

THE CORPORATION OF THE DISTRICT OF BURNABY

BY-LAW NO. 1825.

A BY-LAW to regulate the proceedings of the Municipal Council of the Corporation of the District of Burnaby.

The Municipal Council of The Corporation of the District of Burnaby ENACTS as follows:

1. In this By-law mutatis mutandis the word "Reeve" shall include a Councillor when acting as Chairman.

Meetings of Council

2. The Council shall decide from time to time by resolution when regular meetings shall be held. Such meetings shall be held at least twice monthly.

3. A special meeting may be called at any time by the Reeve.

4. At least twenty-four (24) hours before each meeting a written notice thereof shall be mailed or delivered to each member of the Council.

5. An Acting-Reeve shall be appointed at the statutory meeting of the Council in January of each year.

6. In the event of the death, illness, resignation, or removal from Office of the Reeve, or of the Acting-Reeve in cases where the Reeve is unable to call a meeting, a meeting may be called at any time by the Clerk upon a requisition to him signed by at least three members of the Council.

Opening Proceedings

7. In case the Reeve does not attend within fifteen minutes after the time appointed for a meeting, the Clerk shall call the members to order, and if a quorum be present, a chairman shall be chosen, who shall preside during the meeting or until the arrival of the Reeve.

8. Should there be no quorum present within thirty minutes after the time appointed for the meeting, the Clerk shall record in the Minute Book the names of the members present at the expiration of such thirty minutes, and the Council shall stand adjourned.

9. Immediately after the Reeve has taken his seat, the minutes of the preceding meeting shall be read by the Clerk, if required by any member present, in order that any mistake therein may be corrected by the Council.

Order of Proceedings

10. The order of business for all regular meetings of the Council shall be as follows:

- 1st: Minutes
- 2nd: Reports of Committees
- 3rd: Original Communications
- 4th: Petitions
- 5th: Inquiries and answers thereto
- 6th: Motions
- 7th: By-laws
- 8th: Unfinished business

11. When any order, resolution or question shall be lost by reason of the Council, or any Committee thereof, breaking up for want of a quorum, the order, resolution or question so lost shall be proceeded with and disposed of at the next meeting of such Committee or Council.

12. If the Reeve desires to leave the chair for the purpose of taking part in the debate, or otherwise, he shall call on one of the Councillors to take his place until he resumes the chair.

Rules of Conduct and Debate

13. Every member, previous to speaking to any question or motion, shall rise to his feet with head uncovered, and shall address himself to the Reeve.

14. Members shall address the chair as "Mr. Reeve" or "Mr. Chairman", and refer to each other as "the Reeve" or "Councillor....", as the case may be.

15. When two or more members rise to speak, the Reeve shall name the member who is to have the floor.

16. No member shall speak more than once to the same question without leave of the Council, except in explanation of a material part of his speech which may have been misconceived, and in doing so he is not to introduce new matter. A reply shall be allowed to a member who has made a substantive motion to the Council, but not to a member who has moved an amendment, the previous question or an instruction to a Committee. No member without leave of the Council, shall speak to any question for a longer time than fifteen minutes on moving an original motion, or five minutes on all other occasions.

17. After a question is finally put by the Reeve, no member shall speak to the question, or shall any other motion be made until after result of the vote has been declared, and the decision of the Reeve as to whether the question has been finally put, shall be conclusive.

18. Every member who shall be present when a question is put shall vote thereon.

19. Should any member refrain from voting when any question is put, he shall be regarded as having voted in the affirmative and his vote shall be counted accordingly.

20. The names of those who vote for and those who vote against the question shall be entered upon the minutes whenever any member shall call for the ayes and noes, and the Clerk shall read aloud the names before the result of the vote has been declared in order that any mistake may be rectified.

21. The members of the Council shall not leave their places on adjournment, until the Reeve leaves the Chair.

#### Motions in General

22. Motions shall be put in writing and seconded before being debated or put from the chair provided that a routine motion or a motion to adopt a report, to receive and file, to refer to a Committee or an official, to introduce or pass a By-law, or to adjourn shall not require to be put in writing. Forthwith after a motion is seconded it shall be read by the Presiding Officer or Clerk before debate.

23. Amendments shall be in writing and shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.

24. A motion to commit, until it is decided, shall preclude all amendments of the main question.

25. A motion to adjourn the Council or to adjourn the debate shall always be in order, but if such motion is negatived no second motion to the same effect shall be made until after some intermediate proceeding shall have been had.

#### The previous Question

26. At any meeting, a motion for the previous question, until a decision thereon has been made, shall preclude all amendment of the main question and shall be in the following words, "that this question be now put". If the previous question be resolved in the affirmative, the original question shall be put forthwith without any amendment or debate, but if the previous question be resolved in the negative, then the main question shall not be proceeded with at such meeting.

Privilege

27. Whenever any matter of privilege arises, whether relating to the Council or to an individual member thereof, it shall be taken into consideration immediately.

Division of a Question

28. When the question under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.

Reconsideration

29. After any question, except one of indefinite postponement, has been decided, any member may, at the first meeting held thereafter, move for a reconsideration thereof, but no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

30. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

Proceedings of Committee of the Whole

31. A meeting of the Committee of the Whole may be called at any time by the Reeve.

32. A Committee of the Whole held during a Council meeting shall be appointed by a resolution "that this Council do now proceed to resolve itself into a Committee of the Whole."

33. The Reeve shall act as chairman of the Committee of the Whole unless the Committee or Council decides otherwise.

34. The rules of the Council shall be observed in Committee of the Whole, so far as may be applicable, except that no motion shall require to be seconded, nor shall a motion for the previous question be allowed; and in taking the ayes and noes, the names of the members shall not be recorded nor shall the number of times of speaking on any question be limited. No member shall speak continuously for a longer time than five minutes on any one question.

35. In case of a division being called for, the question shall be decided by a show of hands. The Clerk shall announce the result of the vote.

36. A motion in Committee of the Whole to rise without reporting, or that the chairman leave the chair, shall always be in order, and

shall take precedence of any other motion. On such motion debate shall be allowed but no member shall speak more than once to such motion. On an affirmative vote the subject referred to the Committee shall be considered as disposed of in the negative. The Council shall then proceed with the next order of business.

37. When all matters referred to a Committee of the Whole have been considered, a motion to rise and report shall be adopted, provided, however, that the Committee, when it has partly considered a matter, may report progress and ask leave to sit again. On resumption of business in Council, the chairman of the Committee of the Whole shall report to the Council, and the adoption of the report shall be moved.

Proceedings in Regard to the Passage of By-laws

38. Every draft by-law shall be printed or typewritten before it is considered by the Council, and a copy of such draft given to each member present.

39. Every by-law shall be introduced upon motion for leave to introduce the by-law specifying its title or intended object.

40. If the Council so decides the draft by-law may first be referred to a Committee of the Whole, and considered by clauses, or otherwise as the committee may decide.

41. The only motion required for the original passage of a By-law shall be "That the '.....By-law' be now passed" (giving the short title) provided that if any member of the Council so requests, the whole or any part of such draft by-law shall be read before the motion is put.

42. When a By-law is reconsidered, the only motion necessary for the final passing shall be "That the '.....By-law' (giving short title) be adopted."

43. The Clerk shall affix the seal of the Municipality to every By-law which has been adopted by the Council.

44. A copy of every By-law, signed by the Reeve and Clerk, and duly sealed, shall be deposited in the vault of the Municipal Hall, in addition to the copy registered at the County Court.

45. The operation of any clause of this By-law, except Clauses 9, 23, 28, 46 and 48, may be suspended at any meeting by vote of two-thirds majority of the members present.

Adjournment

46. The Council shall always adjourn at the hour of 10 o'clock p.m., if in session at that hour, unless otherwise determined by a unanimous vote.

Unprovided Cases

47. In all unprovided cases in the proceedings of the Council or Committee, the laws, rules, and usages of the House of Commons of Canada shall be followed.

Repeal

48. Burnaby Procedure By-law 1911, being By-law No. 95 of the Corporation is hereby repealed.

49. This By-law may be cited as the "BURNABY PROCEDURE BY-LAW 1944".

DONE AND PASSED in Open Council this Fourteenth (14th) day of February, A.D. 1944.

RECONSIDERED AND FINALLY PASSED this Sixth (6th) day of March, A.D. 1944.

*W. Willson*

REEVE

*Charles B. Brown*

CLERK.

I, Charles B. Brown, Clerk of the Corporation of the District of Burnaby do hereby certify the foregoing to be a true copy of a By-law passed by the Council of the Corporation of the District of Burnaby on the Sixth (6th) day of March, 1944 A.D.

*Charles B. Brown*

Clerk.