

,Town of Terra Nova

Rules of Procedure for Conduct of Meetings

Regular Meetings of Council

Regular meetings of Council shall be held once a month at 6:00PM at the Eddie Eastman Hall, preferably on a Wednesday when the Town Clerk Manager is in the office.

In the event of an unforeseen issue or emergency, the regular meeting of Council may be held in the fire department meeting room within the Municipal building, following these established rules:

- If there is a fire department emergency, the building will be evacuated immediately.
- No parking will be allowed in front of the fire department; parking is only permitted on the town office side of the building.
- The washroom will be available only in case of an emergency.

If an unforeseen circumstance arises and Council has made every effort to hold the regular monthly meeting within the month but is unable to do so, the matters that were scheduled for that month will be addressed at the next available monthly meeting when the Town Clerk Manager is present.

Special Meetings

Special meetings of Council may be called by either the Mayor or any two members of Council by giving written notice to the clerk. In the event of the meeting been held on a legal holiday than the meeting shall be rescheduled for the following day.

Notice Of Meetings

Notice of all meetings of Council shall be by way of agenda, which shall be provided to all members of Council forty-eight (48) hours prior to a regular meeting and twenty-four (24) hours prior to a special meeting. Notice shall be deemed to be given when sent by email to a Councillor at the email address provided to the town office by the Councillor. Failure of delivery to any one Councillor shall not invalidate the meeting of Council.

Presiding Officer

The Mayor shall be the presiding officer at the meetings.

In their absence, the Deputy Mayor shall be the presiding officer.

In the absence of both the Mayor and the Deputy Mayor, the clerk shall take the chair, call the meeting to order, and if a quorum is present, a chair shall be appointed by the Councillors present. Such chair shall preside until the arrival of the Mayor or Deputy Mayor.

Quorum

A quorum shall consist of a majority of Councillors in office.

No Quorum

If there is no quorum present within fifteen minutes after the appointed time for holding the meeting, the clerk will take down names of members present.

The meeting shall than stand adjourned until the next week as per motion 19-46.

Attendance

In addition to the Mayor and Councillors, the clerk or designate shall attend the meeting.

Electronic meeting attendance

A Councillor may attend a meeting electronically if necessary up to a maximum of three (3) times in a calendar year. This will be in the form of a phone call to join the meeting. Notice of attending the meeting electronically must be given to the town office twenty-four hours (24) if possible before the meeting. Special circumstances subject to Council approval.

Meetings Open to Public

Every meeting of council shall be open to the public unless:

It is held as a privileged meeting or declared by a vote of the Councillors present at the meeting to be a privileged meeting.

Where a meeting is held as or declared to be a privileged meeting, all member of the public shall leave.

If a privileged meeting is declared by the Council members at public meeting, the decision shall be ratified at the next public meeting of Council.

Minutes Of Meetings

Minutes of the meetings of Council shall be recorded by the Town Clerk or designate and recordings deleted after minutes are adopted.

All minutes shall include:

All motions and resolutions coming before Council, including the names of movers and seconders thereof.

The names of all Council members voting in favour or against each motion, and the names of those abstaining.

The title and brief description of the reports.

The title and brief description of objections or discrepancies at Council meetings.

The title and brief description of instructions provided by Council members during debates and briefings.

Correction Of Minutes

If any member of Council objects to any portion of the minutes of the proceeding meeting, then:

That member shall state the ground of objection.

If council agrees, the motion adopting the minutes shall contain the necessary corrections.

Agenda

Prior to each Council meeting the clerk shall prepare and agenda of all business to be brought before Council.

The agenda is to be distributed to Council forty-eight hours prior to Council meetings.

Any member of Council, up until noon two days prior to the Council meeting that the Town Clerk is in the office, may submit to the clerk an item for inclusion on the agenda.

The format of the agenda shall be as follows:

1. Calling the meeting to order
2. Adoption of the agenda
3. Adoption of the minutes of prior meeting(s)
4. Delegations
5. Business arising from minutes.
6. Committee reports
7. Correspondence
8. Finances
9. Public works
10. Grants updates
11. Ralph Calloway Memorial Park updates
12. Crown Lands updates
13. Student Employment updates
14. Municipal Affairs updates
15. Public Relations
16. Beautification updates
17. New Business
18. Permits
19. Date for next meeting
20. Adjournment

Agenda For Special Meetings

The order of business as set out for public meetings shall not apply.

Council shall proceed immediately to consideration of the business for which the meeting is called.

Only the business specified in the notice calling the meeting shall be dealt with, unless otherwise decided by majority vote.

Order And Decorum

The presiding officer at any meeting shall preserve order during debate and always maintain decorum.

Disorderly Persons

The presiding officer may expel and exclude from a meeting any member of Council or other person who is guilty of improper conduct at the meeting, including members of the public speaking during the meeting.

In the case of exclusion of a member of Council, an entry shall be made in the minutes of the reason for such exclusion.

Any member expelled from a meeting under the above provisions may be permitted, by a majority of Councillors at the meeting in progress, to resume his place after *making an apology to the presiding officer.*

Notice Of Motion

Every notice respecting the passing of a regulation shall be in writing and be placed on the agenda by moving at the previous meeting.

Motions To Be Seconded

Every motion shall be seconded before being debated.

Withdrawal Of Motions

When a motion has been moved and seconded, it cannot be withdrawn except with the permission of Council and the mover and seconder, and than only after a decision has been taken or an amendment made.

Division Of Motion

Any motion or question, which contains several distinct propositions, may, be the direction of the presiding officer or upon request of any member, be divided if the sense of the motion permits.

Member Speaking Not to Be Interrupted

When a member is speaking or a question is being asked, no member shall hold any private discourse, make any noise or disturbance, or interrupt a speaker, except to raise a point of order, explain, or ask a question.

Length Of Debate

Maximum time for any Council member to speak will be five minutes except for the mover who may speak twice.

Rereading Of a Motion

Any member of Council may require the question or motion to be read for information purpose at any time during the debate.

No Secret Ballot

No vote shall be taken in Council by ballot or by any other secret ballot.

Tie Vote

Where there is a tie vote on a question, the question shall be considered to have been defeated.

Committees

Council may from time to time appoint committees.

The mayor shall be an ex-officio member of all committees.

Standing committees shall remain in effect for the life of the council and shall be appointed at the first council meeting of each year.

Adopted by Council Date: Feb 23/26

Motion Number: 26-005

Signature D. Corneli Mayor

Signature A. Tucker Clerk