Secretary in accordance with the Act;
 - f. All minutes, once approved, shall be open for inspection by the public.
- 3.9 Communications - Matters on Council Agenda:
- a. A written communication pertaining to a matter already on an agenda must be received by the Secretary no later than the agenda deadline in order to be included on the council agenda;
 - b. A written communication received before the agenda deadline shall be placed by the Secretary on the agenda and shall be dealt with when the matter is considered by the board at its meeting;
 - c. In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the board:
 - i. The individual will be advised by the Secretary that the communication may not be considered unless the majority of members vote to allow the communication within the motion to approve the agenda.
- 3.10 Communications - Matters Not on Agenda:
- a. A written communication received before the agenda deadline shall be placed by the Secretary on the agenda and shall be dealt with when the matter is considered by the board at its meeting;
 - b. In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is not on the agenda, the Secretary will bring the request to the attention of the board;
 - c. The individual will be advised by the Chairperson that the communication may not be considered by the board unless the majority of members vote to allow the communication within the motion to approve the agenda.

3.11 Delegations - Matters on Council Agenda:

- a. When a person wishes to speak to the board on a matter already on the agenda, for which a hearing is not required, that person shall notify the Secretary in writing, the notice shall include the following:
 - i. The name and correct mailing address of the spokesperson;
 - ii. Telephone number where the representative of the delegation can be reached during the day;
 - iii. Original signature, except when submitted by facsimile or email; and
 - iv. The subject matter to be discussed and the request being made.
- b. A request to speak to the board must be received by the Secretary no later than the agenda deadline in order to be included on the agenda.
- c. In the event a delegation makes an application to the Secretary after the agenda deadline regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the board:
 - i. Delegations will be advised by the Secretary that they may not be heard unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- d. Delegations speaking shall address their remarks to the stated business:
 - i. Will be limited to speaking only once; and
 - ii. Rebuttal or cross-debate with other delegations shall not be permitted.
- e. A maximum of 15 minutes shall be allotted for each delegation to present their position of support or opposition.
- f. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
 - i. Delegations are encouraged not to repeat information presented by an earlier delegation;
 - ii. The Chairperson shall at the conclusion of 15 minutes, inform the delegation that the time limit is up;
 - iii. Only upon a motion to extend the 15-minute limitation adopted by a majority of members shall the 15-minute limit be extended; and
 - iv. Delegations will not be permitted to assume any unused time allocated to another delegation.
- g. Upon the completion of a presentation any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:
 - i. Members shall not enter into debate with the delegation respecting the presentation; and
 - ii. Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

3.12 Delegations - Matters Not on Council Agenda:

- a. When a person wishes to speak on a matter not on the agenda, for which a hearing is not required, that person shall notify the Secretary in writing, the notice shall include the following:
 - i. The name and correct contact information of the spokesperson;
 - ii. Telephone number where the representative of the delegation can be reached during the day;
 - iii. Original signature, except when submitted by facsimile or email; and
 - iv. The subject matter to be discussed and the request being made of council.
- b. A request to speak must be received by the Secretary no later than the agenda deadline to be included on the agenda;
- c. The Chairperson, who shall consult with the board, may refuse to accept a request to speak the board has, within the six months immediately preceding the request,

already heard from the person and dealt with the same or substantially the same matter;

- d. If a request to speak is refused a copy of the request and reply shall be forwarded to members by the Secretary;
- e. In the event that a delegation makes an application after the agenda deadline regarding a subject which is not on the agenda, the Chairperson will bring the request to the attention of council:
 - i. Delegations will be advised by the Chairperson that they may not be heard unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

3.13 Recess:

- a. The board may recess at any time during the meeting.
- b. A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.

3.14 Adjournment:

- a. All regularly scheduled meetings shall stand adjourned when all business as listed on the order of business has been completed or at a predetermined time;
- b. Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

3.15 Chairperson:

- a. The Chairperson shall:
 - i. Preside at all meetings;
 - ii. Preserve order at all meetings;
 - iii. Enforce the rules of the board;
 - iv. Decide points of privilege and points of order; and
 - v. Advise on points of procedure.
- b. The Chairperson shall have the same rights and be subject to the same restrictions when participating in debate as all other members;
- c. The Chairperson shall have the same rights and be subject to the same restrictions as all other members to make a motion.

3.16 Conduct of Public:

- a. All persons in the public gallery at a council meeting shall:
 - i. Refrain from addressing the board or a member unless permitted to do so;
 - ii. Maintain quiet and order;
 - iii. Refrain from disturbing the proceedings by words, gestures or actions including: applauding, displaying flags, placards or similar material;
 - iv. Refrain from talking on cellular telephones;
 - v. Refrain from making audio or video recordings; and
 - vi. Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

3.17 Conduct of Delegations:

- a. When addressing members at a meeting, a delegation shall refrain from:
 - i. Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;

- ii. Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
- iii. Shouting, using an immoderate tone, or profane, vulgar or offensive language.

3.18 Conduct of Members:

- a. Members of the board shall ensure they do not interrupt another member.
- b. If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.
- c. When a member is addressing the council, the member shall refrain from:
 - i. Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - ii. Using offensive words in reference to a member, an employee of the municipality or a member of the public;
 - iii. Reflecting on a vote of council except when moving to rescind or reconsider it;
 - iv. Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - v. Shouting, using an immoderate tone, or profane, vulgar or offensive language.
- d. When a member is addressing the council, all other members shall:
 - i. Remain quiet and seated;
 - ii. Refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - iii. Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
 - iv. Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

3.19 Leaving the Meeting:

- a. Every member who leaves the meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Secretary;
- b. The Secretary shall make a notation in the minutes of the name of any member leaving the meeting and the time the member did so.

3.20 Motions and Debate:

- a. A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses;
- b. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking;
- c. When a motion is under debate no other motion may be made, except a motion to:
 - i. Refer the motion to a committee;
 - ii. Postpone the motion to a fixed date;
 - iii. Request the motion be put to a vote;
 - iv. Extend the time for the meeting; or
 - v. Adjourn the meeting.

3.21 Motion to Move to a Closed Meeting:

- a. A member may make a motion that a meeting moves to a closed meeting;
- b. The motion to move to a closed meeting must:
 - i. Be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act;
 - ii. Include in general terms the subject of the item(s) to be discussed;

iii. Include the reason for moving to a closed meeting.

3.22 Withdrawal of Motions:

- a. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

3.23 Motion to Rescind:

- a. A motion to rescind shall apply to resolutions only;
- b. A motion to rescind may be made at any time following the meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken;
- c. A motion cannot be rescinded:
 - i. When the making or calling up of a motion to reconsider is in order;
 - ii. When action on the motion has been carried out in a way that cannot be undone;
 - iii. When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.

3.24 Recorded Vote:

- a. Before a vote is taken, a member may request that the vote be recorded;
- b. If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the motion or abstained.