



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 36-77

A By-law to provide rules governing the order and proceedings of the Council of The Corporation of the City of Brampton.

WHEREAS it is necessary and expedient that there should be rules governing the order and proceedings of the Council of The Corporation of the City of Brampton;

THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. In this By-law
 - a) 'Chair' means the Mayor or Acting Head of the Council or Chairman of the meeting;
 - b) 'Clerk' means the Clerk of The Corporation of the City of Brampton;
 - c) 'Committee Chairman' means the Chairman of a Standing or Special Committee of the Council;
 - d) 'Committee of the Whole' means all the members present sitting in committee;
 - e) 'Council' means the Council of The Corporation of the City of Brampton;
 - f) 'General Committee' means the Council meeting in public for review and policy discussion purposes;
 - g) 'Head of the Council' means the Mayor;
 - h) 'Member' means a Member of the Council;
 - i) 'Municipal Corporation' means The Corporation of the City of Brampton;
 - j) 'Point of Order' means:

- i) any breaches of the Rules of Order of Council; or
- ii) any defect in the constitution of any meeting of the Council; or
- iii) the use of improper, offensive or abusive language; or
- iv) notice of the fact that the motion under discussion is not within the scope of the notice of motion; or
- v) any other informality or irregularity in the proceedings of Council.

k) 'Point of Privilege' - when a Member considers that his integrity or the integrity of the Council has been impugned.

l) 'Recorded Vote' means the recording of the name and vote of every member voting on any matter or question.

2. MAYOR:

The Mayor shall be a member of all Standing and other committees of the Council, and shall vote on all questions except where he is disqualified to vote by reason of interest or otherwise.

3. COUNCIL MEETINGS:

Place - Meetings of the Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purposes.

4. REGULAR MEETINGS:

Regular Meetings - of the Council shall be held on the second and fourth Monday of every month at the hour agreed to by Council unless otherwise provided by resolution of the Council or unless such a day shall be a public or civic holiday, in which case the Council shall meet at the same hour the next following day which is not a public or civic holiday unless otherwise provided by resolution of the Council.

5. SPECIAL MEETINGS:

The Mayor may at any time summon a special meeting of Council on twenty-four (24) hours' written or oral notice to the Members of Council or, upon receipt of the petition of the majority of the Members of Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. At least twenty-four (24) hours' written or oral notice of all special meetings of Council shall be given to the Members through the Clerk's Office.

6. CALLING OF COUNCIL MEETINGS TO ORDER AND QUORUM:

As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present the Mayor shall take the Chair and call the meeting to order. A majority of Members of the City Council are required to be present to constitute a quorum.

If no quorum is present one-half (1/2) hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

7. ABSENCE OF THE MAYOR:

In the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council the Acting Mayor shall assume the Chair and call the Members to order and the Acting Mayor shall preside until the arrival of the Mayor and, while presiding, shall have all the powers of the Mayor.

When the Office of the Mayor is vacant or when the Mayor is unable to carry on his duties through illness or otherwise, or when the Mayor is absent from the office in the course of his duties, 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.

The position of designated Acting Mayor shall rotate alphabetically among the Members of Council on a month to month basis, and at the beginning of each term

the Clerk shall prepare and circulate a list assigning each Member of Council the month(s) during which he may be called upon to hold the position of Acting Mayor. Should any designated Member of Council be unable to carry on the duties of Acting Mayor the designation will automatically pass to the next Member of Council in the alphabetical listing. The aforementioned alphabetical listing shall be prepared on the basis of listing Regional Councillors alphabetically, followed by a listing of the Aldermen alphabetically.

8. STANDING COMMITTEES:

Council may conduct City business by use of Standing Committees.

The Standing Committees of Council shall be as follows:-

- a) The Committee of Administration and Finance shall be composed of seven (7) Members of Council plus the Mayor.
- b) The Committee of Parks and Recreation shall be composed of seven (7) Members of Council plus the Mayor.
- c) The Committee of Public Works shall be composed of seven (7) Members of Council plus the Mayor.
- d) The Planning Committee shall be composed of all Members of Council.

Each Committee shall choose from its number a Chairman and Vice-Chairman.

A quorum in any Committee is 50% of the voting Members of the Committee.

In the event that no quorum is present one-half (1/2) hour after the time appointed for a meeting of the Standing Committee the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the

Whole Committee.

All meetings of Standing Committees shall be open to the public provided that any Standing Committee may exclude the public and members of the media upon a majority vote of the members present.

When the meeting day for any Standing Committee is a public or civic holiday the Council shall meet at the same hour on the next following day which is not a public or civic holiday.

The Chairman may at any time summon a Special Meeting of a Standing Committee on twenty-four (24) hours' written or oral notice to the Members of the Committee for the purpose and at the time mentioned in the notice.

9. SPECIAL COMMITTEE:

Council may at any time appoint a Special Committee to enquire into and report on any matter.

10. APPOINTMENT TO COMMITTEES:

The names of members required to serve on the Standing Committees shall be determined by Council in Committee of the Whole.

The names of members required to serve on Special Committees shall be determined by Council in Committee of the Whole.

11. ORDER OF BUSINESS:

The Clerk shall prepare for the use of the Members of Council at the regular meetings of Council an agenda under the following headings:

- a) Approval of Agenda
- b) Adoption of Minutes
- c) Communications
- d) Deputations
- e) Petitions
- f) Reports of Officials

- g) Committee Reports
- h) Resolutions
- i) Other Business/New Business/Inquiries by Members
- j) Unfinished Business
- k) By-laws

11.1 When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may, on motion, resolve into a Committee of the Whole and the proceedings taken in Committee when adopted by Council shall be deemed to be proceedings of Council. The Mayor may preside in the Committee of the Whole or may designate another member to preside.

12. It shall be the duty of the Mayor or other presiding Officer:

- a) To open the meeting of Council by taking the Chair and calling the members to order;
- b) To announce the business before the Council in the order in which it is to be acted upon;
- c) To receive and submit, in the proper manner, all motions presented by the Members of Council;
- d) To put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the result;
- e) To decline to put to vote motions which infringe upon the rules of procedure;
- f) To restrain the Members, when engaged in debate, within the rules of order;
- g) To enforce on all occasions the observance of order and decorum among the Members;
- h) To authenticate by his signature, when necessary, all by-laws, resolutions and minutes of Council;
- i) To receive all messages and other communications and announce them to the Council;

- j) To inform the Council when necessary, or when referred to, for the purpose on a point of order or usage;
- k) To adjourn the meeting when the business is concluded;
- l) If he considers it necessary, because of grave disorder, the Mayor may adjourn the sitting without question or put or suspend the sitting for a time to be named by him.

13. RULES OF DEBATE IN COUNCIL:

- 13.1. Every Member, prior to speaking to any question or motion, shall rise from his seat and address the Mayor.
- 13.2. When two or more Members rise to speak the Mayor shall designate the Member who has the floor who shall be the Member who, in the opinion of the Mayor, first rose.
- 13.3. Every Member present at a meeting of the Council in accordance with the Municipal Act, when a question is put, shall vote thereon unless prohibited by statute or by reason of conflict of interest or for any other reason.
- 13.4. If any Member present at a meeting of the Council when a question is put or a Recorded Vote taken, does not vote, he shall be deemed as voting in the negative except where he is prohibited from voting by law.
- 13.5. When a Recorded Vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question.
- 13.6. If a Member disagrees with the announcement of the Mayor that a question is carried or lost he may, but only immediately after the declaration by the Mayor, object to the Mayor's declaration and request that the vote be retaken.

- 13.7. When the Mayor calls for the vote on a question each Member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Mayor, and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
- 13.8. When a Member is speaking no other Member shall pass between him and the Mayor or interrupt him except to raise a point of order or personal privilege.
- 13.9 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 13.10. No Member shall speak more than twice to the same question without leave of the Council, except that a reply shall be allowed to be made only by the Member of the Council who has presented the motion to the Council, but not by any Member who has moved an amendment.
- 13.11. No Member, without the leave of the Council, shall speak to the same question, or in reply, for longer than ten minutes.
- 13.12. a) A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only of the Mayor.
- b) Notwithstanding paragraph a) when a Member has been recognized as the next speaker then immediately before speaking such Member may ask a question of the Mayor on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak.

- 13.13. a) The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
- i) a point of order or personal privilege;
 - ii) to lay on the table;
 - iii) to postpone indefinitely or to a day certain;
 - iv) to refer;
 - v) to adjourn;
 - vi) to suspend Rules of Procedure;
 - vii) to recess.
- b) A motion to amend may be introduced without notice, but shall be in writing signed by the mover and seconder.
- c) Except as provided by paragraph a) above, all motions shall be in writing and signed by the mover and seconder.
- d) Motions to defer, to adjourn, or to lay on the table are not debatable.

14. POINTS OF ORDER AND PRIVILEGES:

- 14.1. The Mayor shall preserve order and decide questions of order.
- 14.2. a) When a Member rises to a point of order he shall ask leave of the Mayor to raise a point of order and, after leave is granted, he shall state the point of order to the Mayor and sit down and remain seated until the Mayor shall have decided the point of order.
- b) Thereafter, a Member shall only address the Mayor for the purpose of appealing to the

Council from the Mayor's decision.

- c) If no Member appeals the decision of the Mayor shall be final.
- d) The Council, if appealed to, shall decide the question without debate and its decision shall be final.

14.3. When a Member considers that his integrity or the integrity of the Council as a whole has been impugned he may, as a matter of personal privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.

15. CONDUCT OF MEMBERS IN COUNCIL:

15.1. No member shall:

- a) speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any Province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
- b) use offensive words or unparliamentary language in or against the Council or against any Member;
- c) speak on any subject other than the subject in debate;
- d) criticize any decision of the Council except for the purpose of moving in accordance with the provisions of Section 24 that the question be reconsidered;
- e) disobey the rules of the Council or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and in case a Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may forthwith put the question, no

amendment, adjournment or debate being allowed, "that such Member be ordered to leave his seat for the duration of the meeting of the Council", but if the Member apologizes he may, by vote of the Council, be permitted to retake his seat.

16. AGENDA IN COUNCIL:

16.1. The Clerk shall have prepared and printed a list of the items under the topics as set out in Section 11 hereof as the routine of business for the use of each Member at an ordinary meeting.

16.2. MINUTES:

- a) Minutes shall record:
 - i) the place, date and time of meeting;
 - ii) the names of the presiding officer or officers and the record of attendance of the Members;
 - iii) the reading, if requested, correction and adoption of the minutes of prior meetings;
 - iv) all the other proceedings of the meeting without note or comment;

- b) It shall be the duty of the Clerk to ensure that the minutes of the last ordinary meeting, and all Special and Standing Committee meetings held more than five (5) days prior to an ordinary meeting, together with the agenda prepared in accordance with Section 11 are mailed or delivered to each Member not less than forty-eight (48) hours before the hour appointed for the holding of such ordinary meeting. The Clerk may also prepare an additional agenda for Council meetings but the contents thereof shall be limited to:
 - i) Communications deemed urgent
by the Clerk; and

- ii) Special Reports requested by Council or Committees.
- c) Such minutes as referred to in clause b) of this paragraph may be adopted by Council without having been read at the meeting considering the question of their adoption, and in other cases the minutes shall be read prior to consideration of adoption.

17. PETITIONS AND COMMUNICATIONS:

- a) Every communication, including a petition, designed to be presented to the Council shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk;
- b) Every petition or communication shall be delivered to the Clerk not less than five (5) days before the commencement of the meeting of the Council and if, in the opinion of the Mayor, it contains any obscene or improper matter or language the Mayor shall decide whether it should be included in the agenda for a Council meeting;
- c) Subject to the decision of the Mayor under paragraph b) hereto, the Clerk shall read the substance thereof to the Council but any Member may require the reading of part or all thereof;
- d) All petitions or communications on any subject within the cognizance of a Standing Committee shall, on presentation, unless otherwise disposed of by Council forthwith, be considered as referred to the appropriate Committee as the case may be without any motion or debate unless otherwise ordered by Council.

17.2. Delegations

Persons desiring to verbally present information on matters of fact, or make a request of Council, shall give notice to the Clerk not less than five (5) days before the commencement of the meeting of the Council, unless their presentation relates to a report before Council in which case the notice required shall be forty-eight (48) hours, and such persons may be heard on leave of the Mayor or other presiding Officer of Council, but shall be limited in speaking to not more than ten (10) minutes, except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

17.3. Committee Reports

- a) Shall not be received by Council unless received by the Members in accordance with Section 16.2. b).
- b) May be recommitted to the same or a different Committee.

17.4. Unfinished Business

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of the Council.

17.5. By-laws

- a) No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- b) Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.

- c) Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
- d) Every by-law shall have three readings previous to it being passed.
- e) The first reading of a by-law shall be decided without amendment or debate.
- f) If the Council determines that the by-law is to be considered in Committee of the Whole it shall be so considered previous to the third reading thereof.
- g) In proceedings in Committee of the Whole upon by-laws each section shall be considered in its proper order, inclusive of the title and recitals.
- h) If Council so determines a by-law may be taken as read.
- i) The Clerk shall endorse on all by-laws enacted by Council the date of the several readings thereof.
- j) All amendments made in Committee of the Whole shall be reported by the Mayor to the Council which shall receive the same forthwith, and after the report has been received a by-law shall be open to debate and amendment before it is ordered for the third reading.
- k) When a by-law is reported without amendment it shall be forthwith ordered to be read the third time at such time as may be appointed by Council.

- 1) Every by-law which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Clerk and the Mayor and shall be deposited by the Clerk in his office for safekeeping.

18. MOTIONS:

- 18.1. a) Notice of all new motions, except motions listed in paragraphs 13 a) to b) of Section 13, shall be given in writing delivered to the Clerk at least six (6) clear days, excluding Saturdays and statutory holidays preceding the date of the meeting at which a motion is to be introduced and a motion shall be printed in full in the agenda for that meeting of the Council and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.
- b) When a Member's notice of motion has been called from the Chair in two successive meetings and not proceeded with it shall be dropped from the agenda unless Council otherwise decides.

18.2. Dispensing with Notice

Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least a simple majority of the Members present and voting.

18.3. Seconding

A motion must be formally seconded before the presiding officer can put the question or a motion be recorded in the minutes.

18.4. Presentation of Motion by Mayor

When a motion is presented in Council in writing it shall be read or, if it is a motion which may be presented orally, it shall be stated by the Mayor before debate.

18.5. Ultra Vires

A motion in respect of a matter which is ultra vires the jurisdiction of the Council shall not be in order.

18.6. Withdrawal

After a motion is read or stated by the Mayor it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

18.7. Priority of Disposition

A motion properly before the Council for decision must receive disposition before any other motion can be received, except motions in respect of matters listed in paragraphs 13. a) and 13. b) of Section 13.

18.8. Procedure Next Meeting

A motion called in the order in which it stands upon the agenda of the routine of business of a meeting, and which is not decided by Council, shall be allowed to stand retaining its precedence upon the agenda of the routine of business of the next ordinary meeting of the Council.

18.9. Reference to a Committee

A motion to refer a matter under discussion by the Council to a Committee of the Council shall preclude all amendments of the main question until it is decided.

18.10. Amendment - A motion to amend

- a) shall be presented in writing;
- b) shall receive disposition of Council before

- a) shall not be further amended more than once provided that further amendment may be made to the main question;
- b) shall be relevant to the question to be received;
- c) shall not be received proposing a direct negative to the question;
- d) may propose a separate and distinct disposition of a question;
- e) shall be put in the reverse order to that in which it is moved.

18.11. The Previous Question - A Motion for the previous question

- a) cannot be amended;
- b) cannot be proposed on the main motion when there is an amendment under consideration;
- c) shall preclude all further amendments of the main question;
- d) when resolved in the affirmative the question is to be put forthwith without debate or amendment.

18.12. Motion to adjourn

- a) the motion shall always be in order except as provided by this Rule;
- b) when resolved in the negative it cannot be made again until after some intermediate proceedings shall have been completed by Council;
- c) is not in order when a Member is speaking or during the verification of a vote;
- d) is not in order immediately following the affirmative resolution of a motion for the previous question;
- e) is not debatable when a specified time is indicated in the motion.

18.13. Privilege

A motion on a matter or privilege shall receive disposition of Council forthwith upon receipt and, when settled, the question so interrupted shall be resumed from the point where it was suspended.

18.14. Motion to Refer

Or to refer back a question to Committee with or without instructions may be amended but must receive disposition by Council before the question, or an amendment to the question, and when made prior thereto, before decision on a motion for the previous question or postponement.

18.15. Motion to Divide

A motion containing distinct proposals may be divided by leave of Council.

19. RECONSIDERATION:

19.1. No member shall reflect upon any prior determination of the Council on matters discussed at regularly scheduled meetings, except to conclude such remarks with a motion to reconsider such determination, which motion may be only made once and only by a Member who previously voted on the prevailing side. A motion to reconsider shall not be made at the same meeting of Council at which the original determination was taken unless it is moved and seconded by two Members from among those who voted with the majority that carried the original motion.

20. VOTING ON MOTIONS:

20.1. Questions Stated

Immediately preceding the taking of a vote the Mayor may state the question in the form introduced and shall do so if required by a Member. He shall state the question in the precise form in which it will be recorded in the minutes.

20.2. No Interruption after Question

After a question is finally put by the Mayor no Member shall speak to the question or shall any other motion be made until after the vote is taken and the result has been declared.

20.3. Division of Question

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council.

20.4. Vote not Allowed

A Member not present before the result of the division on a question is declared shall not be entitled to vote on that question.

20.5. Unrecorded Vote

The manner of determining the decision of the Council on a motion shall be at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

20.6. Recorded Vote

When a member present requests a recorded vote all members, unless otherwise prohibited by statute, present at the Council must vote. The Clerk shall ask those Members in favour to stand, and then those opposed to stand. The Clerk shall announce the results and shall record the names of those who voted for and others who voted against in the minutes. A request for a recorded vote can only be made before an unrecorded vote is taken.

21. PROCEEDINGS IN COMMITTEE OF THE WHOLE:

21.1. The Mayor may appoint another Member of the Committee to act as Committee Chairman while he is speaking to a question or while he is temporarily absent from the meeting.

21.2. The Committee Chairman shall maintain order in the Committee and report the proceedings to the Council.

21.3. The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee so far as they are applicable, except that;

- a) i) Motions may be moved orally except where the Chairman requests that the motion be in written form.
- ii) A seconder shall not be required on motions.
- b) The number of times of speaking on any question shall not be limited unless a Member moves that the vote be now taken;
- c) No Member shall speak more than once except to make an explanation until every Member who desires to speak shall have spoken;
- d) If a Member disobeys the rules of the Council or the decision of the Committee Chairman on questions of order or practice, or upon interpretation of the rules of the Council and persists in such disobedience after having been called to order by the Committee Chairman the Committee Chairman shall forthwith suspend the proceedings of the Committee and report the circumstances to the Council, and the Mayor shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be ordered to leave his seat for the duration of the meeting of the Council", but if the Member apologizes he may, by vote of Council, be permitted to retake his seat.

21.4. The Committee Chairman shall be entitled to vote at meetings thereof as a Member of the Committee.

21.5. A motion in Committee to rise and report shall be decided without debate and a motion to rise without reporting shall always be in order and shall take precedence over any other motion and, if carried, the subject referred to the Committee shall be deemed to have been disposed of in the negative subject, however, to its reconsideration if Council should so decide, and the Mayor shall resume the Chair in the Council and proceed with the next order of business.

21.6. The public may be excluded from any meeting of the Committee by resolution of the Council.

22. PROCEEDINGS IN STANDING AND OTHER COMMITTEES EXCEPT A COMMITTEE OF THE WHOLE COUNCIL:

22.1. The Committee Chairman or, in his absence, the Vice-Chairman or, in the absence of both, such other Member of the Committee, as may be appointed by the concurring vote of a majority of the Members of the Committee present, shall preside.

22.2. In case of an equal division of votes the Committee Chairman shall not have an extra casting vote and the question shall be deemed to have been decided in the negative.

22.3. The rules in respect of the introduction of new business in the Council and the hearing of delegations shall not apply to Standing and other committees of Council other than the Committee of the Whole Council.

- 22.4. a) In the absence of the Committee Chairman and Vice-Chairman for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee one of the other Members of the Committee, if there be a quorum present, may be appointed as provided in paragraph 1 and shall discharge the duties of the Committee Chairman during the meeting or until the arrival of the Committee Chairman.
- b) If there be no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned at the call of the Committee Chairman.
- c) A quorum is a majority of the voting Members of the Committee who are Members of Council.

- 22.5. a) It shall be the duty of each Committee to adhere to the transaction of all business according to the rules governing the procedure in the Committee of the Whole as prescribed by this by-law.
- b) When a point of order is raised, or when a Member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chairman, subject to an appeal to the Members of the Committee.

22.6. The Clerk of the Council, or an employee of the Corporation designated by the Clerk, shall be Secretary of the Committee.

22.7. A copy of the minutes of each Standing Committee shall be forwarded to the Mayor and to the Members of the Council by the Clerk as soon as available.

23. No member shall be deemed to have precedence or seniority over any other Member except as may be

provided in this By-law.


24. SUSPENSION OF RULES:

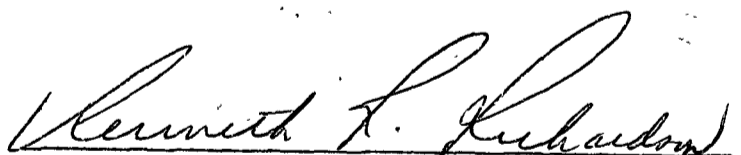
Any one or more of these rules and orders may be temporarily suspended by a vote of two thirds (2/3) of a majority of the whole Council, but they shall not be repealed, altered or amended without one (1) week's notice of intended motion, such notice to be given at a meeting of the Council.

25. UNPROVIDED CASES:

In all contingencies unprovided for in this By-law the question shall be decided by the Presiding Officer and, making such a rule, he shall base his decision on the Rules, Forms and Forms of Procedure of Bourinot's Rules of Order.

READ A FIRST, SECOND and THIRD TIME and Passed In Open Council this 28th day of February , 1977.


James E. Archdekin, Mayor


Kenneth R. Richardson, Clerk

PASSED February 28, 19 77



BY-LAW

No. 36-77

THE CORPORATION OF THE CITY OF BRAMPTON

INDEX TO BY-LAW NO. 36-77

ADJOURNMENT

Mayor to announce, 12. k)
motion non-debatable, 13.13
no quorum, 6
oral motion, 13.13
when out of order, 18.12

AGENDA

Clerk may prepare additional, 16.2 b)
Clerk to deliver 48 hours in advance of meeting, 16.2 b)
Clerk to prepare routine order of business, 16.1
notice of motion may be dropped, 18.1
priority of motion from previous meeting, 18.7

AMENDMENT

general provision, 18.10

BY-LAWS

general provisions, 17.5

CLERK

defined, 1. b)
give notice of special meeting, 5
how to record minutes, 16.2 a)
prepare routine order of business, 16.1
record names when no quorum, 6
record names on recorded vote, 13.5
secretary to committee, 22.6
to circulate list of Acting Mayor, 7
to date by-laws, 17.5
to deliver minutes 48 hours before meeting, 16.2 b)
to sign and keep by-laws, 17.5

COMMITTEE

appointment of standing committees, 10
cancellation of meetings, 8
Chairman defined, 1. c)
Vice-Chairman chosen, 8
committee of the whole defined, 1. d)
committee of the whole - general provisions, 21
constitution of standing committees, 8
in camera provision, 21.6
quorum, 8
reports to be received or referred, 17.3
rise and report - non-debatable, 21.5
special meetings, 8

COMMUNICATIONS

may be referred to committee without debate, 17
to be filed with Clerk, 17.7

CONFLICT OF INTEREST

members shall not vote, 13.3

COUNCIL

appointment of special committees, 9
Mayor may order member to leave, 15.1
Mayor may suspend sitting, 12. 1)
Mayor to restrain members, 12. f)
Mayor to rule on points of order, 20. j)
may allow withdrawal of motion, 18.6
members shall speak twice, 13.10
members to speak 10 minutes, 13.11
moving into committee of the whole, 11.1
to adopt minutes, 16.2
when to meet, 4
where to meet, 3
who may reply during debate, 13.10

MAYOR

absence from meeting, 7
Acting Mayor, 7
call meeting to order, 6
duties listed, 12
may designate another to preside in committee of the whole, 11.1
may order member to leave, 15.1 e)
member may object to declaration on vote, 13.6
to designate speaker, 13.2
to preserve order, 14.1
to rule if point is privilege, 14.3
to sign by-laws, 17.5
to state question, 20.1
to take unrecorded votes, 20.5
vacancy, 7
when no provision Mayor to rule subject to appeal, 13.4
written direction re: special meeting, 5

MEETINGS

cancellation of committee meeting, 8
Mayor may suspend, 12.AL)
committee meeting, 8
quorum, 6
quorum at committee, 8
special committee meetings, 8
special meetings, 5
when council shall meet, 4
where council shall meet, 3
who may request special meetings, 5

MEMBER

how a point or order may be raised, 14.2
may be ordered to leave, 15.1
may interrupt for point or order or privilege, 13.8
may not pass between speaker and Mayor, 13.7
may not speak during vote, 13.7
may object to Mayor's announcement of vote, 13.6
may request motion be read during debate, 13.9
may request special meeting, 5
members may ask questions before speaking, 13.12
members to speak 10 minutes, 13.11
names recorded when no quorum, 6
not to criticize decisions, 15.1
not to speak disrespectfully, 15.1
not to use offensive words, 15.1
quorum, 6
rise to speak, 13.1
shall speak twice, 13.10
standing committees, 8
to only speak on subject, 15.1
who may reply during debate, 13.10

MINUTES

how to be adopted, 16.2
how to be recorded, 16.2
to be delivered 48 hours in advance of meeting, 16.2

MOTION

Mayor to state question, 20.1
general amendment provisions, 18.10
member may request motion be read during debate, 13.9
motions may be divided, 18.15
motions requiring notice, 18.1
non-debatable motions, 13.13
oral motions, 13.13
presentation, 18.4
priority of disposition, 18.7
priority of motion from previous meeting, 18.8
privilege to take precedence, 18.13
reconsideration - general provisions, 19
referral to committee to take priority over amendments, 18.9, 18.14
seconding, 18.3
withdrawal, 18.6
written motions not requiring notice, 13.13

NOTICE

dispensing with notice of motion, 18.2
motions not requiring notice, 13.13
motions requiring notice, 18.1
special meeting, 5
when notice of motion may be dropped from agenda, 18.1(b)

ORDER OF BUSINESS

routine order of business, 11

PETITIONS AND PRESENTATIONS

may be referred to committee without debate, 17.1
oral motion, 13.13
to be filed with Clerk, 17.1

POINT OF ORDER

appeal of Mayor's ruling, 14.2
how a point of order may be raised, 14.2
member may interrupt, 13.8
oral motion, 13.13
when no provision, Mayor to rule subject to appeal, 13.14

POSTPONE

oral motion, 13.13

PREVIOUS QUESTION

general provision, 18.11
when Mayor not required to read questions, 20.1

PRIVILEGE

Mayor to rule if point is privilege, 14.3
member may interrupt if named, 13.8
motion to take precedence, 18.13
oral motion, 13.13

QUORUM

Clerk to record members when no quorum, 6
requirement for committee, 8
requirement for council, 6

RECONSIDERATION

members not to criticize decisions, 15.1
when reconsideration is permitted, 19

RECORDED VOTE

every member to be recorded, 13.5
member may object to Mayor's announcement, 13.6
member not voting deemed as voting in negative, 13.4
procedure for, 20.6

REFER

motion non-debatable, 13.13
oral motion, 13.13
referral to committee to take priority over
amendments, 18.9, 18.14

REPLY

members to speak 10 minutes, 13.11
who may reply during debate, 13.10

RULES OF PROCEDURE

appeal of Mayor's ruling on point of order, 14.2
Mayor may order member to leave, 15.1
Mayor to preserve order, 14.1
oral motion to suspend, 13.13
ultra vires, 18.5
when adjournment is out of order, 18.12.

SPEAKING

member may request motion be read during debate, 13.9
members may ask questions before speaking, 13.12
members may not speak during vote, 13.7
members to rise, 13.1

SPEAKING (Cont'd.)

members to speak 10 minutes, 13.11
members to speak twice, 13.10
not to speak disrespectfully, 15.1
not to use offensive words, 15.1
to only speak on subject, 15.1
when member may interrupt speaker, 13.8
who may reply during debate, 13.10

TABLE

motion non-debatable, 13.13
oral motion, 13.13

VOTING

all members present to vote, 13.3
Mayor to read question, 20.1
division of question, 20.3
member may request vote be retaken, 13.6
members may not speak during vote, 13.7
members not voting deemed to vote in negative, 13.4
no interruptions, 20.2