



EXTRACT of the Minutes of the Regular Meeting of the Town of Hudson Council held at St. Thomas School, on November 4th, 1996, at which the following by-law was adopted :

BY-LAW N° 348

CONCERNING COUNCIL MEETINGS

WHEREAS the rules and order for council meetings were established by By-Law No 1 on September 2nd, 1969;

WHEREAS it was amended by By-Law No 223 on November 7th, 1988 and by By-Law No 234 on December 4th, 1989;

WHEREAS it was drawn up based on pertinent articles of the Cities and Towns Act which have since been amended;

WHEREAS the By-Law set Beauchesne's Parliamentary Rules and Forms as the rules of debate which are not very compatible with our proceedings;

WHEREAS since there have been a few amendments, it is deemed necessary to adopt a By-Law which will encompass all the rules;

WHEREAS Notice of Motion has been duly given at the October 7th, 1996 Council meeting;

THEREFORE it is **moved** by Councillor Gordon H. Hubbell, **seconded** by Councillor Elizabeth A. Corker and unanimously resolved that By-Law No 348 be adopted and decreed as follows:

1. **SITTINGS, regular:**

1.1. **Date:**

The Council shall meet on the first Monday of every month or any other date fixed by Council resolution. If the day fixed for the regular sitting falls upon a holiday, such sitting shall be held on the next following juridical day. If not, a public notice shall be given at least 15 days prior to the holiday.

1.2. **Place:**

The place of sitting to be the Town Hall or any other place fixed by Council resolution.

1.3. **Recording:**

Any person wishing to mechanically record a portion or all the proceedings of the meeting must have previously obtained a written permission, granted by an absolute majority of the members of the Council. The request for permission must state the name and address of the applicant and also the intended use of the said recording.

2. **SITTINGS, special:**

The procedures for requisition, convocation, business and adjournment of a special sitting shall be those established by the Cities and Towns Act.

All other rules and order of a regular sitting shall apply "mutatis mutandis".

3. **QUESTION PERIODS:**

3.1. **Frequency:**

There shall be a question period at the beginning of the meeting and another period at the end.

3.2. **Duration:**



The first question period shall last no more than 15 minutes and the second question period shall last no more than 30 minutes.

At the topic "Adoption of Agenda", the Mayor may propose to extend these question periods if a particular topic is of public interest. This proposal must indicate the amount of time of the extension.

3.3. Procedure:

The procedure for the question period shall be as follows:

- 1 Each person must stand and identify him/herself by stating his or her name and address.
- 2 Each person addresses a clear and concise question to the person presiding the meeting.
- 3 Each person will be granted a maximum of 3 minutes to formulate his question which must be clear and concise.

3.4. Minutes:

The Town Clerk shall record the name and address of all the persons asking a question along with its topic and response.

4. **GENERAL:**

The guide for rules and procedures for all meetings will be those contained in the book "Code Morin, Procédure des assemblées délibérantes", 1991 édition Beauchemin Ltée.

5. **QUORUM:**

A majority of the members of the Council, the Mayor included, shall constitute a quorum for the conduct of business.

6. **CONVOCAATION:**

The Town Clerk shall prepare the agenda for all regular meetings and shall deliver or mail to the Mayor and to each Councillor a copy thereof, along with the convocation, no later than the Friday before the said regular meeting.

7. **ORDER OF BUSINESS:**

- 1 Adoption of previous minutes
- 2 Question period
- 3 Delegations and Petitions
- 4 Committee and Department reports
- 5 By-Laws
- 6 Business from previous meetings
- 7 New business
- 8 Letters and other communications
- 9 Accounts
- 10 Other Business
- 11 Question period

8. **BY-LAWS:**

The text of all proposed by-laws must be distributed to all members of council prior to the notice of motion or the bill when the text emanates from the Town Clerk.

The text of all proposed by-laws must be handed to all members of council at the time of the notice of motion or the bill when the text emanates from a member of the Council.

9. **RESOLUTIONS:**



The text of a proposed resolution shall be distributed to all members of council prior to the meeting when the proposal emanates from the Town Clerk.

The text of a proposed resolution shall be handed to the Town Clerk at the time or the following day of adoption when the proposal emanates from a member of the Council.

10. **VOTE:**

All members present must vote. If a member chooses not to vote, it is recorded as a negative vote.

A member may declare his conflict of interest prior to the opening of the subject. Then he may remain seated or leave but can not participate in any of the deliberations or vote on the matter.

Any member who has voted against a resolution (includes By-Laws) may request that his name be shown in the minutes as having voted against the resolution. He voices this request immediately after the Mayor has announced the result of the vote.

11. **DECORUM:**

11.1. Councillors shall address the Mayor only. When two Councillors or more address themselves at the same time, the Mayor shall give the floor to the Councillor whose voice he heard first.

11.2. No Councillor in speaking on a motion is at liberty to digress from the matter in question.

11.3. No Councillor may interrupt another whilst he is addressing the Mayor save to raise a point of order or a question of privilege.

A question of privilege shall have preference over all other business.

11.4. When a motion is under debate, no motion can be received unless to

- amend it or
- postpone it to a day certain or
- adjourn the debate or
- adjourn the meeting.

Only one amendment and one sub-amendment may be made to a motion at any one time. The sub-amendment will be decided first, followed by the amendment, and then the principal motion.

11.5. A question once decided cannot be reopened at the same meeting without the majority vote of Council.

11.6. No person present at a Council Meeting is at liberty to address the Mayor or the Councillors unless, under extraordinary circumstances, he be permitted by the Mayor.

12. By-Law Nos. 1, 223 and 234 are hereby repealed.

13. This By-Law shall come into force according to law.

BL348

CARRIED

Original signed: Stephen F. Shaar, Mayor

Louise L. Villandré, Director General

Certified Extract

Louise L. Villandré, o.m.a.
Director General