# Index to Procedure By-Law 014-2024


**PART 1 DEFINITIONS ..... 5**
**PART 2 PRINCIPLES & APPLICATION ..... 8**
**2.1 Members Rights** ..... 8
**2.2 Application** ..... 8
**PART 3 DUTIES & ROLES ..... 9**
**3.1 Mayor / Acting Mayor** ..... 9
**3.2 Members** ..... 9
**3.3 Presiding Officer** ..... 10
**3.4 Clerk** ..... 11
**PART 4 COUNCIL MEETINGS ..... 12**
**4.1 Meeting Participation** ..... 12
**4.2 Meetings Open to the Public** ..... 12
**4.3 Inaugural Meeting of Council** ..... 12
**4.4 Regular Meetings** ..... 13
**4.5 Special Meetings** ..... 13
**4.6 Workshop Meetings** ..... 13
**4.7 Confidential Session Meetings** ..... 14
**4.8 Call to Order / Quorum** ..... 16
**4.9 Adjournment Hour** ..... 17
**4.10 Notice of Meetings** ..... 17
**4.11 Notice of Workshop Meetings** ..... 17
**4.12 Order of Business at a Workshop** ..... 17
**4.13 Confidential Session at a Workshop** ..... 18
**PART 5 RULES OF CONDUCT AND DEBATE ..... 19**
**5.1 Conduct / Decorum** ..... 19
**5.2 Speaking / Debate** ..... 20
**5.3 Public Conduct at Council Meetings** ..... 20
**5.4 Point of Privilege** ..... 21
**5.5 Point of Order** ..... 21
**PART 6 COUNCIL AGENDAS ..... 22**
**6.1 Order of Business** ..... 22
**6.2 Agenda** ..... 22
**6.3 Addendum** ..... 22

**6.4 No Item** ..... 22
**PART 7 MEETING PROCEEDINGS** ..... **23**
**7.1 Order of Business** ..... 23
**7.2 Opening Procedure** ..... 23
**7.3 Agenda Announcements / Amendments** ..... 23
**7.4 Disclosure of Pecuniary Interest & General Nature Thereof** ..... 23
**7.5 Consent Items** ..... 25
**7.6 Presentations / Delegations** ..... 25
**7.7 Public Meetings / Hearings** ..... 27
**7.8 Notices of Motion** ..... 27
**7.9 Regional Council Update** ..... 28
**7.10 Statement by Members** ..... 28
**7.11 By-laws** ..... 28
**7.12 Adjournment** ..... 29
**PART 8 MINUTES** ..... **30**
**8.1 Minutes shall record:** ..... 30
**8.2 Confidential Session minutes shall record:** ..... 30
**8.3 Minutes to Next Council Meeting** ..... 30
**8.4 Confidential Reports** ..... 30
**PART 9 MOTIONS** ..... **31**
**9.1 Motions in Writing** ..... 31
**9.2 Procedural Motions** ..... 31
**9.3 Withdraw a Motion** ..... 31
**9.4 Motion in Possession of Council** ..... 31
**9.5 Motion under Consideration** ..... 32
**9.6 Motion put to the Vote** ..... 32
**9.7 Motion Out of Order** ..... 32
**9.8 Descriptive Characteristics of Motions** ..... 32
**PART 10 RECONSIDERATION** ..... **33**
**10.1 Motion of Reconsideration** ..... 33
**10.2 Motion to Reconsider a Previous Decision** ..... 33
**10.3 Previous Decision at Subsequent Meeting** ..... 33
**10.4 Specify Scope** ..... 33
**10.5 Debate** ..... 34

**10.6 Discussion** ..... 34
**10.7 Next Order of Business or Postpone** ..... 34
**10.8 Permitted only once** ..... 34
**PART 11 VOTING ..... 35**
**11.1 At the Discretion of the Presiding Officer** ..... 35
**11.2 Vote by Ballot or Secret Voting** ..... 35
**11.3 Order of Voting** ..... 35
**11.4 Voting on Each Recommendation** ..... 35
**11.5 Voting on Every Motion** ..... 35
**11.6 Carried or Defeated** ..... 35
**11.7 Retake Vote** ..... 36
**11.8 Recorded Votes** ..... 36
**11.9 Appointments** ..... 36
**PART 12 GENERAL ..... 37**
**12.1 Amendment / Repeal** ..... 37
**12.2 Severability** ..... 37
**APPENDIX A TO BY-LAW 014-2024 - PROCEDURAL MOTIONS ..... 38**

# THE CORPORATION OF THE TOWN OF MILTON

## BY-LAW NO. 014-2024

A BY-LAW TO PROVIDE FOR THE RULES OF ORDER OF COUNCIL AND ITS COMMITTEES, AND TO REPEAL & REPLACE BY-LAW NO. 007-2019, AND ITS AMENDING BY-LAWS, SPECIFICALLY BY-LAW NUMBERS 034-2019, 015-2020, 031-2020, 041-2020, 064-2020 & 068-2021

**WHEREAS** section 238, of the Municipal Act, 2001, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings and that the by-law shall provide for public notice of meetings;

**AND WHEREAS** Council deems it desirous to repeal and replace By-Law No. 063-2015, as amended;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON HEREBY ENACTS AS FOLLOWS:

### Short Title

This by-law shall be known as the Town of Milton Procedure By-Law.

## PART 1 DEFINITIONS

In this by-law:

**1.1** **"Acting Mayor"** means a member who has been appointed by a resolution, based on a monthly rotation, to act as the Mayor in his or her absence.

**1.2** **"Clerk"** means the Town Clerk of The Corporation of the Town of Milton and/or designate.

**1.3** **"Confidential Session"** means a meeting, or portion thereof, closed to the public in accordance with this by-law and the Municipal Act, 2001, as amended.

**1.4** **"Council"** means the Council of the Corporation of The Town of Milton.

**1.5** **"Electronic Participation"** shall mean remote participation in a meeting via electronic means, including video and telephone participation.

**1.6** **"Improper conduct"** means conduct that obstructs in any way the deliberations and/or proper action of Council.

**1.7** **"Inaugural Meeting"** means the first meeting of Council after a regular election.

**1.8** **"In-person Participation"** shall mean the participation in a meeting while being physically present at a meeting location.

**1.9** **"Livestreaming"** means the broadcast of a meeting in real-time.

**1.10** **"Local board"** means a municipal service board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of the Town, excluding a school board, a conservation authority, and a public library board.

**1.11** **"Majority"** means a number greater than half of the votes cast by persons legally entitled to vote.

**1.12** **"Mayor"** means the Mayor as the Head of Council of the Corporation of the Town of Milton, or the Acting Mayor if the Mayor is unable to act.

**1.13** **"Meeting"** means any regular, special or other meeting of Council, as the context requires, with in-person and/or electronic participation where:

a) a quorum of members is present; and

b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council.

**1.14** **"Member"** means a member of the Council of The Corporation of the Town of Milton.

**1.15** **"Notice of motion"** means an advance notice to members of a matter on which Council will be asked to take a position.

**1.16** **"Parties to a public hearing"** shall be the persons specified as parties by or under the statute under which the proceeding arises or, if not so specified, persons entitled by law to be parties to the proceeding.

**1.17** **"Point of order"** means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.

**1.18** **"Point of privilege"** means a matter that a member considers to question their integrity and/or the integrity of the Council.

**1.19** **"Pecuniary Interest"** shall mean a direct or indirect Pecuniary Interest within the meaning of the Municipal Conflict of Interest Act, R.S.O.1990, chapter M.50, as may be amended.

**1.20** **"Presiding Officer"** means the member of Council presiding over or acting as chair of a meeting, based on the established rotational basis, and while the Mayor or Acting Mayor is present the entire meeting. The Presiding Officer may also be referred to as "Chair."

**1.21** **"Quorum"** is a majority of the total number of voting members currently on Council whether participating in the meeting in-person or electronically.

**1.22** **"Recorded vote"** means documenting in the minutes of a Council meeting the name of each member and their vote on a matter or question, in favour, opposed, or absent.

**1.23** **"Regular meeting"** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.

**1.24** **"Rules of procedure"** means the rules and regulations provided in this by- law.

**1.25** **"Special meeting"** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.

**1.26** **"Special purpose committee"** means a committee established by Council to consider a specific matter which is disbanded once it has reported to Council.

**1.27** **"Unfinished business"** means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.

**1.28** **"Workshop"** means a meeting of Council where the purpose is for members of Council to discuss matters in an informal venue. No resolutions shall be passed at a workshop, with the exception of procedural motions.

# PART 2 PRINCIPLES & APPLICATION

## 2.1 Members Rights

**2.1.1** The following members' rights are the principles upon which the procedure by-law is based:

a) the majority of members have the right to decide;

b) the minority of members have the right to be heard;

c) all members have the right to information to help make decisions, unless otherwise prevented by law;

d) Members have a right to an efficient meeting;

e) all members have the right to be treated with respect and courtesy; and

f) all members have equal rights, privileges and obligations.

## 2.2 Application

**2.2.1** The rules of procedure established in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and conduct for the dispatch of business in Council.

**2.2.2** Notwithstanding subsection 2.2.1, the rules and regulations contained in this by-law may be suspended by Council on a single occasion by a vote of two-thirds of the entire Council, provided the suspension does not contravene the requirements of the Municipal Act, 2001, as amended, or any other statute.

**2.2.3** In the absence of adopted customized rules of procedure, all advisory, special purpose or sub-committees and local boards under the jurisdiction of the Town of Milton may use the rules of order and debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.

**2.2.4** The Clerk shall be responsible to interpret the rules of procedure under this by-law which shall be interpreted in accordance with the principles set out in section 2.1.

**2.2.5** All points of order or procedure for which rules have not been provided in this by-law and its appendices shall be decided by the Presiding Officer in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.

# PART 3 DUTIES & ROLES

## 3.1 Mayor / Acting Mayor

**3.1.1** It is the duty of the Mayor to:

a) carry out the responsibilities of his or her roles as described in the Municipal Act, 2001, as amended;

b) represent and support Council and its decisions in all matters;

c) preside over a portion of Council meetings not presided over by the rotational Presiding Officer. Such portions of the meeting presided over by the Mayor may include the opening, announcements, amendments to the agenda and disclosures of pecuniary interest portion of the meeting.

**3.1.2** Only the elected Mayor shall wear the Chain of Office.

**3.1.3** When the office of the Mayor is vacant, or when the Mayor is unable to carry out the duties of that office through illness or otherwise, or when the Mayor is absent from the office in the course of duty, or on vacation or on an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor as prescribed in the Municipal Act, S.O. 2001, as amended. However, if the Mayor is not present for the meeting, the Presiding Officer shall preside over or act as chair for all portions of the meeting.

## 3.2 Members

**3.2.1** It is the duty of members to:

a) carry out the responsibilities of the role of Council as described in the Municipal Act, 2001, as amended and any other Act;

b) uphold the by-laws and policies of the Corporation of the Town of Milton;

c) deliberate on the business submitted to Council;

d) vote on all motions before Council unless prohibited from voting by law;

e) observe the rules of procedure at all meetings.

## 3.3 Presiding Officer

**3.3.1** The Mayor shall be the Presiding Officer at all Council meetings, as described in Section 3.1.1. (c), unless unavailable, in which case the Presiding Officer shall be the Chair.

**3.3.2** The Presiding Officer shall be the Chair (or preside) over the portions of the meeting not chaired by the Mayor or all portions of the meeting in the absence of the Mayor. The Town Clerk shall maintain the list of rotating, monthly Presiding Officers (Chair) for Council meetings and revise this list, as necessary, when Members of Council express interest in having their names added and removed from the monthly rotation throughout the term of Council.

**3.3.3** Notwithstanding Section 3.3.2, Council shall appoint a Presiding Officer to chair (preside over) the annual budget meetings for each term of Council.

**3.3.4** It is the duty of the Presiding Officer to:

a) ensure that all items of business listed on the agenda are addressed and that the meeting progresses with due efficiency;

b) protect all rights of those attending the meeting;

c) receive and put to a vote in the proper manner all motions presented and to announce the result;

d) decline to put to vote motions which infringe upon the rules of order, are beyond the jurisdiction of the assembly or ultra vires (as amended by by-law 012-2026)

e) preserve and enforce the rules of order;

f) rule on any points of order raised by members;

g) ensure the members abide by the rules of order when engaged in debate;

h) call by name any member persisting in breaching the rules of order, thereby ordering such member to vacate the meeting place;

i) expel or exclude from any meeting any person who is guilty of improper conduct at the meeting;

j) receive all messages and other communications and announce them to Council if necessary;

k) authenticate by signature when necessary all resolutions, by-laws and minutes;

l) represent and support Council, declaring its will and implicitly obeying its decisions in all things;

m) ensure that decisions of Council are in conformity with the laws governing the activities of Council;

n) adjourn the meeting when business is concluded;

o) adjourn the meeting without question to a time to be named by the Presiding Officer when it is not possible to maintain order.

**3.4 Clerk**

**3.4.1** It shall be the duty of the Clerk to:

a) be the official Secretary for Council meetings, responsible for the taking and preserving of minutes and documentation relevant to all meetings;

b) appoint another staff member as official Secretary in his/her absence at Council meetings;

c) assemble and produce meeting agendas and manage agenda deadlines;

d) ensure notice of meetings is provided in accordance with the “Town of Milton Public Notice Policy”;

e) provide procedural advice to the Presiding Officer and to members on agenda business and on preparing motions;

f) authenticate by signature when necessary all resolutions, by-laws and minutes of meetings and certify copies of such documents when required.

g) to revise the order of the business in the agenda and to produce, wherever possible, a revised agenda, which will be posted on the website and distributed to members electronically.

# PART 4 COUNCIL MEETINGS

## 4.1 Meeting Participation

**4.1.1** A Regular Meeting, Special Meeting, Workshop Meeting may allow for either in-person participation, electronic participation or a combination of both in-person participation and electronic participation for Members of Council, staff and public.

**4.1.2** The Mayor, in consultation with the Town Clerk, shall determine the type of participation that will be permitted for a Regular Meeting, Special Meeting or Workshop Meeting.

**4.1.3** For Members participating electronically, Members shall have their video cameras turned on to confirm attendance in the meeting, wherever possible.

**4.1.4** Members are encouraged to notify the Clerk in advance of any Meeting for which they intend to participate electronically.

**4.1.5** A member participating electronically has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members, and shall have the same rights and responsibilities as if the Member was in physical attendance.

**4.1.6** All meetings will be livestreamed and recorded unless determined otherwise by the Clerk. Livestreaming and recording will be suspended should Council or Committee proceed into a closed session and if the meeting location does not support livestreaming recording.

## 4.2 Meetings Open to the Public

**4.2.1** Except as provided in this by-law, all meetings shall be open to the public.

**4.2.2** The Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

## 4.3 Inaugural Meeting of Council

**4.3.1** Inaugural Meeting means the first meeting of Council in any Council term, as defined by the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

## 4.4 Regular Meetings

**4.4.1** Unless otherwise decided by Council, regular meetings of Council shall be held in a Town facility commencing at 7:00 p.m. according to the schedule approved by Council.

**4.4.2** The Mayor may, with appropriate notice, postpone or cancel any regular Council meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting or if it appears that inclement weather or like occurrence or an emergency situation will prevent the members from attending.

**4.4.3** Where an item of business scheduled for an agenda may require extraordinary time provisions, the Mayor may authorize an earlier commencement time for the meeting and the Clerk shall notify all members and provide public notice accordingly.

## 4.5 Special Meetings

**4.5.1** The Mayor may at any time call a special meeting of Council or upon receipt of a petition of the majority of members, the Clerk shall call a special meeting of Council for the purpose and at the time and date specified in the petition.

**4.5.2** No business may be transacted at a special meeting other than that specified in the notice, petition and/or agenda.

## 4.6 Workshop Meetings

**4.6.1** The date and times of the workshops shall be determined by Mayor and the Clerk. An agenda for each workshop shall be posted in accordance with Section 4.11 of this by-law. The Mayor shall act as Chair at Council workshops, unless it is determined by the Mayor that Presiding Officer shall act as Chair.

**4.6.2** A record describing, in general terms, the proceedings and the subject matter discussed is made at all workshop meetings and placed on a future Council agenda to be received only for the purposes of information.

**4.6.3** Should a quorum not be present at a Workshop, the workshop could continue if the majority of the Members of Council present wish to continue. The Workshop would not be considered a meeting of Council and no record of the workshop would be made.

## 4.7 Confidential Session Meetings

**4.7.1** In accordance with the provisions of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

a) the security of the property of the municipality or local board;

b) personal matters about an identifiable individual, including municipal or local board employees;

c) a proposed or pending acquisition or disposition of land by the municipality or local board;

d) labour relations or employee negotiations;

e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals;

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) a matter in respect of which Council has authorized a meeting to be closed under another Act;

h) information explicitly supplied in confidence to the Town by Canada, a province or territory or a Crown agency of any of them;

i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Town, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

j) a trade secret or scientific, technical, commercial or financial information that belongs to the Town and has monetary value or potential monetary value;

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Town;

l) if the following conditions are both satisfied:

   i. the meeting is held for the purpose of educating or training the members; and

ii. at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision- making of the Council.

**4.7.1.1** In accordance with the provisions of the Municipal Act, 2001, as amended, a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, 2001, as amended, or the investigator referred to in subsection 239.2 (1) of the Municipal Act, 2001, as amended.

**4.7.2** Prior to moving into confidential session for one or more of the reasons listed in subsection 4.7.1, Council shall state by resolution:

a) the fact that the Council is convening into confidential session; and

b) the general nature and a brief description of the matter(s) to be considered.

**4.7.3** Members shall be prohibited from discussing any additional matters during a confidential session other than those identified by resolution as required under subsection 4.7.2.

**4.7.3.1** Members participating electronically shall remain visible to all Members during a confidential session. To maintain the confidentiality of the session, Members are required to be in a private space, when possible, and utilize headsets to guarantee that the discussion remains inaudible to anyone else.

**4.7.3.2** No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio, video or photographs of any session that is closed to the public.

**4.7.4** A meeting shall not be closed to the public during the taking of a vote, except where:

a) subsection 4.7.1 permits or requires that the meeting be in confidential session; and

b) the vote is for a procedural matter or for giving direction or instructions to officers, employees, and/or agents of the municipality and/or local board or persons retained by, or under contract to, the municipality or local board.

**4.7.5** The number of times a member may speak in debate on a matter shall not be limited during confidential sessions of Council.

**4.7.6** The Clerk shall advise the Presiding Officer, if in his/her opinion, the issue (or portion thereof) being discussed at a confidential session is not procedurally in accordance with the terms of the Municipal Act, 2001, as amended.

**4.7.7** If the Town receives a report from a meeting investigator reporting that in his or her opinion, and the reasons for it, a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 of the Municipal Act, 2001, as amended, or to this By-law, Council shall pass a resolution stating how it intends to address the report.

## 4.8 Call to Order / Quorum

**4.8.1** As soon as there is a quorum after the time set for the start of the meeting, the Presiding Officer shall call the members to order.

**4.8.2** If a quorum for a meeting is not present within fifteen (15) minutes of the commencement of the meeting, the Clerk shall indicate that no quorum is present and the meeting shall stand adjourned until the next regular meeting The Clerk shall record the names of the members present.

**4.8.3** In the case where quorum is present and the intended Presiding Officer has not attended within fifteen minutes after the time appointed, the next Presiding Officer in the rotation, shall take the Chair at Council and shall call the meeting to order and preside until the arrival of the intended Presiding Officer.

**4.8.4** If during the course of a meeting a quorum is lost, the Presiding Officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. The Clerk shall record the names of the members present in the minutes at the time of adjournment.

**4.8.5** Members are encouraged to inform the Clerk of all planned absences, late arrivals or early departures from a meeting.

## 4.9 Adjournment Hour

**4.9.1** All meetings shall stand adjourned when the Council has completed all business as listed on the agenda, or at 11:00 p.m., whichever is earlier.

**4.9.2** Where the business before Council has not been completed by the above hour, Council may pass a resolution by a vote of two-thirds of the members present to proceed beyond the hour of 11:00 p.m. to continue any unfinished business.

## 4.10 Notice of Meetings

**4.10.1** The calendar/ schedule of meetings shall be posted to the Town website annually upon Council approval.

**4.10.2** Notice of all meetings of Council, in the form of the agenda, shall be provided to members and posted to the Town website pursuant to the "Town of Milton Public Notice Policy".

**4.10.3** Any addendums to the agenda will be made available to the public as soon as is practicable prior to the Council meeting by posting the addendum to the Town website.

**4.10.4** All notices or other communications required or permitted to be given under this by-law shall be sufficiently given if in writing by personal delivery, or electronic mail to such party at such address as the party has designated.

## 4.11 Notice of Workshop Meetings

**4.11.1** Notice to Council for workshops shall be through email and/or delivery of the agenda for the workshop a minimum of 48 hours in advance of the workshop which shall constitute adequate notice.

**4.11.2** Public Notice of workshops shall be by way of posting on the Town's website the date, time and location, general purpose and agenda for the workshop, a minimum of 48 hours in advance of the workshop.

## 4.12 Order of Business at a Workshop

**4.12.1** The Clerk shall prepare for the use of the Members of Council at a workshop, an agenda.

## 4.13 Confidential Session at a Workshop

**4.13.1** A workshop may be closed to the public, provided that no Member discusses or otherwise deals with any matter in any way that materially advances the business or decision making of the Council.

**4.13.1** Prior to moving into a Confidential Session, a motion must be passed stating:

a) That this meeting be closed for the purpose of educating or training the members pursuant to Section 239, subsection 3.1 of the Municipal Act, 2001, as amended, and shall indicate the general nature of the subject matter to be discussed in the confidential session.

# PART 5 RULES OF CONDUCT AND DEBATE

## 5.1 Conduct / Decorum

**5.1.1** Members of Council shall:

a) act in accordance with their Declaration of Office under the Municipal Act, 2001, as amended and the Council Code of Conduct;

b) discharge with integrity all responsibilities to Council, the Town of Milton, and the public, in keeping with approved corporate policies;

c) not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General, the Lieutenant Governor, the Head of the Government of Canada, or the Province of Ontario;

d) not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

e) treat the Presiding Officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;

f) not leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

g) not criticize any decision of the Council except for the purpose of introducing a motion for reconsideration;

h) not disobey the rules of the Council or a decision of the Presiding Officer or Council on a question of order, practice or interpretation of the rules of the Council;

i) be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary;

j) turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.

**5.1.2** Where a member has been called to order by the Presiding Officer for disregarding the rules of procedure and the member persists in such

conduct, the Presiding Officer may order such member to vacate the meeting place.

**5.1.3** Where the member apologizes, the member may be permitted to resume his/her seat.

## 5.2 Speaking / Debate

**5.2.1** Any member desiring to speak to any motion shall signify the intent in such manner as the Presiding Officer may direct, and shall refrain from speaking until the Presiding Officer has recognized him/her.

**5.2.2** When a member has been recognized by the Presiding Officer to speak, the member may rise and shall direct his/her questions or comments to the Presiding Officer and speak only to the matter under consideration.

**5.2.3** The Presiding Officer shall recognize the members who wish to speak in the order that they come to his/her attention.

**5.2.4** When a member is speaking, no other member shall interrupt, except to raise a Point of privilege or Point of order.

**5.2.5** A member shall not speak more than once to the same motion until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of his/her speech which may have been misunderstood and in doing so he/she shall not introduce new matters. No member shall speak to the same motion more than twice without the leave of Council.

**5.2.6** A member shall not speak to the same motion, or in reply, for longer than five minutes, without leave of Council.

**5.2.7** A member shall be restricted to asking questions related directly to the matter under discussion.

**5.2.8** The Presiding Officer may answer questions and comment in a general manner but if he/she wishes to speak to the matter under discussion, he/she shall withhold his/her comments until the conclusion of the debate after all other members have had an opportunity to speak to the matter.

## 5.3 Public Conduct at Council Meetings

**5.3.1** Public attendees at a Council meeting shall maintain order and quiet and shall not address Council except with the permission of Council.

**5.3.2** No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council.

**5.3.3** No person shall bring into the meeting cellular telephones pagers or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.

**5.3.4** No person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Federal, Provincial or Regional Council, any member of Council or any employee of the Town.

**5.3.5** Persons addressing Council in accordance with section 7.6 of this by-law shall only speak on the subject in debate and shall not speak on any other subject.

**5.3.6** Any person who contravenes any provision of this section, may be expelled from the meeting by the Presiding Officer.

## 5.4 Point of Privilege

**5.4.1** Where a member considers that the rights, integrity, character or reputation of the member, members, or Council as a whole has been impugned, the member may raise a point of privilege drawing the attention of the Council to the matter in accordance with Appendix “A”.

## 5.5 Point of Order

**5.5.1** Where a member considers that there has been a departure from the rules of procedure, the member may raise a point of order in accordance with Appendix “A”.

# PART 6 COUNCIL AGENDAS

## 6.1 Order of Business

**6.1.1** The Clerk shall have prepared all Council agendas.

## 6.2 Agenda

**6.2.1** When reasonably possible, agendas for Council meetings shall be made available to the public by 4:30 p.m. on the Monday prior to a meeting.

## 6.3 Addendum

**6.3.1** The Clerk may prepare an addendum to the agenda to deal with urgent matters or provide supplementary information to items of business listed on the agenda.

## 6.4 No Item

**6.4.1** An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by a two-thirds vote of the members present.

**6.4.2** Notwithstanding 6.4.1, the Mayor may add an agenda item that requires Council to consider a particular matter that could advance a prescribed provincial priority.

# PART 7 MEETING PROCEEDINGS

## 7.1 Order of Business

**7.1.1** The business of Council shall be taken up in the order in which it stands on the agenda, unless otherwise decided by the Presiding Officer or Council.

## 7.2 Opening Procedure

**7.2.1** As soon after the appointed time of the meeting that there is a quorum present, the Mayor shall take the Chair and call the members to order.

**7.2.2** Every regular and special Council meeting shall commence with a moment of silent reflection, the singing of O' Canada and the traditional land acknowledgement.

## 7.3 Agenda Announcements / Amendments

**7.3.1** The Mayor and/or the Town Clerk shall announce any amendments to the agenda.

**7.3.2** Upon request of the Mayor's office, the Clerk shall place on the Council agenda special recognition announcement.

## 7.4 Disclosure of Pecuniary Interest & General Nature Thereof

**7.4.1** It is the responsibility of each member to identify and disclose any pecuniary interest on any item or matter before the Council, in accordance with the provisions of the Conflict of Interest legislation currently in effect.

**7.4.2** Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council at which the matter is the subject of consideration, the member shall:

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

b) not take part in the discussion of or vote on any question with respect to the matter; and

c) not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

**7.4.3** Where a meeting is not open to the public, in addition to complying with the requirements of subsection 7.4.2, the member shall forthwith leave the

meeting for the part of the meeting during which the matter is under consideration.

**7.4.3.1** Pursuant to the Municipal Conflict of Interest Act, members who have declared a pecuniary interest regarding a matter being discussed on an agenda, and are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question.

**7.4.3.2** The following rules shall apply, effective March 1, 2019, if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member:

a) Despite section 7.4.2, (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting, in accordance with Section 5.2 (2) of the Municipal Conflict of Interest Act, as may be amended from time to time. However, the member is not permitted to vote on any question in respect of the matter.

b) Despite section 7.4.3, in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration.

**7.4.4** Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council, as the case may be, attended by the member after the particular meeting.

**7.4.5** The Clerk shall record the particulars of any disclosure of pecuniary interest made by the member(s) and such record shall appear in the minutes of that particular meeting.

**7.4.6** At a meeting which a member discloses an interest under section 7.4, or as soon as possible afterwards,

a) the member shall file a written statement of the interest and its general nature with the Town Clerk or secretary of the committee or local board, as the case may be, in accordance with section 5.1 & 5.2 (1) of the Municipal Conflict of Interest Act, as may be amended from time to time;

b) The Town Clerk and local board shall establish and maintain a registry in which shall be kept, a copy of each statement/declaration filed; and

c) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine.

## 7.5 Consent Items

**7.5.1** Items of business which are, in the opinion of the Clerk, generally routine in nature and would not require debate, shall be listed as consent items and may be approved collectively by a single motion.

**7.5.2** A member may make brief comments to a consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; the item shall be removed from the consent list and dealt with as a separate item.

**7.5.3** Minutes of the previous meetings of Council shall be listed as Consent items for consideration and approval.

## 7.6 Presentations / Delegations

**7.6.1** The Town may request or accept requests for presentations addressing matters relevant to the Town and seeking to provide information or receive input from Council from any local board or similar authority including relevant agencies, boards, commissions as well as other levels of government and Town staff subject to the provisions outlined in this section and scheduling is approved by the Clerk.

**7.6.2** Persons wishing to address Council, by electronic means, or in person shall submit a written submission to the Clerk no later than 12:00 p.m. (noon) two days before the Meeting. If the Meeting is on a Monday, requests to delegate shall be submitted by 12:00 p.m. (noon) on the Thursday before the meeting.

**7.6.2.1** Notwithstanding section 7.6.2, Council may approve delegation requests which were received after the deadline, by a majority vote of the members present at the meeting.

**7.6.3** No delegations shall be permitted unless there is a business item listed on the agenda which the delegate has a bona fide interest in. What constitutes a business item shall be at the sole discretion of the Clerk but for clarity, business items do not include items such as special recognition, meeting

minutes, introduction of Notices of Motion, Regional Council updates and Presiding Officer's Announcements.

**7.6.4** No delegations shall be permitted if the same business item has been previously considered by Council or if delegates have already been heard on a deferred matter.

**7.6.5** No delegation from the public shall be permitted at a Workshop.

**7.6.6** Persons wishing to address Council with respect to a public meeting are encouraged to provide a written request on the prescribed form to the Clerk in advance of the meeting. However, delegations will be permitted without prior registration during any public meeting as required by legislation.

**7.6.7** Each person appearing as a delegation shall be permitted to speak only once on the topic for a maximum of five (5) minutes.

**7.6.8** The speaking time for any delegation at Council may only be extended by majority vote of the members present.

**7.6.9** Where there are numerous delegates wishing to address the same matter, the Presiding Officer, after consultation with the Clerk, shall have the authority to reduce the delegation speaking time limit to enable every delegate the opportunity to address Council. Multiple delegates with similar views on a business item are encouraged to select one spokesperson to present their views within the allotted time frame.

**7.6.10** Delegations shall abide by the rules of procedure and public conduct at meetings and shall accept any decisions of the Presiding Officer and not enter into cross debate with members, other delegations or staff.

**7.6.11** The Presiding Officer may limit any delegation, questions of a delegation and/or debate during a delegation for disorder or any other breach of this by- law and, if the Presiding Officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Presiding Officer shall not be subject to challenge.

**7.6.12** Any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting their comments.

**7.6.13** The substance of presentations and delegations will not be cited in the minutes of the meeting.

**7.6.14** Any person wishing to present materials either in hard copy or electronically for distribution at the meeting shall submit a copy of the material to the Clerk by his/her deadline, or alternatively provide an adequate number of hard copies to the Clerk at the meeting.

## 7.7 Public Meetings / Hearings

**7.7.1** The Presiding Officer shall advise of the procedures to be followed at the commencement of the public meeting or hearing.

**7.7.2** During a public meeting, after all members of the public have been given an opportunity to speak to the matter under consideration, the Presiding Officer shall adjourn the public portion of the meeting and debate on the matter shall be limited to members. Staff will not respond to public comments at the meeting save and except to provide minor clarification as may be required at the discretion of staff.

**7.7.2.1** A summary of the comments shall be recorded in the minutes of the meeting.

**7.7.3** During a public hearing, after all parties to a public hearing have concluded their submission(s) to the matter under consideration, the Presiding Officer shall adjourn the public portion of the hearing and debate on the matter under consideration shall be limited to members.

**7.7.4** All parties to a public hearing may be represented at the public hearing by a representative. Public hearings shall be limited to the parties to the hearing or their representative(s) and public delegations shall not be permitted.

**7.7.5** Any party to a public hearing may call and examine witnesses, present evidence and submissions and conduct cross-examinations of witnesses at the hearing reasonably required for a full and fair disclosure of all matters relevant to the issues in the proceeding.

**7.7.6** Each person appearing as a delegation shall be permitted to speak only once on the topic for a maximum of five (5) minutes.

## 7.8 Notices of Motion

**7.8.1** Notices of Motion shall name the mover and seconder and shall be introduced at regular Council meetings in the following order:

a) Motions for debate previously introduced at a prior Council meeting.

b) Introduction of Notices of Motion.

**7.8.2** Notices of Motion shall be in writing and delivered to the Clerk by the agenda deadline, to be included on the agenda for introduction. Notices of Motion shall not be discussed or debated upon introduction, but shall be included on the next regular Council meeting agenda for consideration.

**7.8.2.1** Notwithstanding sections 7.8.1 and 7.8.2, Notice of Motions requesting staff reports shall go directly to Council and be considered by Council upon its introduction.

**7.8.3** Where it is deemed impractical or not in the best interests of the Town of Milton to delay consideration, a Notice of Motion may be considered by Council upon its introduction by an affirmative vote of two-thirds of the members present.

**7.8.4** Requests for staff reports shall be presented by members as notices of motion.

**7.8.5** Where it is determined that it would be beneficial to obtain a staff report on any notice of motion prior to its consideration, members may refer such notice of motion to staff upon its introduction for report and consideration as an item of business at a future meeting.

## 7.9 Regional Council Update

**7.9.1** Members of Halton Regional Council may present updates as to relevant business being conducted at the Region of Halton.

## 7.10 Statement by Members

**7.10.1** Members are permitted only to speak once, for two minutes to discuss community events or topics of community interest, without issuing directives to staff or requesting a staff report.

## 7.11 By-laws

**7.11.1** Every by-law shall be in writing and shall require only one reading prior to being passed by a majority vote of Council.

**7.11.2** Unless separated at the request of a member, all by-laws proposed for adoption shall be passed collectively by a single motion.

**7.11.3** Every by-law passed by Council shall signify the date of passage and be signed by the Mayor/ Acting Mayor and the Clerk and sealed with the seal of the Corporation.

**7.11.4** A by-law shall be passed for each regular or special Council meeting to confirm the proceedings thereof.

**7.11.5** The Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.

## 7.12 Adjournment

**7.12.1** Upon completion of the agenda, the Presiding Officer shall declare a meeting adjourned.

## PART 8 MINUTES

**8.1 Minutes shall record:**

a) the place, date and time of meeting;

b) the name of the Presiding Officer and the record of the attendance of the members;

c) declarations of pecuniary interest;

d) the motions considered and votes taken by Council; and

e) except as provided elsewhere in this by-law, all the other decisions or authorized actions without note or comment;

f) except as provided elsewhere in this by-law, a summary of comments shall not be recorded in the minutes.

**8.2 Confidential Session minutes shall record:**

a) the place, date and time of meeting;

b) the names of the Presiding Officer and the record of the attendance of the members and any other attendees;

c) a description of the substantive and procedural matters discussed, including specific reference to any documents considered;

d) any motions considered and recommendations voted on by Council in open session;

e) all directions given.

**8.3 Minutes to Next Council Meeting**

**8.3.1** The minutes of each Council meeting shall be presented to Council at the next regular meeting for confirmation.

**8.4 Confidential Reports**

**8.4.1** Reports considered in confidential session shall be released to the public upon Council direction; in accordance with a legal opinion; or in conformity with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

# PART 9 MOTIONS

## 9.1 Motions in Writing

**9.1.1** Except as provided elsewhere in this by-law, all motions shall be in writing.

## 9.2 Procedural Motions

**9.2.1** In Council, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law:

a) a point of order or privilege;

b) to close debate;

c) to adjourn.

d) to suspend the rules of procedure;

e) to table;

f) to postpone definitely (deferral motion with a specified date/meeting);

g) to refer;

h) to amend;

i) to postpone indefinitely (deferral motion without specifying a date / meeting);

j) any other procedural motion.

## 9.3 Withdraw a Motion

**9.3.1** The mover and seconder may withdraw a motion or a notice of motion at any time prior to it being read by the Presiding Officer.

## 9.4 Motion in Possession of Council

**9.4.1** After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in the possession of Council, but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of Council.

## 9.5 Motion under Consideration

**9.5.1** When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.

## 9.6 Motion put to the Vote

**9.6.1** After a motion has been put to vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

## 9.7 Motion Out of Order

**9.7.1** A motion regarding a matter, which is beyond the jurisdiction of the Council, shall not be in order except a matter, which, in the opinion of the majority of Council, has to do with the welfare of the citizens generally. The question of the opinion is to be decided without debate.

## 9.8 Descriptive Characteristics of Motions

**9.8.1** Appendix “A” forms part of this by-law and shall describe the form and standard descriptive characteristics of motions commonly used in Council.

# PART 10 RECONSIDERATION

## 10.1 Motion of Reconsideration

**10.1.1** Any proposal to reconsider, amend or rescind a previous decision of Council made within its current term shall require a motion of reconsideration.

**10.1.2** Notwithstanding section 10.1, any decision of Council returned to Council by the Local Planning Appeals Tribunal for reconsideration will not require a motion of reconsideration.

## 10.2 Motion to Reconsider a Previous Decision

**10.2.1.1** A motion to reconsider a previous decision of Council made earlier in a meeting:

a) may be presented at any time prior to the meetings' adjournment by any member who voted in the majority when the decision was made;

b) may not be apply to a decision of indefinite postponement; and

c) shall require an affirmative vote of the majority of the members present.

## 10.3 Previous Decision at Subsequent Meeting

**10.3.1** A motion to reconsider a previous decision of Council at a subsequent meeting:

a) may only be introduced by a member who was present at the meeting and who voted in the majority when the decision was made or who was not present at the meeting when the decision was made;

b) shall be introduced as a notice of motion in accordance with section 7.8 for consideration; and

c) shall require an affirmative vote of two-thirds vote of the members present.

## 10.4 Specify Scope

**10.4.1** The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original decision of Council or part of the original decision.

**10.5 Debate**

**10.5.1** Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

**10.6 Discussion**

**10.6.1** Discussion of the previous decision shall not be in order until the motion to reconsider has been adopted.

**10.7 Next Order of Business or Postpone**

**10.7.1** Where the motion to reconsider is decided in the affirmative, reconsideration of the previous decision of Council shall become the next order of business unless the motion to reconsider included direction to postpone reconsideration to a definitive date.

**10.8 Permitted only once**

**10.8.1** During the term of Council, a motion to reconsider shall not be permitted more than once with regard to a previous decision of Council nor shall a vote to reconsider be reconsidered.

# PART 11 VOTING

## 11.1 At the Discretion of the Presiding Officer

**11.1.1** The manner of determining the decision of the Council on a motion where no recorded vote is called for shall be at the discretion of the Presiding Officer, and may be by a show of hands.

## 11.2 Vote by Ballot or Secret Voting

**11.2.1** Except as provided in the Municipal Act, 2001, as amended, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

## 11.3 Order of Voting

**11.3.1** Voting shall be conducted in the following order:

a) amendment to any amending motion;

b) upon determination of (a) above, any subsequent amendment to the amending motion;

c) the amending motion;

d) the main motion;

## 11.4 Voting on Each Recommendation

**11.4.1** When the matter under consideration contains distinct recommendations or propositions, any member may request that the vote be taken separately on each recommendation or proposition and no vote shall be required to be taken on the matter as a whole.

## 11.5 Voting on Every Motion

**11.5.1** Every member present at a meeting shall vote on every motion, unless prohibited by legislation. Failure to vote for any other reason shall be deemed to be a negative vote, except for the Presiding Officer who can exercise his/her right to abstain from voting.

## 11.6 Carried or Defeated

**11.6.1** Except as provided elsewhere in this by-law, a motion shall be deemed to have been carried when a majority of the members present and voting

have voted in favour of the motion. Any motion upon which there is a tied vote shall be deemed to have been defeated.

**11.7 Retake Vote**

**11.7.1** If a member disagrees with the announcement of the result of any vote, the member may object immediately to the announcement and require that the vote be retaken.

**11.8 Recorded Votes**

**11.8.1** Any member, in Council immediately before or after a vote is taken, may require that a recorded vote be taken on the motion concerned.

**11.8.2** When a recorded vote is taken, the names of those who voted in favour and those who voted against the motion shall be entered in the minutes.

**11.9 Appointments**

**11.9.1** The voting procedure for appointing members to boards and committees shall be in accordance with the staff report dealing with the boards and committee appointments.

## PART 12 GENERAL

### 12.1 Amendment / Repeal

**12.1.1** No amendment or repeal of this by-law or any part thereof shall be considered at any meeting unless notice of the proposed amendment conforms with the provisions of the Town of Milton Public Notice Policy.

**12.1.2** Bylaw 007-2019 and its amendments 034-2019, 015-2020, 031-2020, 041-2020, 064-2020, 068-2021 are hereby repealed.

### 12.2 Severability

**12.2.1** Should any section, subsection, clause, paragraph or provision of this by- law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

This by-law shall take full force and effect upon final passage hereof.

**PASSED IN OPEN COUNCIL ON MARCH 25, 2024.**

_____ Mayor
Gordon A. Krantz

_____ Town Clerk
Meaghen Reid

# APPENDIX A TO BY-LAW 014-2024 - PROCEDURAL MOTIONS

## 1. MOTION TO ADJOURN

**1.1** A Motion to adjourn:

a) is always in order except as provided by this by-law.

b) is not debatable.

c) is not amendable.

d) is not in order when a member is speaking or during the verification of the vote.

e) is not in order immediately following the affirmative resolution of a motion to close debate; and

f) when resulting in the negative, cannot be made again until after some proceedings have been completed by Council.

**1.2** A motion to adjourn, if carried without qualification, brings a meeting or a session of Council to an end.

**1.3** A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of Council to continue at such time.

## 2. POINT OF PRIVILEGE

**2.1** A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate.

**2.2** A point of privilege shall take precedence over any other matter.

**2.3** A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

**2.4** The Presiding Officer shall decide upon the point of privilege and advise the members of the decision.

**2.5** Unless a member immediately appeals the Presiding Officers' decision, the decision of the Presiding Officer shall be final.

**2.6** If the decision of the Presiding Officer is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final, based on a majority vote.

**2.7** When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

## 3. MOTION TO TABLE

**3.1** A motion to table:

a) is not debatable.

b) is not amendable.

**3.2** A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

**3.3** The matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of Council.

**3.4** A motion to take up a tabled matter is not subject to debate or amendment.

**3.5** A motion that has been tabled at a previous meeting of Council cannot be lifted off the table unless notice thereof is given in accordance with section 7.8 of this by-law.

**3.6** A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

## 4. MOTION TO CLOSE DEBATE (PREVIOUS QUESTION)

**4.1** A motion to close debate:

a) is not debatable.

b) is not amendable.

c) cannot be moved with respect to the main motion when there is an amendment under consideration.

d) should be moved by a member who has not already debated the question.

e) Requires a two-thirds (2/3) majority vote of members present for passage; and

f) when resolved in the affirmative, the question is to be put forward without debate or amendment.

## 5. MOTION TO POSTPONE DEFINITELY

**5.1** A motion to postpone definitely (to a fixed time or date):

a) is debatable, but only as to whether a matter should be postponed and to what time.

b) is amendable as to time and/or date.

c) requires a majority vote of members present to pass.

d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

## 6. MOTION TO REFER (TO COMMITTEE OR STAFF)

**6.1** A motion to refer:

a) is debatable.

b) is amendable.

c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

## 7. MOTION TO AMEND

**7.1** A motion to amend:

a) is debatable.

b) is amendable.

c) shall be relevant and not contrary to the principle of the report or motion under consideration.

d) May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.

**7.2** Only one motion to amend an amendment to the main motion shall be allowed at one time.

## 8. MOTION TO POSTPONE INDEFINITELY

**8.1** A motion to postpone indefinitely:

a) is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.

b) is not amendable.

c) requires a majority vote.

## 9. POINT OF ORDER

**9.1** The Presiding Officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask leave of the Presiding Officer and after leave is granted, the member shall state the point of order to the Presiding Officer, after which the Presiding Officer shall decide on the point of order. Thereafter, the member shall only address the Presiding Officer for the purpose of appealing the decision to Council If the member does not appeal, the decision of the Presiding Officer shall be final. If the member appeals to Council, Council shall decide the question without debate and the decision shall be final.

## 10. MOTION TO SUSPEND THE RULES (WAIVE THE RULES)

**10.1** A motion to suspend the rules:

a) is debatable.

b) is not amendable.

c) requires a two-thirds majority vote to carry.

d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.