

# VILLAGE OF SALISBURY

## By-Law No. 38

### A BY-LAW TO REGULATE THE PROCEDURE OF MEETINGS OF THE COUNCIL OF THE VILLAGE OF SALISBURY

THE COUNCIL OF THE VILLAGE OF SALISBURY, UNDER AUTHORITY  
VESTED IN IT BY THE MUNICIPALITIES ACT, R.S.N.B. 1973, c.M-22, as follows:

#### 1. **Definitions**

“clerk” means a clerk appointed pursuant to section 74 of the Municipalities Act;

“council” means the Mayor and Councillors;

“quorum” means a majority of those members of Council holding office at the time of the meeting.

#### 2. **Procedure for Regular and Special Meetings of Council**

(1) A newly elected Council shall not transact any business at its first meeting until the Oath of Office have been taken and subscribed to by persons present who have been elected to office.

(2) At their first regular council meeting, a Deputy Mayor shall be appointed by the Mayor for a term of four years.

(3) Subject to the Municipalities Act, Council shall hold its regular (public) meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. Unless otherwise specified, all regular meetings of the Council shall be held in the municipal building at 7:00 P.M. In the event that Monday is a holiday, the meeting shall be held on the Tuesday of that week. When at any meeting of Council, the hour of nine o'clock in the evening is reached, the Mayor or presiding officer shall declare the Council adjourned and leave the chair, unless by Council members present determine otherwise majority vote.

(4) The Mayor shall preside over all meetings.

(5) In the absence or inability of the Mayor to act, or if the office of Mayor is vacant, the Deputy Mayor shall act in the place of the Mayor, and while so acting he/she possess the powers and shall perform the duties of the Mayor.

- (6) Except as otherwise provided, no member shall speak without recognition of the Chair.
- (7) Once a motion is made and seconded, the mover shall have the privilege of speaking first and have the privilege of closing debate.
- (8) Unless disqualified to vote by reason of conflict of interest or otherwise, every member of Council present shall announce their vote openly and individually and the Clerk shall record it.
- (9) The Mayor or Deputy Mayor may at any time call special meetings or emergency meetings of Council.

### **Voting By Mayor**

The Mayor shall vote only in the case of equal division when every other member present has voted or abstained with leave of Council.

### **Agenda for regular (public) meetings**

- (1) Prior to each regular meeting or special meeting of Council, the Clerk shall have prepared an agenda reflecting the matters to be considered, under the following headlines, referred to as the Order of Business:
  - (a) Call to Order
  - (b) Approval of Previous Minutes
  - (c) Business Arising from Minutes
  - (d) Works Dept. and RCMP Reports
  - (e) Correspondence
  - (f) New Business
  - (g) Bills for the Month
  - (h) Mayor's Report
  - (i) Councillors Report
  - (j) Clerk's Report / Treasurer's Report
  - (k) Adjourn

to be brought before the Council.

- (2) The agenda of the said meeting shall be available on the proceeding Thursday.
- (3) The public shall be notified of regular and special meetings of Council by posting the agenda on the municipal bulletin board located in the municipal building at 56 Douglas Street, Salisbury N.B.

- (4) The deadline for agenda items for inclusion and the receipt of agenda material by the Clerk is noon on the Wednesday preceding the meeting.
- (5) Any additional matter not included on the agenda shall only be considered with the unanimous consent of all members of the Council present at the meeting.
- (6) No member of Council or the public shall speak disrespectfully of the Council, another member of Council, staff person or a member of the general public, or use offensive language.

### Person/Delegations

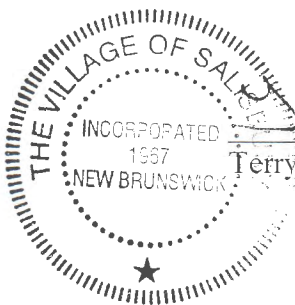
No person/delegations shall be heard unless they contact the Clerk one week prior to the regular Council meeting.

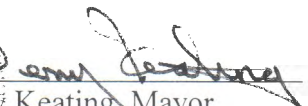
This By-Law comes into effect on the date of final passing thereof:


1<sup>st</sup> reading this 12<sup>th</sup> day of October, 2004

2<sup>nd</sup> reading this 12<sup>th</sup> day of October, 2004

3<sup>rd</sup> reading and  
enactment, this 28<sup>th</sup> day of October, 2004



  
Terry Keating, Mayor

  
Pamela M. Cochrane, Clerk