

A BY-LAW  
TO REGULATE THE PROCEEDINGS  
—OF THE—  
MUNICIPAL COUNCIL  
—OF THE—  
Village of Parkdale.







CORPORATION  
OF THE  
VILLAGE OF PARKDALE.

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By-Law No. 93.

A BY-LAW TO REGULATE THE PROCEEDINGS OF  
THE MUNICIPAL COUNCIL OF THE VILLAGE  
OF PARKDALE.

WHEREAS it is expedient to regulate the proceedings of the  
Council of the Corporation of the Village of Parkdale,  
and in Committee of the same :

Therefore be it enacted by the Council of the Corporation  
of the Village of Parkdale that the following shall be  
the Standing Rules and Regulations for the guidance  
and government of this Council, and that all other  
rules and regulations be, and the same are hereby  
rescinded and repealed.

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STANDING RULES AND REGULATIONS  
OF THE  
COUNCIL OF THE CORPORATION  
OF THE  
VILLAGE OF PARKDALE.

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1. That the Council meet every ~~alternate~~ <sup>Monday</sup> evening, being fortnightly at 7:30 o'clock p.m., and adjourn not later than 11 o'clock p.m. Provided, that the Council may at any such meeting pass a resolution to adjourn to another date, in which case the members shall be notified.

2. That if a quorum be present at the appointed hour, they shall proceed to business. If there is no quorum at the expiration of half an hour after the time appointed, the Reeve, or in his absence, the Clerk, shall declare the meeting adjourned, and the names of the members then present shall be inserted in the minutes of the Council.

3. That immediately after the Reeve or Chairman shall have taken the Chair, the minutes of the preceding meeting shall be read by the Clerk, to ascertain their correctness, and mistakes therein may be corrected by the Council. When correct, the Reeve or Chairman shall declare them adopted, and sign the same.

4. The minutes shall consist of a record of the names of all the members present, and of all the proceeding taken in Council.

5. The Reeve or Chairman shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council.

6. That when the Reeve or Chairman is called upon to explain a point of order or practice, he is to state the rule applicable to the case without argument or comment.



7. In case the Reeve shall not be in attendance, the Clerk shall call the meeting to order until a Chairman be chosen, who shall preside until the arrival of the Reeve.

8. That every member previous to speaking shall rise from his seat and address the chair uncovered.

9. That every member present when a question is put shall vote thereon, unless excused by the Council, or unless he is personally interested in the question; provided, such interest is resolvable into a personal pecuniary profit, or such as is peculiar to that member, and not in common with the interests of the Village at large, in which case he shall not vote.

And the names of those who vote against the question shall be entered upon the minutes if any member requires it.

10. No member shall speak disrespectfully of Her Majesty the Queen, nor of any of the Royal Family, nor of the Governor-General, Lieutenant-Governor, or person administering the Government of the Dominion or of this Province, nor shall he use offensive words in or against the Council or against any member thereof, nor shall he speak beside the question in debate, and no member shall reflect upon any vote of the Council, except for the purpose of moving that such vote be rescinded.

11. That when the Reeve or Chairman is putting a question, no member shall walk out of, or across the Council room, nor when a member is speaking shall any other member hold discourse to interrupt him, except to order, nor pass between him and the Chair.

12. That a member called to order shall sit down, unless permitted to explain; and the Council, if appealed to, shall decide the case without debate: if there be no appeal, the decision of the Chair shall be submitted to.

13. That no member shall speak beside the question in debate.

14. That any member may of right require the question or motion to be read for his information at any time of the debate, but not so as to interrupt a member speaking.



15. That no member, other than one proposing a question or motion (who shall be permitted to reply at the end of the debate), shall speak more than once on the same question without leave of the Council, except in explanation of a material part of his speech, which may have been misunderstood, but then he is not to introduce new matter.

16. That the Rules of Council shall be observed in a Committee of the Whole Council so far as applicable, except those limiting the number of times of speaking and of taking yeas and nays, and any motion may be verbal and may be put without being seconded.

17. That a motion to adjourn shall always be in order, except when a vote is being taken.

18. That in committee a motion that the Chairman leave the Chair shall always be in order, and shall take the place of any other motion without debate.

19. That no motion shall be debated or put unless the same be in writing and seconded, except for adjournment, for going into Committee of the Whole on Bills, or for receiving report or petition.

20. That after a motion has been read by the Reeve or Chairman it shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment, with permission of the Council.

21. That when a question is under a debate, no motion shall be received unless to amend it, or commit it, or postpone it to a certain day, or for adjournment, or to lay it on the table.

22. That all questions whether in the committee or in the Council shall be put in the order they are moved except in filling up blanks, the shortest time and the lowest number or sum shall be put first, and amendments shall take precedence of original motions.

23. That every motion when seconded must be received and read by the Reeve or Chairman in Council, except in the case provided for by the Rules.



24. That it shall be the duty of the Reeve or Chairman in Council whenever he shall conceive that a motion, which he has received and read, may be contrary to the Rules to apprise the Council thereof immediately before the question on such motion is put and to cite the Rule applicable to the case.

25. That no motion for the appointment or discharge of a special committee, or for the appointment or dismissal of any officer, unless on the recommendation of a committee, or a motion for the introduction of any new matter, shall be made until after one day's notice thereof has been given.

26. That every By-law shall be introduced by a motion for leave, of which one day's notice shall be given specifying title, or by a motion to appoint a committee to prepare and bring it in, or by order of the Council or the report of a committee.

27. That no By-law shall be committed or amended until it shall have been twice read.

28. That all amendments made in committee shall be reported to the Council by the Chairman.

After the report the bill shall be subject to debate and amendment in the Council before the question to pass and sign shall be decided.

29. That every By-law shall receive three several and distinct readings, each on different days, previous to its being passed, except on urgent occasions, when it may be read twice or thrice in one day.

30. When a By-law is read in Council, the Clerk shall notify the readings and the time on the back.

31. That By-laws committed to a Committee of the Whole Council shall ~~first be read through by the Clerk~~, and then read by the Chairman, and debated by clauses.

32. When a By-law passes the Council, the Clerk shall notify the same with the date thereof at the foot of the Bill.

33. That petitions, memorials, and other papers addressed to the Council, shall be presented by a member in



his place, who shall be responsible to the Council that they do not contain improper or impertinent matter.

Every petition, remonstrance or other written application intended to be presented to the Council may be delivered to any member thereof; and the member to whom it shall be given shall examine the same and endorse thereon the name of the applicant, and the nature of such application and sign his name thereto which endorsement only shall be read by the Clerk, unless a member shall require the reading of the paper, in which case the whole shall be read.

34. That papers laid before the Council or referred to a committee for their consideration are of right to be read once by the Clerk or the Chairman at the table, but when once read they are then like every other paper that belongs to the Council to be moved for to be read, and if objected to, to be decided by taking the sense of the Council or Committee.

35. That in forming a Committee of the Whole Council, the Reeve or Chairman shall leave the Chair, and shall, before leaving the same, appoint a Chairman to preside, who shall have the same authority in the Committee as the Reeve in the Council, except deciding questions of order; and in other Committees the Chairman shall have the same authority.

36. On motion of Committee to rise and report, the question shall be decided without debate.

37. That every member who shall introduce a bill, petition, or motion upon any subject which may be referred to a Special Committee, shall be one of the committee without being named by the Council.

38. That at the first meeting in each year, standing committees to consist of three members shall be appointed for the following purposes, viz :

*(1st.) Finance and Assessment—*

Who shall attend to all matters relating to finance and assessment.

Who shall audit and report on all accounts, presented to the Corporation for payment, which accounts shall be certi-



fied by the Chairman of the Committee, to which each and every such account belongs.

(2nd.) Works Committee—

Who shall have superintendence of all matters relating to streets, roads and repairs thereof, bridges, sewers, drains, macadamizing or other improvements of a like character.

(3rd.) Water-works—

Water works, including plant machinery, water pipes and services, employees thereof and water hydrants, fire brigade, fire alarm telegraph, and street lamps.

(4th.) Board of Health and Police—

~~Which shall consist of all Members of the Council.~~

Who shall have charge of matters relating to this subject.

The police or constables to be under the supervision of the Reeve. *in the State to Police Master of all Const.*

And documents relating to the above subjects shall be severally referred to the above Committees, unless referred to a special Committee.

39. That orders of the day shall consist of the By-laws, Reports of Committees, or other business which may have been ordered to be brought before the Council, at any particular meeting, which shall be entered in the orders of the day for said meeting, and taken up *seriatim*. Orders of the day shall have precedence over any motions before the Council.

40. When any orders of the day shall be left undisposed of at the time of an adjournment, such order or orders shall be taken up in succession as the first business after the regular routine, at the next meeting of the Council.

41. The Routine Business of the Council shall be as follows:—

1st. Reading minutes of the preceding meeting.

2nd. Presenting petitions or applications, etc

3rd. Reading petitions or communications.



4th. Referring petitions or other documents.

5th. Giving notices.

6th. Presenting reports by committees.

7th. Enquiries.

8th. Orders of the day.

9th. Motions.

42. All Reports of Committees to be read ~~through first~~ by the Clerk, ~~and then~~ read by the Reeve or Chairman, and put and debated by clauses if required. The substance of all reports shall be entered on the minutes, and they shall be entered verbatim when so ordered by the Council. Any report not adopted in its original form or any part thereof shall, at the request of any member, be entered on the minutes as reported.

43. That the Reeve, whenever he may consider it necessary or may be requested to call a special meeting of the Council, shall cause each member to be notified thereof, either verbally or in writing, naming the day of the week and month, and if practicable the object of the meeting. Provided, that in case of emergency during the Reeve's absence from the County a special meeting may be held on requisition therefore, signed by three members of the Council addressed to the Clerk, requiring him to issue notices therefore to the members.

44. No suspension of these Rules, or any part thereof, shall take place contrary to the spirit and intention thereof. But in the event of it being deemed necessary or expedient to adopt any motion or resolution at any meeting, of which notice has not been given as provided in Rule 25, the same may be permitted, providing that a majority of the whole Council shall vote therefore. *for the Suspension of the Rules.*

45. No amendment or alteration shall take place in these Rules, except by By-law duly passed by the Council as herein provided.

Passed 1881.

J. B. McLACHLAN,  
CLERK.

JOHN GRAY,  
REEVE.



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