

Procedural Policy for Council Meetings



Approval Date:	
Approved By:	
Effective Date:	

1. Purpose

- 1.1 The purpose of this policy is to establish the procedural rules for Council meetings.

2. Policy Statement

- 2.1 Members of Council shall adhere to the terms and conditions of this regulation during all Council Meetings.

3. Application

- 3.1 This Code applies to the proceedings of all Council meetings.

4. General Rules

- 4.1 Any aspect of Council meeting proceedings not specifically governed by the provisions of this policy shall be governed in a manner as decided upon by a majority of Council present at the Council meeting in question.
- 4.2 When a decision is made under 4.1 of this policy, Council shall consider a corresponding amendment to this policy to ensure there are consistent governing provisions for all proceedings of Council meetings.

5. Calling Meetings

- 5.1 The first Council Meeting of any newly elected Council shall be held no later than one month after a general election has been held.
- 5.2 After the first meeting following a general election, Council meetings shall be held at least twice every month to conduct the business of Council and/or address issues of concern among the community's membership.
- 5.3 At least one meeting of Council shall be made open to community members every month.
- 5.4 Meetings shall usually be scheduled at a regular time each month.

6. Special and Emergency Meetings

- 6.1 A special meeting may be summoned at anytime by the Chief or when a majority of Council has requested such a meeting, provided that forty-eight hours notice of the date, time and place of the meeting has been provided to every Member of Council.
- 6.2 An emergency meeting may be held to address an emergency situation without forty-eight hours notice provided that an attempt has been made by the Chief or Council's Executive Assistant to contact all the Members of Council in the most expedient manner possible. No business except business dealing directly with the emergency situation may be discussed at an emergency meeting.

7. Community Member Conduct at Meetings

- 7.1 No community member shall be excluded from a Council meeting that is open to all community members.
- 7.2 Notwithstanding section 7.1, a community member engaging in improper conduct at a Council meeting may be expelled from the meeting by the meeting Chairperson.
- 7.3 In reaching decision under 7.2, the Chairperson shall seek the input and majority approval of other Members of Council present before expelling a community member.
- 7.4 For the purposed of 7.2 of this policy, improper conduct shall generally include but not be limited to any of the following:
 - (a) Use of indecent, offensive, or insulting language;
 - (b) Continuing to speaking on a subject matter other than the subject currently under discussion;
 - (c) Conduct intended to disrupt the meeting and/or prevent others from speaking; or
 - (d) Any aggressive or threatening conduct towards any present in the meeting.

8. Agendas

- 8.1 Council's Executive Assistant in conjunction with the Chairperson shall prepare the agenda for each Council meeting. The agenda shall generally consist of the following order of business:
 - (a) Adoption of the agenda
 - (b) Approval of minutes
 - (c) Business arising from minutes

- (d) New business
- (e) Scheduling of meetings
- (f) Adjournment

8.2 The agenda package including the minutes and any relevant material shall be made available to Members of Council a minimum of 2 business days prior to the meeting.

9. The Chairperson

- 9.1 The Chairperson is responsible for ensuring that this policy is followed.
- 9.2 The Chairperson shall preside over the meeting, maintain order and rule on all questions of procedure according to established rules or, if no rules are established, ensure section 4.1 of this policy is fulfilled.
- 9.3 The Chief shall serve as the Chairperson for all Council Meetings.
- 9.4 If the Chief is unavailable or late, another Member of Council shall be appointed by way of a motion to serve as the Chairperson until the Chief is present.

10. Commencement of Meetings and Attendance

- 10.1 A majority of the Members of Council constitutes a quorum for their respective meetings.
- 10.2 At the time set for the meeting, if a quorum is present the Chairperson shall call the meeting to order.
- 10.3 If no quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall adjourn and be rescheduled.
- 10.4 Members of Council are to make themselves fully aware of when Council meetings are scheduled and make every effort to attend. If a Member of Council must be absent, they shall notify the rest of Council of their absence prior to the commencement of the scheduled Council meeting they will be absent from.
- 10.5 Ramifications for extended absences from Council meetings is governed by the *Wahta Mohawks Election Code*.

11. Rules of Decorum

- 11.1 Members of Council shall conduct themselves with a professional demeanour and interact with all persons in a tactful and respectful manner.
- 11.2 No Member of Council shall:

- (a) Use indecent, offensive, or insulting language;
- (b) Speak on any subject matter other than the subject under debate;
- (c) Disturb the Meeting by any disorderly conduct; or
- (d) Interrupt another Member who is speaking, except to raise a point of order.

11.3 Members shall not disobey a decision of the Chairperson or of the Council on points of order or on an interpretation of the rules of procedure.

11.4 In the event that a Member of Council has been called to order by the Chairperson and the Member continues to breach these regulations, the Chairperson may order the Member of Council to leave his/her seat for the duration of the Meeting.

11.5 If the Member apologizes for their conduct, the Chairperson may ask Council to allow the Member to resume his/her seat. The decision of a majority of Council shall be final on this question.

12. Rules of Debate

12.1 The Chairperson shall not permit discussion or debate on an issue unless Council has formally moved to that specific issue on its meeting agenda.

12.2 When any Member of Council desires to speak they shall be recognized by the Chairperson before speaking and confine themselves to the topic before Council at that time.

12.3 In the event more than one Member of Council wishes to speak at one time, the Chairperson shall determine the order of the speakers.

13. Voting

13.1 All decisions made by Council shall be decided upon by a majority vote of the Councillors present, be made at duly convened Council meetings, and be recorded as either a motion or Mohawk Council Resolution.

13.2 The Chairperson shall not vote except in the case of a tie vote, in which case the Chairperson shall cast the deciding vote.

13.3 Every Member of Council present, when a decision is put to Council, shall vote unless the Member is in a conflict of interest.

13.4 If a Member who is not in a conflict of interest refuses to vote they shall be deemed to have voted in the affirmative.

13.5 Whenever required by a Member of Council, the Council Executive Assistant

shall record the results of the vote on a decision and reflect the specific votes of each Member of Council present in the meeting minutes.

14. Points of Order

- 14.1 The Chairperson is responsible for enforcing the rules and ensuring decorum. However, any Member of Council may call the attention of the Chairperson to these issues through a Point of Order.
- 14.2 Any Member of Council may interrupt another Member to raise a Point of Order. Points of Order must be related to a specific violation of policy.
- 14.3 If a Member of Council raises a Point of Order, debate shall stop and the Chairperson shall ask the Member of Council to briefly explain their issue without addressing any other topic. The Chairperson shall then make a ruling on the Point of Order.
- 14.4 Any Member of Council may appeal the Chairperson's decision to Council immediately after the Chairperson's ruling. An appeal must be seconded by another Member of Council. Each Member of Council may speak only once on the appeal, after which the Chairperson shall put the question to Council as to whether the decision of the Chairperson should be upheld.
- 14.5 The decision of Council in section 14.4 of this policy shall be final.

15. Meeting Minutes

- 15.1 All Council meetings will have a written record of the meeting which will show a record of the decisions made, a summary of discussions had on each agenda item, the Members of Council in attendance, as well as any other persons who are in attendance and speak at the meeting.
- 15.2 A copy of the approved minutes for each Council meeting shall be included in the next community newsletter following their approval.
- 15.3 The recording and filing of in-camera meeting minutes shall be governed by the *In-Camera Meeting Policy*.

16. Amendments

- 16.1 Amendments to this policy must be approved by way of a duly passed Council Motion or Resolution.