

**CITY OF CHESTERMERE**

**PROVINCE OF ALBERTA**

**BYLAW #014-22**

**PROCEDURE BYLAW**

**A Bylaw of The City of Chestermere to provide for the orderly proceedings of meetings held by Council, boards and committees, and other bodies established by Council.**

**WHEREAS** The City of Chestermere may pass bylaws establishing procedures to be followed by Council, boards and committees, and other bodies established by Council.

NOW THEREFORE the Council of The City of Chestermere enacts as follows:

**1. Title and Definitions**

- 1.1. This Bylaw may be cited as the Procedure Bylaw.
- 1.2. Words in this Bylaw have the same meaning as set out in the Municipal Government Act except for the definitions provided in Schedule 'A' of this Bylaw.

**2. Purpose, Application, and Interpretation**

- 2.1. The purpose of this Bylaw is to provide for the orderly proceedings of Council and Committee Meetings.
- 2.2. This Bylaw applies to all Meetings and Members of Council and Committees.
- 2.3. A Member may make a motion to temporarily suspend the rules or procedures, or a specific rule or procedure, outlined in this Bylaw. A motion to suspend the rules is only in effect for the Meeting at which it was passed.
- 2.4. Meeting procedure is a matter of interpretation by the Chair, subject to the rights and privileges of Members.
- 2.5. If a matter of procedure arises that is not contemplated in this Bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.

### 3. Mayor, Deputy Mayor, and Acting Chair

#### 3.1. When sitting as the Chair, the Mayor:

- (a) presides over all Council Meetings when in attendance unless otherwise provided for in this Bylaw;
- (b) presides over the conduct at Council Meetings, including preserving good order and decorum, ruling on Points of Order, responding to Points of Procedure, and deciding on all procedural questions, subject to an appeal of a ruling made by the Chair;
- (c) manages and facilitates the orderly queuing of speakers, including Councillors, Administration, and members of the public;
- (d) ensures that each Councillor who wishes to speak on a debatable motion is provided the opportunity to do so;
- (e) when wishing to participate in the debate on a question or motion properly before the meeting, the Mayor has all the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.
- (f) opens Council Meetings and may call for recesses or for the meeting to stand at ease without requiring a motion.

#### 3.2. The Deputy Mayor:

- (a) presides as the Chair over Council Meetings when the Mayor is absent or unable to perform the duties of the Chair and has all the same powers and responsibilities under this Bylaw; and
- (b) presides over all Council Meetings when the Mayor participates in the Meeting by electronic means.

#### 3.3. An Acting Chair presides over Council Meetings when both the Mayor and Deputy Mayor are unable to perform the duties of the Chair and the Acting Chair has all the same powers and responsibilities under this Bylaw.

- (a) An Acting Chair is chosen by a resolution passed by the Councillors present at the Meeting.

#### 3.4. The term of appointment for the Deputy Mayor is up to 8 months and will not extend beyond the term of office of that person as a Councillor. There must only be one Councillor appointed as Deputy Mayor at a time and the position of Deputy Mayor must be filled at all times.

- (a) As organizational meetings occur annually and the Deputy Mayor term is less than 12 months, two Deputy Mayors shall be selected

with defined start and end dates anytime not doing so would leave the position vacant.

**4. Challenge to a Ruling of the Chair**

- 4.1. Any Member may challenge a ruling or decision of the Chair on a Point of Order or a Point of Privilege. If a ruling or decision is challenged, the Chair must briefly state the reason for their decision and then put to the Members the question of whether to uphold or overturn the ruling or decision.
- 4.2. The Members decide on the question by voting on whether to uphold or overturn the ruling or decision of the Chair without debate. The decision of the Members is final.
- 4.3. Challenges to a ruling of the Chair are not recorded in the Meeting Minutes.



## 5. Meetings

### 5.1. Organizational Meetings

5.1.1. Council holds an annual Organizational Meeting pursuant to the Municipal Government Act for the purpose of appointing, as required, Deputy Mayor, establishing Council and Committee Meeting dates, appointing Members to Committees, and any other business included on or added to the Organizational Meeting Agenda.

5.1.2. At Organizational Meetings, Council:

- (a) Appoints the Deputy Mayor for the ensuing 8 months, as required;
- (b) Establishes the dates and times for regular Council and Committee Meetings as required;
- (c) Makes Committee appointments as required, including appointments for member at large positions and Chair and Vice Chair positions;
- (d) Conducts any other business included on or added to the Organizational Meeting Agenda.

5.1.3. During Organizational Meetings:

- (a) The Chief Administrative Officer or Director of Corporate Services calls the Meeting to order, and administers Oaths of Office when Oaths of Office are required; and
- (b) The Mayor presides over the appointment of the Deputy Mayor and all subsequent business on the Organizational Meeting Agenda.

5.1.4. During the appointment of the Deputy Mayor, the following procedures apply:

- (a) If only one nomination is received for the position of Deputy Mayor, the nominee will be appointed by acclamation; or
- (b) If more than one nomination is received for the position Deputy Mayor, a vote by secret ballot will be conducted using the following exhaustive ballot procedure:
  - If no Councillor receives a Clear Majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted;



- 5.4.7. Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons .
- 5.4.8. After the Closed Meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and that reasonable notice must be given for those members of the public to return to the meeting before it continues.

5.5. Meetings through Electronic Means

- 5.5.1. Council or Committee Meetings may be conducted through electronic means, or a Member may participate in a Meeting through electronic means, in accordance with the Municipal Government Act.
- 5.5.2. Closed Sessions may be conducted through electronic means, and Members participating in a Meeting through electronic means may participate in any Closed Sessions held at that Meeting and are required to vote on a matter put to a vote at the meeting unless the Member is required or permitted to abstain from voting under this or any other enactment.
- 5.5.3. A Member may participate in a Council or Committee Meeting through electronic means if:
  - (a) the Member is in a location outside of The City of Chestermere for any reason;
  - (b) the Member is in a location within The City of Chestermere but is unable to attend the meeting; for medical reasons for themselves or an immediate family member are unable to attend;
  - (c) Quorum is met by the Members physically in attendance at the Meeting to ensure that the Meeting can continue if electronic communications fails ;
  - (d) the Meeting location is able to support the use of electronic communications and that all Members participating in the Meeting are able to communicate effectively; and
  - (e) the Meeting location is secure and appropriate for interaction between Members and viewing by the public and free from outside distractions.
- 5.5.4. To arrange for participation in a Council or Committee Meeting through electronic means, a Member must advise the Chief Administrative Officer or The Director of Corporate Services at least 48 hours prior to the start of