THE SUMMER VILLAGE OF LAKEVIEW
IN THE PROVINCE OF ALBERTA

BY-LAW NO. 03-03

BEING A BY-LAW TO PROVIDE FOR THE RULES AND REGULATIONS FOR ORDER AND CONDUCT IN WHICH ALL COUNCIL MEETINGS SHALL TRANSACT ITS BUSINESS.

1. Agendas for Council Meetings

   a) The agenda for each regular and special meeting shall be prepared by the Municipal Administrator and submitted together with copies of all pertinent correspondence, statements and reports to each member of council at least two (2) days prior to each regular meting;

   b) Any member of Council, Village official or any other person wishing to have an item of business placed on the agenda, shall make the submission to the Administrator not later than three (3) days prior to the meeting. The submission shall contain adequate information to the satisfaction of the Administrator to enable Council to deal with the matter;

   c) No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, any Councillor or the Administrator shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote;

2. General Rules of Council

   a) Regular meetings of Council shall commence at the hour of 7:00 p.m. and shall adjourn at 10:00 p.m. if in session at that hour, unless members of Council present by a two-thirds majority vote, agree to an extension of time;

   b) As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order;

   c) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the Administrator shall call the meeting to order and a Chairperson shall be chosen by the Councillors present who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor;

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d) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the Administrator 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.

e) 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 decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present;

f) When a 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;

g) Every member wishing to speak to a question or motion shall address himself to the Mayor or presiding officer;

h) The Mayor or presiding officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter;

i) A motion submitted to Council does not require a seconder;

j) When a motion has been made and is being considered by Council, no other motion may be made and accepted, except:

(1) A motion to refer the main question to some other person or group for consideration;
(2) A motion to amend the main question;
(3) A motion to table the main question;
(4) A motion to postpone the main question to some future time;
(5) A motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.

k) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs;

l) After any question is finally put by the Mayor or other presiding officer, no member 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

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Mayor or the presiding officer as to whether the question has been finally put shall be conclusive;

m) The Administrator may delegate any duties to a recording secretary but shall accept all responsibilities of the duties;

n) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes;

o) Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer;

p) Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this By-law shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

q) 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;

r) Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

s) 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 by:

(1) A By-law unanimously passed at a regular or special meeting of the Council at which all members thereof are present;
or

(2) A By-law passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed By-law.

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READ A FIRST TIME THIS 19TH DAY OF JUNE, 2003

READ A SECOND TIME THIS 19TH DAY OF JUNE, 2003

READ A THIRD TIME AND DULY PASSED THIS 19TH DAY OF JUNE, 2003

Earle Robertson, Mayor

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Susan H. Dzus, Municipal Administrator