

VILLAGE OF HAINES JUNCTION

Bylaw #352-19

A Bylaw to Create Rules Governing Council Meeting Procedure.

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 210 provides that a council shall make procedural rules;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

1. **Short Title**

1.1. Council Procedural Bylaw.

2. **Gender Neutral Language**

2.1. The pronoun “his” is used for convenience and is deemed to be gender neutral.

3. **Governing Provisions**

3.1. The procedures of Council will be governed by the Yukon Municipal Act and this Bylaw.

3.2. When situations are encountered that are not covered by these Rules, reference to Roberts Rules of Order Newly Revised, will be used by the Presiding Officer.

3.3. Rules are used to facilitate the orderly progression of Members through the Meeting Agenda and are to be applied in the spirit of fairness, equality and common sense.

4. **Application**

4.1. The following rules shall be observed and shall be the rules and regulations for the order and conduct of business in all regular council meetings, special council meetings, council committees and those committees, boards, commissions created by bylaw pursuant to Section 191 of the Yukon Municipal Act unless the Bylaw creating the committee, board, commission specifically excludes this Bylaw or sections of this Bylaw.

5. Definitions

- 5.1. Committees – any Committee, Boards or Commissions defined in this Bylaw
- 5.2. Individual – any person attending a meeting who is not a council member
- 5.3. Meeting – a meeting which this Procedural Bylaw applies to
- 5.4. Member – the Mayor or a Council member.
- 5.5. Presiding Officer – the Member, ordinarily the Mayor, who chairs the meeting.
- 5.6. Public Hearing or Public Input Session – a time defined in this Bylaw which enables Individuals to provide comment to Council on an Agenda Item.
- 5.7. Rules – the rules defined in this Bylaw and Roberts Rules of Order Newly Revised.

6. Establishment of Committees, Boards or Commissions

- 6.1. Pursuant to Yukon Municipal Act Sections 190 (1) Council, by this bylaw, establishes the following Council Committees:
 - 6.1.1. Audit Committee – the composition of this Committee is Mayor and Council. The mandate of this Committee is to annually meet with the Auditors to discuss the Auditors findings and have the auditor address any questions or concerns of the Committee Members. The Committee will report back to Council on any resolution that the Committee has adopted and on any reports or recommendations that the Committee may have or possess.
 - 6.1.2. Council Committee – the composition of this Committee is Mayor and Council. The mandate of the Committee is to discuss items of interest to the municipality. The Committee will report back to Council on any resolution that the Committee has adopted and on any reports or recommendations that the Committee may have or possess.
- 6.2. Pursuant to Yukon Municipal Act Section 191(1) Council may establish committees, boards, and commissions either by bylaw or resolution.
 - 6.2.1. Council will by resolution or bylaw, establish create the terms of reference for each committees, boards and commissions established.
 - 6.2.2. The terms of reference will include:
 - 6.2.2.1. The appointment and composition of members;
 - 6.2.2.2. the term;
 - 6.2.2.3. the mandate; and,
 - 6.2.2.4. the reporting requirements of the committee, board or commission.
- 6.3. The Mayor or his designate is ex-officio a member of all committees, boards or commissions which Council has established and, the Mayor or his designate, when in attendance, possesses all the rights, privileges, and duties of the other members, whether elected or appointed.

- 6.4. Councillors, who are not members of the committee, board or commission, may with the prior consent of the committee, attend meetings of the committee, board or commission and take part in the discussion, but shall not be permitted to vote.
- 6.5. No committee, board or commission or member of a committee board or commission shall enter into a contract or incur or authorize any debt or expenditure on behalf of the municipality
- 6.6. No committee, board or commission will act in any manner that would suggest to a reasonable person that the committee or committee member is acting on behalf of the municipality.
- 6.7. No member of a committee, board or commission will act in any manner that would suggest to a reasonable person that the member of the committee, board or commission is acting on behalf of the municipality.
- 6.8. If, in the opinion of Council a committee, board or committee has contravened Section 6, Council, may by Bylaw, dissolve the committee, board or commission.
- 6.9. If, in the opinion, of Council, an individual has contravened Section 6, Council by resolution may remove the individual from the committee, board or commission and then may appoint a replacement.

7. Council Members

- 7.1. Members of Council will:
 - 7.1.1. Be respectful of citizens, delegates at meetings, administration and each other, including being respectful of each other's right to hold different and diverse opinions;
 - 7.1.2. Keep an open mind and reserve making decisions until public input; administration input and council debate is completed;
 - 7.1.3. Act impartially and with integrity; and,
 - 7.1.4. Make decisions in the best interest of the community, while acknowledging that most decisions require Council to weigh competing interests.

8. Quorum

- 8.1. A quorum of Council will be the majority of its members; or, if a vacancy exists on Council the majority of its remaining members.
- 8.2. If due to a pecuniary interest of a member of council in relation to a matter, only two members of Council are entitled to vote, those two members constitute a quorum for the matter.
- 8.3. When a quorum is not present within thirty (30) minutes of the time fixed for the start of the meeting, the recording secretary shall record the names of the members present and the meeting will stand adjourned until the next regularly scheduled or special meeting date.

9. Meeting Schedules

- 9.1. Regular Council Meetings will be held on the second and fourth Wednesday of each month.

- 9.2. Meetings will begin at 7:00 pm and end on or before 9:30 pm.
- 9.3. Council may pass a motion to extend a meeting time by one (1) hour.
- 9.4. Special Council Meetings will be held pursuant to the process described in the Yukon Municipal Act
- 9.5. Council Committee meetings will be scheduled by Council Resolution or by bylaw.
- 9.6. All other meetings of committees, boards, and commissions will be by committee, board or commission resolution

10. Notification of Meetings

- 10.1. The Chief Administrative Officer shall give public notice of all Regular Council, Committee, Board and Commission meetings by inclusion on the Village of Haines Junction's website at least five (5) days prior to the meeting.
- 10.2. The Chief Administrative Officer may, at his discretion, provide public notice of Council and Committee, Board, and Commission meetings on local bulletin boards, social media, in local newspapers or other media sources.
- 10.3. Public notice shall include: Date; Time; Agenda, and, Location of meeting
- 10.4. The Agenda and related documentation will be posted on social media and paper copies will be made available at the Municipal Offices.
- 10.5. Agenda items and materials for inclusion for regular council meetings must be submitted to the CAO by noon at least six calendar days before the meeting date.
- 10.6. No later than noon, five calendar days before a meeting date, the CAO must make the Council Agenda available:
 - 10.6.1. To Members by delivering a copy of the Council Agenda package to their Village of Haines Junction email account; and,
 - 10.6.2. To the public by posting a copy of the Council Agenda at the Municipal Office and on the Village of Haines Junction's website
- 10.7. Notice of Special Council Meetings will be provided pursuant to the Yukon Municipal Act.

11. Electronic Participation at Meetings

- 11.1. Council members may participate in a meeting by electronic means.
- 11.2. The member must provide notice, including telephone number or other contact information prior to 3:00 pm the day of the meeting.
- 11.3. The person who will be the meeting's Presiding Officer may not participate electronically.
- 11.4. If the electronic communication fails, the meeting will be held in abeyance for five (5) minutes while communication is re-established.
- 11.5. If after five (5) minutes communication is not re-established with the member, the member will be deemed to have left the meeting
- 11.6. If a member is deemed to have left the meeting and the member was required to meet the requirements of a quorum, the meeting will be immediately adjourned.

12. Selection of Presiding Officer

- 12.1. Ordinarily the Mayor will chair the meeting.
- 12.2. In the absence of the Mayor, the Deputy Mayor will chair the meeting.
- 12.3. If the Mayor and Deputy Mayor are absent from the meeting, the three members present will elect a chair for the meeting.

13. Responsibilities of Presiding Officer

- 13.1. The duties of the Presiding Officer include:
 - 13.1.1. Maintaining control of the meeting;
 - 13.1.2. Joining discussions after other members have spoken;
 - 13.1.3. Being impartial;
 - 13.1.4. Preserving order and encourage Council members who stray from the topic to stay focused on the issue being debated;
 - 13.1.5. Guiding Council through the council agenda by introducing each item on the approved agenda for discussion and resolution;
 - 13.1.6. Making decisions required to maintain order and preserve the decorum of the meeting. These decisions are binding, but subject to appeal;
 - 13.1.7. Determining which member or individual has the right to speak;
 - 13.1.8. Ruling when a motion is out of order;
 - 13.1.9. Calling a member to order if required;
 - 13.1.10. Censuring members or individuals; and,
 - 13.1.11. Excluding from the meeting members or individuals.

14. Meeting Decorum

- 14.1. Members and any individuals attending a meeting must behave in a manner which contributes positively to the decorum of the meeting.
- 14.2. Any person in attendance shall:
 - 14.2.1.1. Remain quiet when another individual or member is speaking;
 - 14.2.1.2. Not use electronic devices in the meeting except as aides to hearing, seeing, safety or emergency monitoring and for referencing information germane to the discussion on hand;
 - 14.2.1.3. Not make physical gestures towards any person, staff member or member of Council;
 - 14.2.1.4. Any member of Council, delegation, or individual who has the right to the floor (or is participating in a public hearing/public input session) shall:
 - 14.2.1.4.1. When wishing to speak shall raise their hand, and be recognized by the Presiding Officer before beginning to speak;
 - 14.2.1.4.2. When raisings points or questions on an issue under discussion, raise only one point or question at a time; and, the Chair may direct the order of other members or individuals attending before returning to any one member or individual attending;

- 14.2.1.5. Not speak on matters other than the matter on the floor;
 - 14.2.1.6. Not interrupt except on a point of order or question of privilege;
 - 14.2.1.7. Not shout or immoderately raise their voice or use offensive, vulgar or profane language;
 - 14.2.1.8. Not make personal comments or allegations about any person, staff member or member of council, which a reasonable person would believe, directly or indirectly reflects on the public conduct or private character of any person.
- 14.3. If in the opinion of the Presiding Officer, a member or individual has contravened any of these rules, the member or individual may be admonished, and their name and the censure be recorded in the meeting minutes.
- 14.4. If, in the opinion of the Presiding Officer, a member or individual, has contravened any of these rules a second time, the member or individual may be directed to leave the meeting.
- 14.4.1. If the individual refuses to leave, the meeting will temporarily be adjourned while the members wait for the Royal Canadian Mounted Police to escort the individual from the building.
- 14.5. Council Members must comply with the Haines Junction Code of Conduct Bylaw.

15. Delegations

- 15.1. Any person or delegations wishing to appear before council or committee must give notice prior to 11:00 am on the second last business day prior to the meeting.
- 15.2. Persons or delegations are requested to provide any information materials by the second last business day so that the documents may be included in the Agenda Package.
- 15.3. Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before council or committee.
- 15.4. Persons or delegations addressing council or committee are required to state their names, addresses, and the purpose of their presentation.
- 15.5. Persons or delegations will be given five (5) minutes with which to make their presentation.
- 15.6. Council or committee may agree by vote to extend the time available for a presentation if the persons or delegations has given advance notice to the Chief Administrative Officer or designate.
- 15.7. Council will only hear up to a maximum of three delegations at one meeting.
- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

16. Public Hearings and Public Input Sessions

- 16.1. When a matter is on the Agenda or a Regular or Special Council meeting for the purpose of a Public Hearing or Public Input session, any individual or delegation may appear without giving notice.

- 16.2. An individual or delegation may participate by electronic communication if arrangements are made with the designated municipal officer prior to 12:00 noon of the day of the meeting.
- 16.3. The time allotted to each speaker or delegation will be five (5) minutes.
- 16.4. Each speaker or delegation will only be heard once per public hearing or input session.
- 16.5. If a member asks a question of the delegate or delegation the delegate or delegation will have five (5) minutes to respond.
- 16.6. The Presiding Officer shall call three times for appearances from the gallery and should there be no appearances, the Presiding Officer will declare the Public Hearing or Public Input session closed.
- 16.7. When the Presiding Officer declares a Public Hearing closed, he shall advise that no further submissions will be considered by Council except those provided by administration.
- 16.8. When the Presiding Officer declares a public input session closed, individuals or delegates may submit further submissions to Council members either in person or in writing.
- 16.9. Written submissions for a public hearing, including submissions by fax and e-mail will be accepted at the office of the designated municipal officer up to 12:00 noon of the day set for the public hearing. Thereafter, written submissions may only be deposited with the designated municipal officer at the location of the meeting.
- 16.10. Written submissions with respect to any public hearing that are received after the public hearing is declared closed will not be considered.
- 16.11. All documentation received and considered by members will be deemed public information and available to the public for inspection.
- 16.12. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

17. Agenda

- 17.1. For all meetings the sections will be:
- 17.2. Call to Order
- 17.3. The presiding officer will call the meeting to order at the prescribed time.
- 17.4. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
- 17.5. Adoption of the Agenda
 - 17.5.1. The Presiding Officer will ask the members if there are any additions or deletions to the agenda.
 - 17.5.2. After any amendments are made, the agenda will be adopted by a motion by Council members.
 - 17.5.3. If individual Council members are concerned about the addition or deletion of an agenda item, they can ask for its addition or deletion to be voted upon separately. Upon receiving the request, the Presiding Officer will ask for a show of hands for the inclusion or deletion of the item.

- 17.5.4. As the agenda has been adopted by Council members, individual items will not require motions to accept for discussion and instead will simply be introduced by the Presiding Officer.
- 17.6. Declaration of Pecuniary Interest
17.6.1. As defined in the Municipal Act with regard to a matter to be discussed by Council
- 17.7. Adoption of Minutes of Regular and Special Council Meetings
17.7.1. Members review the minutes and raise any concerns regarding the accuracy of the minutes.
17.7.2. After any amendments are made, the minutes will be adopted by a motion of Council members.
- 17.8. Proclamations
17.8.1. If deemed appropriate Council will issue any proclamation
- 17.9. Delegations
17.9.1. Delegations will ordinarily be given five (5) minutes to make presentations. A maximum of three delegations will be allowed at any meeting.
- 17.10. Public Hearings and Public Input Sessions
17.10.1. See specific section in procedural bylaw
- 17.11. Old Business
17.11.1. Agenda items that have been on previous agendas and are being placed on the agenda again.
- 17.12. New Business
17.12.1. Agenda items that are new to the agenda.
17.12.2. Items of correspondence requesting action from Council will be placed under new business.
- 17.13. Bylaws – Reports, Readings and Adoption
17.13.1. The Bylaw and their corresponding reports regarding the bylaw will be placed here.
- 17.14. Correspondence
17.14.1. Items of correspondence providing information will be placed here. Council may adopt a motion to receive and file some or all the correspondence without further discussion.
- 17.15. Council Reports and Notice of Motions
17.15.1. Verbal and written reports from Members.
17.15.2. A Notice of Motion is a verbal or written statement of intent by Member to place an issue or motion on a subsequent agenda.

17.16. Questions from the Public

17.16.1. If there is a member of the public in attendance, council may wish to vary the sections and items on the agenda so that the individual may avoid having to sit through an entire agenda.

17.16.2. Should a member of the public ask a question, the Presiding Officer will either answer the question or request a member or staff to respond

17.16.3. A general discussion or dialogue will not take place unless Council adopts a resolution to suspend the rules.

17.16.4. The time allotted for Questions from the Public will not exceed ten (10) minutes.

17.17. Motion to Close Meeting to the Public

17.17.1. This motion allows the meeting to become a in camera meeting or meeting in which there is not any public audience.

17.18. Adjournment

18. Minutes

18.1. Minutes must be kept for all council meetings and all council committee meetings.

18.2. Meetings or portion of meetings closed pursuant to S213 do not require minutes

18.3. Minutes will be recorded in a manner which provides the context of the decision (commonly known as Anecdotal Minutes), the names of movers and seconders will not be recorded nor will the names of members who engage in discussion on a topic.

18.4. Members may demand a recorded vote pursuant to S209(4).

18.5. The minutes of a meeting will, subject to amendments, be adopted at the next meeting.

19. Voting

19.1. Councils make decisions by voting on motions.

19.2. Both Council Members and the Presiding Officer vote on motions unless disqualified Pursuant to the Municipal Act or excused from voting by Council Resolution

19.3. Ideally the Presiding Officer votes last as to not influence the votes of Council Members.

20. Motions

20.1. General Process

20.1.1. The designated municipal officer shall record that a motion has been made and seconded. Generally, a motion that does not receive a seconder is not considered by the assembly. The exceptions are: Point of Order, Appealing a Decision of the Presiding Officer, Call for Orders of the Day.

- 20.1.2. Before a motion is offered, care should be taken by all members that each member has several opportunities to express their opinion on the issue at hand.
- 20.1.3. Depending on the complexity of the issue, it may be reasonable that five (5) to ten (10) minutes of discussion can be expected.
- 20.1.4. Members should ensure they are not repeating themselves but are bringing forward new information or ideas that are relevant to the discussion each time they speak.
- 20.1.5. If, after discussion there appears to be no consensus the Presiding Officer may ask for a motion.
- 20.1.6. When a motion is made and seconded the presiding officer will ask by a show of hands if the motion passes (“calling the question”).
- 20.1.7. A motion that is tied is deemed to have failed.

20.2. Recorded Vote

- 20.2.1. When a recorded vote is demanded by a member, or more than a majority is required on a vote, the designated municipal officer must record in the minutes:
 - 20.2.1.1. The name of each member of council who was present for the vote;
 - 20.2.1.2. Whether the member cast their vote in approval or disapproval;
 - 20.2.1.3. The name of any member who was prohibited from voting by paragraph 193.02(1)(a) of the Yukon Municipal Act; and,
 - 20.2.1.4. The name of any member who was excused by council from voting in that vote.

20.3. Negative Motions

- 20.3.1. When phrasing a motion, members should take care to phrase the motion in the positive. For example: I move that only non-alcoholic beverages be served at the open house as opposed to I move that no alcoholic beverages be served at the open house.
- 20.3.2. If Council does not want to wish to take action, no motion is required to indicate this. For example: if someone requests an in-kind donation, a member need only make a motion if they agree to the request. If no member agrees to second the motion, than no motion needs to be made and the Presiding Officer can bring forward the next item on the agenda. Alternatively, a member may wish to make a motion to receive and file the request.
- 20.3.3. If you want to prevent someone from doing something, phrase the motion so that the individual must do something before doing what they want to do.
- 20.3.4. For example if Council does not want Joe Smith to do any work on their house, do not phrase the motion as:
 - 20.3.4.1. That Joe Smith be advised that he may no longer do any work on his house,
- 20.3.5. Instead phrase the motion as:
 - 20.3.5.1. That Joe Smith be advised that he must receive approval by the CAO before continuing to work on his house.

21. **Common Motions**

22. Excused from Voting

- 22.1. Yukon Municipal Act requires that all members vote on the matter before Council unless that member is excused from council or is prohibited from voting due to a pecuniary interest as defined in Paragraph 193.02(a).
- 22.2. Council may, if requested by the member, excuse a member from voting, by passing a motion to excuse the member.

23. Motion to Extend Debate

- 23.1. This motion is used to extend the time at which the meeting is normally ended pursuant to the Procedural Bylaw.

24. Motion to Postpone

- 24.1. This motion is used when the mover wishes to postpone further discussion of an issue to another time. The motion must include the when in the existing meeting or at what future meeting the discussion will renew.

25. Motion to Postpone Indefinitely

- 25.1. This motion stops any further discussion or debate on the issue at hand during the current meeting. The issue may reappear on a subsequent agenda.

26. Motion to Amend a Motion

- 26.1. A member may feel that a motion needs to be changed. This can be done by offering a motion to amend a motion by adding and/or removing language from the original motion. This motion to amend is voted on and if adopted, the original motion is amended. If there are no further changes the amended motion is then voted upon.
- 26.2. A friendly amendment is a proposal by a Member who wishes to slightly alter motion that has been proposed. If the change is approved by the originator of the motion and the seconder, if the motion has been seconded, the change to the motion can be made without going through the formality of making a motion to amend a motion.

27. Motion to Split a Motion

- 27.1. This motion is used when a motion is made which joins two or more items together. A member may make a motion that the motion being discussed is split so that each part of the motion is voted on separately.

28. Motion to Refer

- 28.1. When a member wishes more information about an issue or wishes to have a recommendation prepared, the member can make a motion referring the issue to a committee or to staff for either or additional information or recommendation.

29. Motion to Reconsider

- 29.1. This motion can be used either in a meeting during which a motion was adopted or in the subsequent meeting to the meeting during which a motion was adopted.
- 29.2. The purpose of the motion is to enable members to reconsider a hasty, ill-advised or erroneous action, or to take into consideration added information or a changed situation that has developed since taking the vote.
- 29.3. A member may only bring forward the motion to reconsider an issue once in a six (6) month period.

30. Motion to Recess

- 30.1. This motion is used to suspend the meeting for a specified so that members can take a break.

31. Motion to Suspend the Rules

- 31.1. This motion is used to vary the order of the adopted agenda. It is used when a member believes that an important item on the agenda will not be dealt with before the meeting runs out of time. When making this motion the mover needs to identify the change in the agenda that they believe is required.

32. Motion to Call the Question

- 32.1. This is a motion to end debate on an issue and require that the motion that is in front of the meeting be immediately voted on. The motion to call the question needs to be seconded and then voted upon. If two-thirds of the member present approve the motion, the motion that was in front of the meeting must then be voted on without any further discussion.

33. Motion to Rescind

- 33.1. This motion is a proposal to cancel a previous motion. It cannot be used to cancel a bylaw as bylaws can only be cancelled by another bylaw.

34. Motion to Receive and File

- 34.1. This motion is used when Council does not wish to act on the report or letter but simply wants to acknowledge that the information has been received.

35. Motion to Adjourn

- 35.1. This motion proposes to close or terminate the meeting. When adopted, it is the official end of the meeting and the members are no longer in session and cannot act as a Council. The motion needs to be seconded and be voted upon.

36. Motion to Close Meeting to the Public

- 36.1. This motion is used to close a meeting to the public. The Yukon Municipal Act allows Councils to hold part of a meeting in camera. The meeting can be closed for a discussion on:
 - 36.1.1. Commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;

- 36.1.2. Information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
 - 36.1.3. Personal information or personnel information;
 - 36.1.4. The salary and benefits and any performance appraisal of an employee or officer
 - 36.1.5. A matter still under consideration and on which the Council has not yet publicly announced a decision and about which discussion in public would likely prejudice a municipality's ability to carry out its activities or negotiations;
 - 36.1.6. The conduct of existing or anticipated legal proceedings;
 - 36.1.7. The conduct of an investigation under, or enforcement of, an Act or bylaw;
 - 36.1.8. Information, the disclosure of which could prejudice security and the maintenance of the law;and,
 - 36.1.9. The security of documents or premises.
- 36.2. Council is not able to adopt a bylaw nor pass a resolution during the closed portion of the meeting.
- 36.3. Council may wish to indicate that the meeting is being closed to discuss a matter pursuant to Section 213(3).

37. Appealing a Presiding Officer Decision

- 37.1. The Yukon Municipal Act S207 empowers a member to make a motion to appeal a decision of the Presiding Officer made to maintain the order and decorum during a council meeting; or on any question respecting the order of a council meeting.
- 37.2. The appeal motion needs to be seconded.
- 37.3. The Presiding Officer shall cause the appeal to be voted upon by the other members present.
- 37.4. If the Presiding Officer refuses to put the appeal to a vote, then Council shall forthwith appoint a member present to act as Presiding Officer for the purpose of deciding the appeal.
- 37.5. Each member present must vote on the motion.
- 37.6. The result of the vote is binding.

38. Question of Privilege

- 38.1. Questions of Privilege are raised when a member believes that the situation is affecting the comfort, convenience, integrity, rights or privileges of the meeting or of a member. Examples include: ventilation, temperature, noise, or the introduction of a confidential subject in the presence of guests.
- 38.2. The member who wishes to raise a Question of Privilege does not need to be recognized by the presiding officer and can interrupt the speaker.
- 38.3. An example of a Question of Privilege is:
 - 38.3.1. Member: Your Worship, I rise on a question of privilege
 - 38.3.2. Presiding Officer: Please state your question
 - 38.3.3. Member: I request that the public present be asked to stop using their cell phones to make phone call during this meeting.

39. Points of Order

- 39.1. Points of Order are raised when a member believes that the Yukon Municipal Act and this Bylaw are not being followed. The rules for raising a Point of Order are:
- 39.1.1. The member can interrupt a speaker who has the floor;
 - 39.1.2. The motion does not need to be seconded;
 - 39.1.3. The motion is not debatable; and, cannot be amended.
 - 39.1.4. The decision to accept or reject the motion decided by the Presiding Officer.
 - 39.1.5. The motion cannot be reconsidered.
 - 39.1.6. When a Point of Order is called, all discussion shall cease until the Point of Order has been decided.
 - 39.1.7. When the Presiding Officer is call upon to decide a Point of Order, the Point of Order shall be stated clearly and without necessary comment.
- 39.2. An example of a Point of Order is:
- 39.2.1. Member: Your Worship I rise on a Point of Order.
 - 39.2.2. Presiding Officer: Please state your question.
 - 39.2.3. Member: I believe Councillor Black has a pecuniary interest as defined by the Yukon Municipal Act and must therefore leave the chambers while Council discusses and votes on the matter before it.

40. Call for Orders of the Day

- 40.1. This motion is made when a member feels that the meeting agenda is not being followed.
- 40.2. The motion does not need to be seconded.
- 40.3. The Presiding Officer may either agree and redirect the meeting to the order of business that should be discussed.
- 40.4. The Presiding Officer may identify the order of business and then make a motion that the current issue under discussion be continued. If a two-thirds vote approves the Presiding Officer motion, then the Call for Orders of the Day is defeated

41. Bylaws

- 41.1. Proposing Bylaws
- 41.1.1. Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless: (a) the Chief Administrative Officer or their designate has given a copy of it to each Councillor and the Mayor, and (b) it is on the agenda for the meeting.
- 41.2. Readings and Adoption of Bylaws
- 41.2.1. The only motion required for the introduction of a Bylaw shall be “That the “. Bylaw” (giving the short title) be now Introduced and Read for the First, Second, or Third Time”, whichever the case may be,
 - 41.2.2. A member can request that the whole or any part of the draft bylaw shall be read before the motion is put.

41.2.3. The only motion necessary for the adoption of the bylaw shall be “That the “.
. Bylaw” (giving the short title) be adopted”.

41.2.4. A Bylaw may be given two readings at one Council meeting.

41.3. Reconsideration of Bylaws

41.3.1. The Council may reconsider any part or all of a proposed bylaw before its adoption.

42. Pecuniary Interest

42.1. Council Members will, ideally, identify their pecuniary interest at the beginning of a meeting.

42.2. Council Members must identify their pecuniary interest prior to the issue being discussed and then withdraw from the meeting subject to Municipal Act Paragraphs 193.02(2) and 193.02(3).

Repealed Bylaws

Bylaw #49-93 Council Procedural Bylaw is hereby repealed.

Bylaw #79-95 Council Procedures Amendment Bylaw is hereby repealed

This bylaw shall come into full force and effect upon the final adoption thereof.

Read a First time this 4 day of December, 2019.

Read a Second time, this 4 day of December, 2019.

Read a Third time and adopted this 11 day of December, 2019.



Thomas Eckervogt, Mayor



Dan Rodin, CAO