

The Summer Village of Silver Beach

Bylaw 2016-002 – Council Procedure Bylaw

A By-law of the Summer Village of Silver Beach to regulate the proceedings of Council meetings.

Pursuant to Section 7 and 9 of the Municipal Government Act, SA 1994, Chapter M26.1, the Council of the Summer Village of Silver Beach, duly assembled, enacts as follows:

THIS By-law may be cited as the Council Procedure Bylaw.

THE COUNCIL hereby establishes the following rules and regulations for the order and conduct in which all council meetings shall transact its business.

1. Agenda for Council Meetings

- (a) The agenda for each regular and special meeting shall be prepared by the chief administrative officer and submitted together with copies of all pertinent correspondence, statements and reports to each member of council at least two business days prior to each regular meeting.
- (b) Any member of council, municipal official or any other person wishing to have items of business placed on the agenda shall:
 - (i) in the case of members of council or municipal official, make the submission to the chief administrative officer not later than 12:00 p.m. on the date of the meeting.
 - (ii) in the case of any other person, make the submission to the chief administrative officer not later than seven days prior to the day of the meeting.

In all cases, the submission shall contain adequate information to the satisfaction of the chief administrative officer to enable the council to deal with the matter.

- (c) The order of business on the agenda shall be as follows:
 - 1. Adoption of/additions to agenda
 - 2. Minutes from previous meetings
 - 2. Business arising from previous meeting
 - 3. Delegates/petitions
 - 4. Reports/resolutions/bylaws
 - 5. Correspondence/information items
 - 6. Discussion items
 - 7. Council committee reports
 - 8. Financial Reports
 - 9. Closed session
 - 10. Adjournment
- (d) The order of business as established in this By-law shall apply for all regular council meetings unless members of council present, by a majority vote, agree to any change.
- (e) No item of business shall be considered by council if the item has not been placed on the agenda unless members of council present by a two-thirds majority vote to agree to the item being placed on the agenda. The mayor, any councillor or the chief administrative officer shall be given the opportunity to state why an item shall receive consideration on the agenda because of its emergent value before the motion is put to a vote.

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2. General Rules of Council

1. The council will decide on the dates, times, and places for regularly scheduled council meetings.
2. If council changes the date, time or place of a regularly scheduled meeting, at least 24 hours' notice of the change must be given to (a) any councillors not present at the meeting at which the change was made, and (b) to the public.
3. The mayor shall preside when in attendance at a council meeting unless council, by unanimous vote of all councillors present at that meeting, provides that another councillor or the chief administrative officer shall preside.
4. As soon after the hour of the meeting as there shall be a quorum present, the mayor or presiding officer shall take the chair and call the meeting to order.
5. If there is no quorum present within half an hour after the time appointed for a regular meeting of council, the chief administrative officer shall record the names of the members of council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
6. The mayor or presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the council by resolution and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of the members of council present.
7. When the mayor or presiding officer is called on to decide a point of order or practice, he shall do so without argument or comment and shall state the rule of authority applicable to the case.
8. Every member of council wishing to speak to a question or motion shall address himself to the mayor or presiding officer.
9. The mayor or presiding officer shall have the authority to set a time limit and the number of times that a member of council may speak on the same question or resolution having due regard to the importance of the matter.
10. A motion submitted to council does not require a seconder.
11. When a motion has been made and is considered by the council, no other motion may be made and accepted, except:
 - (i) a motion to refer the main question to some other person or group for consideration;
 - (ii) a motion to amend the main question;
 - (iii) a motion to table the main question;
 - (iv) a motion to postpone the main question to some future time;
 - (v) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter shall again be considered.

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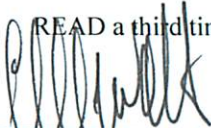
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12. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of council so requests or when the mayor or presiding officer so directs.
13. After any question is finally put by the mayor or presiding officer, no member of council shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the mayor or presiding officer as to whether the question has been finally put shall be conclusive.
14. The municipal chief administrative officer may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
15. The chief administrative officer shall record in the minutes each time a member of council excuses himself by reason of pecuniary interest.
16. Voting on all matters shall be done by raising of the hand in such a clear manner that they may easily be counted by the mayor or presiding officer.
17. Council shall hear all delegations who have brought their items of business onto the agenda in accordance with section 1(b) in the order in which they were placed on the agenda or the order may be changed by a majority vote of the councillors present. All rules of council in this By-law shall apply to each and every member of the delegation.
18. Council may adjourn from time to time to a fixed future date any regular or special meeting of council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.
19. Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order".
20. This By-law shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended:
 - (a) by a By-law unanimously passed at a regular or special meeting of the council at which all members of council thereof are present, or
 - (b) by a By-law passed at a regular meeting of council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the council and setting out the terms of the substantial effect of the proposed by-law.

READ a first time this 16th day of February, 2016 A.D.

READ a second time 16th day of February, 2016 A.D.,

READ a third time and finally passed this 16th day of February, 2016 A.D.,


Allan Watt, Mayor


Harold Wynne, Chief Administrative Officer