

Corporation of the City of Nanaimo.

No. 1.

Municipal By-Law for Regulating the Meetings and the General Conduct of Business in the Municipal Council.

1 All Meetings, other than special or adjourned, shall be held on Monday in each and every week, unless otherwise ordered by the Council, and the chair shall be taken at 4 p. m. from the first of October to the first of April and at 8 p. m. from the first of April to the first of October when no other hour is specially named in the summons calling the meeting, and all acts to be done by this Council and all questions of adjournment and others, may save where otherwise expressed, be done and decided by a majority of the members who shall be present, the whole number of members at such meeting being not less than four.

Meeting of Council.

If no quorum be present within 20 minutes of the time of Meeting, the Mayor or in his absence the Clerk, shall take the chair, and adjourn the Meeting.

2

To open the Meeting at the stated time by taking the chair, and calling the Members to order. He shall preserve order and endeavor to conduct all business before the Council to a speedy and proper result, and in the absence of the Mayor such Municipal Councillor as the Members of the Municipal Council

Duties and Privileges of the Mayor or Presiding Officer.

then assembled shall choose to be the chairman of that meeting: shall have a casting vote in all cases of equality of votes, but not otherwise and have and exercise all the powers of the Mayor as though he (the Mayor) were present at such meeting.

3.

He shall state every question properly presented to the Council, and before putting it to the vote, shall ask "Is the Council ready for the question?" Should no member offer to speak he shall put it, after which no member shall be permitted to speak upon it.

4.

He may speak to points of order in preference to other members of the Council, and shall decide questions of order, subject to an appeal to the Council by any two members. which appeal shall always be put in writing. On such an appeal no member shall speak more than once.

5.

It shall be the duty of the Presiding Officer, and the privilege of any member of the Council, to call a member to order who violates an established "Rule of Order".

6.

That the public be permitted to attend in the part of the Council Chambers provided for their accommodation, and may report and publish its proceedings: except in case of any special meeting when the Council consider the public interest would be better served by their proceedings being conducted in private.

Admission  
of the  
Public

7  
Previous to the introduction of any business at any meeting of the Municipal Council, a notice in writing of any business proposed to be brought forward by any member, shall be publicly exhibited for twenty four hours previous to such meeting, in some place to be agreed upon by the Municipal Council, and all notices of business signed by the Mayor or any member of the Municipal Council shall be handed to the clerk, at or previous to any meeting of the Council, who shall read the same at such meeting and place them on file.

8  
The clerk, on filing notices, shall place first those which are in the Mayor's name, and afterwards, all others standing in the order in which they have been delivered to him, who shall number and date them as received. He shall also publicly exhibit all notices given to him by any councillors for that purpose.

- 9
- a Reading of Minutes by the clerk.
  - b Communications
  - c Deferred Business
  - d Reports of Committees
  - e New Business.

10  
The Council shall vote on all questions by show of hands, except that on demand of any member, the clerk shall call the Roll and record the yeas and nays. After the Roll is called, the result shall be read aloud, to rec-

tify mistakes, if any; after which the clerk shall hand the vote to the Mayor or Presiding Officer (as the case may be) who shall announce the result. Providing always, that an election for any Officer shall be by ballot, and a majority of all votes cast shall be necessary to elect.

11

Motions to be  
Moved and  
Seconded.

No motion or amendment shall be entertained by the Council, but such as has been moved and seconded, and delivered to the clerk in writing, and signed by the mover.

No motion so received shall be withdrawn unless by consent of the Council, and that all motions for reconsideration be brought forward by a member who has voted in the affirmative.

12

Amendments

When an amendment is moved upon a motion no further amendments be moved or taken into consideration until the first be disposed of; but any number of amendments may be brought forward in succession, and the question must be put in such a manner that one amendment be negatived, another may be moved upon the original motion: but if an amendment be affirmed it shall then form the motion under consideration, whereon further amendment may be moved and if after the disposal of an amendment, no second or further amendment be moved, the question must ultimately be put upon the original, or amended motion (as the case may be) in order to

It's being passed as a resolution.

No member shall move more than one amendment to a motion.

13.

Members of Council shall not speak more than once to the same question, except in explanation; or the mover of the motion in reply, which reply shall conclude the discussion.

Order of Speaking

14.

As an amendment being moved, no member of the Council who has spoken to the original motion, shall speak again (except in explanation or the mover thereof in reply) until the amendment has been put and become the amended motion before the Council. Councillors may speak on each re-amendment.

Speaking on Amendments

all

15.

When discussion arises upon amended motions, the mover of the amendment which has displaced the original motion may speak in reply, and so on in like manner in respect to any further and displacing amendments.

see

16.

The Council may by vote resolve itself into a Committee of the Whole, and while in Committee there shall be no restriction as to the number of times a member of the Council may speak to the question. The Mayor or chairman shall appoint the chairman of committee.

Committee of the Whole

Motions

taken up  
by the Mover.

17.

The business under any notice upon file shall not be proceeded with in the absence of the member in whose name it stands, unless he has given authority in writing that it shall be taken up by some other member of the Council.

Protested

18.

No protest or expression of dissent shall be entered upon the minutes of the Council.

Title of  
Members.

19.

The members of the Council shall stand when speaking, and shall speak of each other in the Council, during the transaction of business, by the title of Councilors.

Decorum

20.

No member of the Council shall stand when speaking, use any improper or personal language toward any other member, or reflect upon any of the prior determinations of the Council. Any breach of decorum shall be considered a violation of the "Rules of Order" to be punished as the Chairman may direct.

21.

When two or more members rise to speak at the same time, the presiding Officer shall decide who is entitled to the floor.

Adjournment.

22.

A motion to adjourn shall always be in order, except, 1<sup>st</sup>, when a member is in possession of the floor; 2<sup>nd</sup>, while a vote is being taken; 3<sup>rd</sup>, when adjournment was the last preceding motion; 4<sup>th</sup>, when it is decided that the previous question shall be taken.

No By-Law shall be introduced either in blank or in an imperfect shape, and the first reading of any By-Law shall be decided without amendment or debate. Every By-Law shall receive three several readings, on different days, previous to being passed. After the second reading it shall be considered in Committee of the Whole. On urgent or extraordinary occasions a By-Law may be read twice or thrice, or advanced two or more stages, in one day. The third reading may be by title.

The Municipal Council may out of their own body, from time to time, appoint such and so many committees, and consisting of such members as they may think fit, for any purposes which in the discretion of the Municipal Council would be better regulated and managed by means of such committees; but all proceedings of such committees shall be subjected to the approval of the Municipal Council, and the Mayor "ex officio" shall be a member of all committees.

In case the Mayor shall refuse or neglect to call a meeting within twentyfour hours after a requisition for that purpose signed by three Members of the Municipal Council shall have been presented to him, it shall be lawful for the said three members to call a Meeting of the Municipal Council, by giving such notice as is hereinafter declared in that behalf, such notice to be signed by the said three mem-

bers instead of the Mayor, and stating there  
-in the business proposed to be transacted  
at such meeting, and in every case a sum-  
mons to attend the Municipal Council  
specifying the business proposed to be  
transacted at such meeting, signed by  
the Mayor (or the said three members as  
the case may be) shall be left at the usual  
places of abode of every member of the Mu-  
nicipal Council, or at the premises in re-  
spect of which he is placed on the Muni-  
cipal Assessment Rolls, <sup>two</sup> one clear day at least  
before such Meeting and no business shall  
be transacted at such meeting other than the  
business which is specified in the notice.

Quorum.

26

In all cases, when not otherwise specially pro-  
vided, two members shall form a quorum  
of any committee appointed by the Council.  
The first councillor named in any committee  
to be chairman.

Reports of  
Committees

27

All reports of committees shall be in writing.  
A committee may be authorized to take up all  
matters referred by the Council to a preceding  
committee who have not been fully discharged.

Opinion of  
Council.

28

No opinion of Council be taken at the expense  
of the Corporation, without a resolution of  
the Council.

To amend  
Rules of Order.

29

No Rule of Order or By-Law shall be altered  
or amended until notice has been given in  
writing one week previous. The said notice  
shall express the alteration or amendment



contemplated, and shall be handed to the clerk, who shall read it to the Council. Such alteration or amendment shall not be acted upon unless affirmed by a vote of the Council

Short Title

This By-Law may be cited for all purposes as "The Rules of Order By-Law 1845"  
Passed the Municipal Council this Eighth day of February A. D. 1845.

M. G. Bate  
Mayor



By 1 Five

Regulation of the law

8th February 1875

901

Repealed by No. 2, 1875.

Printed



Dated 8th February 1875