

Procedures by-laws

A procedures by-law establishes rules of procedure for council's activities, enabling council and the public to understand how business will be conducted.

The procedures by-law establishes the:

Time frame for meeting agenda to be distributed to council

Regular meetings for council, day, time place of such meeting

The type and amount of notice for regular meeting of council

The procedure to be followed and the type and amount of notice required to change a regular meeting

Rules of conduct at council meetings

Rules respecting public participation at council meetings

Procedures for appointing a member of council to chair meetings of council in the absence of the chairman and vice chairman of council

Decision making

Council decisions are made in one of two ways:

- ❖ By-laws
- ❖ Resolutions

Resolutions are formal statement of decision or expressions. Resolution is only valid if it is passed at an open council meeting

By-laws are the laws of the Council.