



THE CORPORATION OF THE TOWN OF WHITBY

Rules of Procedure

A by-law to provide rules for governing the order and procedures of the Council of the Town of Whitby.

By-law # 7462-18

Consolidated Version

As Amended by By-laws

By-law Number:

7467-19

7534-19

7586-19

7618-20

7632-20

7656-20

7724-21

7714-21

7734-21

Date Passed:

January 21, 2019

June 24, 2019

December 16, 2019

March 23, 2020

May 19, 2020

September 14, 2020

March 8, 2021

November 29, 2021

December 13, 2021

Report shall be placed on the next regular Council agenda as part of the applicable Standing Committee Report, with the following note in place of a recommendation: "No Committee Recommendation – Council Direction Required".

3.6 Confirmatory By-law

- 3.6.1 Council may enact a By-law to confirm all actions taken by Council at that Meeting.

3.7 Council Order of Business

The business of the Council shall in all cases be taken up in the following order unless otherwise decided by the majority of the Members present:

- a) Call to Order
- b) Moment of Reflection
- c) Land Acknowledgement
- d) Call of the Roll
- e) Disclosure of Interest
- f) Approval of the Minutes
- g) Delegations/Presentations
- h) Correspondence
- i) Committee Reports
- j) Notices of Motion
- k) New and Unfinished Business
- l) By-laws
- m) Closed Session
- n) Confirmatory By-law
- o) Adjournment

3.8 Duties of the Mayor

It shall be the duty of the Mayor,

- a) to preside at all Meetings of the Council;
- b) to open Meetings of the Council by taking the Chair wearing the Chain of Office and calling the Members to order;
- c) to announce the business before the Council in the order in which it is to be acted upon;
- d) to receive and submit to a vote, in the proper manner, all Motions which do not contravene the Rules of Procedure and to announce the result;
- e) to decline to put to a vote Motions which infringe upon the Rules of Procedure;
- f) to restrain the Members, within the Rules of Procedure, when engaged in debate;
- g) to enforce on all occasions the observance of order and decorum among the Members;
- h) to expel any person for improper conduct at a Meeting it being understood that such action shall be at the sole discretion of the Mayor;
- i) to authenticate, by signature when necessary, all By-laws, Resolutions, and minutes of the Council;
- j) to inform the Members of the Council on any point of order; and,
- k) to adjourn the Meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the Meeting.

3.9 Inaugural Council Meeting

- 3.9.1 The first Meeting of Council following a regular election shall be held on the Monday following November 15th, or if November 15th is a Monday, on that day.
- 3.9.2 At the inaugural Meeting, each Member present shall make his or her declaration of office and Council shall not proceed with any regular business at this Meeting.

3.10 Meetings of Council

- 3.10.1 Prior to the end of each year, Council shall adopt a regular Meeting schedule for its Meetings to be held in the following year including the dates, times and locations for such Meetings and the Clerk shall publish the schedule on the Town website.

3.10.2 Despite the provisions of subsection 3.10.1 of this by-law, the date, time and location of regular Meetings of Council may subsequently be amended by consent of Mayor, and the Clerk shall note the change on the Town website and shall give notice of the revised date, time and/or location to all Members and the public in accordance with Section 2.15.

3.11 **Moment of Reflection and Land Acknowledgement**

3.11.1 Council Meetings shall commence with a moment of reflection and land acknowledgement led by the Mayor.

3.12 **Motions**

[listed alphabetically for ease of reference]

i. Adjourn

A Motion to adjourn the Council or to adjourn the debate shall always be in order except:

- a) when a Member is speaking or during the taking of a vote;
- b) immediately following the affirmative resolution of a Motion that a vote on the question be now taken;
- c) when a Member has already indicated to the Chair that the Member desires to speak to the question; and
- d) when resolved in the negative, cannot be made again until Council has conducted further proceedings.

ii. Appeal

A Motion to appeal from the decision of the Mayor,

- a) If a Member appeals to the Council, the Member shall have the right to state his or her case, the Mayor shall have the right to reply and the Council shall decide the question without further debate by Majority Vote of the Members present and its decision shall be final.
- b) shall be made only at the time the ruling is made by the Mayor;
- c) shall not be debated, amended or reconsidered; and,
- d) the Chair will give concise reasons for the ruling and will call a vote on the following question; 'Will the ruling of the chair be sustained?', and the decision is final. The Chair may vote on this question.

iii. Beyond Jurisdiction

A Motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order unless it is a matter which, in the opinion of the Majority of Members present (this question to be decided without debate), has to do with the welfare of the citizens generally.

iv. Failure to Vote

A failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

v. Limit or Extend Limits of Debate

A Motion to limit or extend the limits of debate,

- a) shall not be debatable;
- b) may be amended;
- c) may be reconsidered; and,
- d) shall require a Two-Thirds Vote.

vi. Majority Vote

The vote required to pass a Motion shall be a simple majority except as otherwise provided in this by-law or by Statute and every Member shall have one vote.

vii. Point of Order

- 1) A point of order may be called by a Member to bring attention to,
 - a) any breach of the Rules of Procedure of the Council;
 - b) any defect in the constitution of any Meeting of the Council;
 - c) the use of improper, offensive or abusive language;
 - d) notice of the fact that the matter under discussion is not within the scope of the proposed Motion; or,

- e) any other informality or irregularity in the proceedings of the Council.
- 2) When a Member rises on a point of order, the Member shall ask leave of the Mayor to raise the point of order and after leave is granted the Member shall state the point of order to the Mayor, sit down and remain seated until the Mayor has decided and stated the point of order.
- 3) Thereafter, a Member shall only address the Mayor for the purpose of appealing the Mayor's decision to the Council.
- 4) If no Member appeals, the decision of the Mayor shall be final.

viii. Postpone to a Definite Time

- 1) A Motion to postpone a matter to a definite time shall be debatable, amendable and may be reconsidered.
- 2) If a matter has been postponed to a definite time and a Member wishes to bring it back before the appointed time, the Motion to bring the matter back shall require a Two-thirds vote.

ix. Postpone Indefinitely

A Motion to postpone indefinitely shall be debatable, shall not be amended, requires a Majority Vote and may be reconsidered.

x. Call the Question

A Motion to call the question,

- a) shall not be debatable or amendable;
- b) shall not be proposed when there is an amending Motion under consideration except for the purpose of moving that the amending Motion be put;
- c) when decided in the affirmative shall preclude all further amendments of the main Motion;
- d) when resolved in the affirmative, the original Motion shall be put forward without debate or amendment; and,

- e) shall not be moved by a Member who has spoken on the main Motion.

xi. Question of Privilege

- 1) Where a Member considers that their integrity or the integrity of the Council as a whole has been called into question, the Member may as a matter of privilege rise at any time, with the consent of the Mayor, no debate being allowed, for the purpose of drawing the attention of Council to the question.
- 2) A Motion resulting from a question of privilege shall be treated as a main Motion and shall receive disposition by the Council forthwith and the Motion so interrupted shall be immediately considered at the point where it was interrupted.

xii. Recess

- 1) A Motion to recess when other business is before the Meeting;
 - a) shall specify the length of time of the recess;
 - b) shall not be debatable and shall only be amendable with respect to the length of the recess; and,
 - c) shall not have a Motion to reconsider applied to it.
- 2) A Motion to recess, when no other business is pending, shall be treated as a main Motion. The recess may be taken immediately or at a future time.

xiii. Reconsideration

- 1) After a matter has been decided by Council, it shall only be reconsidered within 12 months following the decision of Council based on new information and if Council decides to do so by a Two-Thirds Vote, unless a regular election has occurred following the decision.
- 2) A Motion to reconsider is debatable.
- 3) No discussion on the matter being reconsidered shall be allowed until the Motion for reconsideration is carried.
- 4) If the Motion to reconsider is decided in the

affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

- 5) Where a decision of the Local Planning Appeal Tribunal (LPAT) results in a planning and development matter being referred back to Council for reconsideration, the matter shall be placed as soon as practicable on the Council meeting agenda following the referral from LPAT and the matter shall not be deemed a reconsideration for the purpose of this section.

xiv. Refer (Commit)

A Motion to refer or commit,

- a) shall identify to whom or what body the question or Motion is being referred (i.e. staff or an Advisory Committee);
- b) shall identify the date and time the matter shall be brought back for consideration by the Standing Committee or Council;
- c) shall require instructions or reasons for the referral (i.e. to undertake further investigations or provide additional information); and,
- d) is debatable and amendable.

xv. Rescind

A Motion to rescind,

- a) shall not be used if it is possible to use the Motion to reconsider;
- b) shall require a Two-Thirds Vote; and,
- c) shall be debatable, amendable and may be reconsidered.

xvi. Seconding

Council shall not debate any Motion until it has been seconded. When a Motion has been seconded, it may upon request be read or stated by the Mayor or Clerk at any time during the debate, but not so as to interrupt a speaker.

xvii. Suspension of Rules

- 1) A Motion to suspend the Rules of Procedure required by this by-law shall not be debatable or amendable and shall require a Two-Thirds Vote of the Members present.
- 2) A Motion to reconsider shall not be applied to a Motion to suspend the Rules of Procedure.

xviii. Table

A Motion to lay on the table,

- a) takes precedence over all other subsidiary Motions;
- b) may be applied to main Motions, to appeals, to reconsideration and to Motions that arise out of questions of privilege;
- c) is in order when a Motion to close debate is pending or has been carried;
- d) cannot be debated or amended; and,
- e) cannot apply to any subsidiary Motion and cannot have any subsidiary Motion applied to it.

xix. Take from the Table

A Motion to take from the table,

- a) shall not be in order when another Motion is before the Meeting;
- b) shall not be debatable or amendable;
- c) when resolved in the negative, shall not be presented again until after some intermediate proceedings have been completed by the Council; and,
- d) when resolved in the affirmative the Motion shall become immediately pending, and the Motion taken from the table shall not be laid on the table again until after some intermediate discussion has taken place.

xx. Tie Votes

Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act or this by-law.

xxi. Withdrawal

- 1) A request to withdraw a Motion,
 - a) shall only be made by the mover of the Motion;
 - b) may be made without the consent of the seconder of the Motion; and,
 - c) shall be in order up until the vote on the Motion is taken;
- 2) If a Member objects to the withdrawal of a Motion, a withdrawal Motion may be entertained and becomes a main Motion, requires a seconder and a Majority Vote to adopt. If no Member objects to the withdrawal of the Motion, the Motion shall be considered withdrawn without the necessity of a seconder and a vote.

3.13 Notices of Motion

- 3.13.1 A Member desiring to introduce a Motion at a Meeting regarding a matter that would not otherwise be considered by the Council at such Meeting, shall deliver a written copy of the Motion, with a confirmed mover and seconder, to the Clerk not later than Wednesday noon before the regular Meeting of the Council at which notice of the Motion is to be given.
- 3.13.2 The Clerk, upon receipt of a notice of Motion, shall print the Motion in full in the agenda for the next regular Meeting of the Council.
- 3.13.3 A notice of Motion shall be considered or otherwise disposed of by the Council at the regular Meeting at which it is first introduced, unless a Member objects to its consideration, in which case it shall be considered at the next regular Meeting of the Council.
- 3.13.4 Any Member of the Council may agree to second a notice of Motion if the seconder is absent from the Meeting.

3.14 Precedence of Motions

Except as otherwise provided in this by-law, the order of presentation and disposition of Motions shall be as follows with the lowest ranking Motion being at the bottom of the list and a Motion shall not be in order if a Motion having higher precedence is pending.

3.14.1 Privileged Motions

- 1) Adjourn
- 2) Recess

3) Question of Privilege

3.14.2 Subsidiary Motions

4) Lay on the Table

5) Call the Question

6) Limit or Extend Limits of Debate

7) Postpone to a Definite Time

8) Refer or Commit Amend

9) Postpone Indefinitely

10) Main Motion

11) Take from the Table

12) Reconsideration

13) Rescind

3.14.3 Incidental Motions

14) Appeal

15) Point of Order

16) Withdrawal of Motion

17) Suspension of Rules

18) Motion of Divide

3.15 Rules of Debate

3.15.1 Every Member prior to speaking to any Motion must be recognized first by the Chair. This will be done by the raising of the Member's hand.

3.15.2 When two or more Members request to speak, the Chair shall designate the Member who has the floor first.

3.15.3 When the Chair calls for the vote on a Motion, each Member shall be seated and shall remain seated until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance and 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.

- 3.15.4 When a Member is speaking, no other Member shall pass between the Member and the Chair or interrupt the Member except to raise a question of privilege, appeal from the decision of the Chair, raise a point of order or move reconsideration.
- 3.15.5 Any Member may require a Motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 3.15.6 No Member shall speak more than once to the same Motion without permission of the Chair, 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.
- 3.15.7 No Member, without leave of the Council, shall speak to the same Motion, or in reply, for longer than five (5) minutes.
- 3.15.8 A Member may ask a question only for the purpose of obtaining information relating to the Motion under discussion and such question must be stated concisely and asked only through the Chair. Notwithstanding the foregoing, when a Member has been recognized as the next speaker, such Member may immediately before speaking, ask a question through the Chair on the Motion under discussion but only for the purpose of obtaining information, following which the Member shall speak.
- 3.15.9 If the Mayor desires a Member to preside over a portion of the Meeting for the purpose of the Mayor taking part in debate or otherwise, the Mayor shall designate the Deputy Mayor, if present, and if not present, any other Member, who will preside over the Meeting.

3.16 Special Council Meetings

- 3.16.1 The Mayor may at any time call a Special Meeting of Council. The Mayor shall also call a Special Meeting of Council when so requested in writing by a Majority of Members of Council.
- 3.16.2 Upon receipt of a petition of the Majority of the Members of the Council, the Clerk shall call a Special Meeting for the purpose and at the time and place mentioned in the petition.
- 3.16.3 The Clerk shall give notice of the time, place and purpose of every Special Meeting to all Members not less than 24 hours prior to the time fixed for the Meeting.
- 3.16.4 The notice calling a Special Meeting of the Council shall state the business to be considered at the Special Meeting and Council shall consider no business other than that stated in the notice of such Meeting.
- 3.16.5 A Special Meeting may be called for the purpose of educating or training Members, it being understood that the purpose of the Meeting is only to

educate or train, and delegations shall not be received and decisions shall not be made or considered.

- 3.16.6 On urgent or extraordinary circumstances, the Mayor may call an emergency Special Council Meeting without the notice provided in subsection 2.15.2 and 3.16.3 of this by-law.

3.17 Voting

3.17.1 Open Meeting Voting

- a) The manner of determining the decision of the Council on a Motion shall be by show of hands unless a recorded vote is requested. No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- b) A failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

3.17.2 Recorded Vote

- a) If a Member present at a Meeting at the time of a vote requests before the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote. The order of voting shall be in alphabetical order by surname, save and except the Mayor who shall vote last.
- b) The Clerk shall record in the minutes the name of any Member of Council who is not present at the Meeting when such recorded vote is taken.

3.17.3 Voting by the Mayor

The Mayor, except when disqualified to vote by reason of interest, may vote with the other Members on all questions.

3.17.4 Voting at Closed Meetings

- 1) In a closed Meeting, Council or Committee shall only vote on Motions pertaining to a procedural matter or for giving directions or instructions to officers, employees or agents of the Town or persons retained by or under a contract with the Town.

Section 4 – Standing Committee Meetings

4.1 Chair and Vice-Chair

The Members appointed as Chair and in their absence the Vice Chair shall Chair the portions of Committee of the Whole that respectively consider General Government and Planning and Development matters, and the Mayor and in his or her absence the Deputy Mayor shall chair the remaining portions of the agenda and meeting.

4.2 Committee Meetings

4.2.1 Prior to the end of each year, Council shall adopt a regular Meeting schedule for Meetings of the Standing Committees to be held in the following year, including the dates, times and locations for such Meetings and the Clerk shall publish the schedule on the Town website.

4.2.2 Despite the provisions of Subsection 4.2.1 of this by-law, the date, time and/or location of regular Meetings of a Standing Committee may be amended by consent of the Mayor and the Clerk shall note the change on the Town website and shall give notice of the revised date, time and/or location to all Members and the public in accordance with Section 2.15.

4.3 Committee Order of Business

The Clerk shall prepare an agenda containing the following:

- a) Disclosure of Interest
- b) Delegations/Presentations
- c) Correspondence
- d) Public Meetings
- e) Staff Reports
- f) New and Unfinished Business
- g) Adjournment

4.4 Committee Secretaries

4.4.1 The Clerk or his or her designate shall be the secretary of all Standing Committees.

4.4.2 It shall be the duty of the secretary to give notice of each Meeting of a Standing Committee together with an agenda of the matters to be

considered so that such notice and agenda will reach the Members not later than the day preceding the day of the Meeting.

- 4.4.3 Despite any provision of this by-law to the contrary, the secretary shall make every effort to publish an agenda with respect to a Meeting of a standing committee at least three (3) business days prior to such Meeting.

4.5 Composition

- 4.5.1 The Audit Committee shall be composed of the Mayor, the Councillor delegated as Chair of Finance/Budget by the Mayor, and the Deputy Mayor.
- 4.5.2 Committee of the Whole shall be comprised of all Members of Council.
- 4.5.3 Only Standing Committee Members may make Motions and vote. Members of Council who are non-Members of a Standing Committee may:
- a) attend the Standing Committee Meetings;
 - b) sit at the Standing Committee table; and,
 - c) speak after Members of the Standing Committee have had the first opportunity to speak.

4.6 Special Standing Committee Meetings

- 4.6.1 The Mayor may call a Special Standing Committee Meeting.
- 4.6.2 The Clerk shall give notice of the time, place and purpose of every Special Standing Committee Meeting in accordance with Section 2.15.
- 4.6.3 The agenda for a Special Meeting of the Standing Committee shall state the business to be considered at the Special Meeting and the Standing Committee shall consider no business other than that stated in the agenda.
- 4.6.4 All recommendations passed at a Special Standing Committee Meeting shall be forwarded to Council for consideration.

4.7 Referral by Mayor

- 4.7.1 The Mayor may refer any matter of an urgent nature to the Council which, due to the time element, cannot be properly presented at the next regular Meeting of a Standing Committee.

4.8 Rules of Procedure for Committee

- 4.8.1 The Rules of Procedure of Council shall be observed in Meetings of Committees in so far as they are applicable, provided that,
- a) a Motion shall not be required to be seconded;
 - b) the number of times a Member may speak on any question shall not be limited;
 - c) no Member shall speak more than once until every Member who desires to speak shall have spoken; and,
 - d) no vote on any particular item shall be recorded but a Member, on request, may be recorded as being opposed.

4.9 Standing Committees

- 4.9.1 There shall be the following standing committees of Council:
- a) Audit Committee; and,
 - b) Committee of the Whole.

4.10 Standing Committee Responsibilities

- 4.10.1 The Audit Committee shall generally be responsible for review of the audit statements of the Corporation, prior to submission to Council.
- 4.10.2 The Committee of the Whole shall be responsible for considering all matters that do not properly fall under the jurisdiction of the Audit Committee, with the Committee of the Whole agendas segregated into matters of general government and matters of planning and development, the latter of which shall generally include those related to the Planning and Development Department.

Section 5 – Advisory Committees Procedure and Reporting

- 5.1. The Town Clerk may establish simplified Rules of Procedure for Advisory Committees, Quasi-Judicial Committees or Local Boards. Where simplified Rules of Procedure are not established, the Committee or Local Board shall be deemed to have adopted this Procedure By-law, save and except Local Boards which may adopt their own Rules of Procedure subject to the approval to the Town Clerk.
- 5.2. Where an Advisory Committee is established to advise Council on a certain matter, recommendations from the Advisory Committee requiring Council

endorsement shall be placed on the Council Information Index and may be considered by Council in accordance with section 2.6.5.

Section 6 – Statutory Public Meetings under the Planning Act

Note: Herein and for the purpose of this section only, a statutory public meeting under the Planning Act, R.S.O. 1990, c. P.13 shall be referred to as a “public meeting”.

- 6.1 The Chair and in his or her absence the Vice-Chair of Planning and Development appointed by the Mayor shall Chair public meetings.
- 6.2 The dates and times for hearing public meetings shall be established in the Council and Standing Committee meeting schedule as provided for in Sections 3.10.1 and 4.2.1, and the dates and times of such public meetings may be amended with the consent of the Planning and Development Chair and Commissioner of Planning and Development, provided all notice requirements under the Planning Act are met.
- 6.3 Public meetings are not deemed to be a meeting of the Council or a Standing Committee. The Chair, Commissioner of Planning and Development and designates, and Town Clerk and/or appointed recording secretary shall be permitted to appear on the dais, and no other Member shall be permitted on the dais.
- 6.4 The rules regarding the hearing of a Delegate as provided for in this By-law shall apply to public meetings, including provisions regarding speaking time and decorum, save and except that any person wishing to make an oral submission at a public meeting shall not be required to register with the Clerk prior to appearing. All procedure rulings and interpretation regarding a Delegate shall be at the discretion of the Chair.
- 6.5 The public meeting for each application shall proceed as follows:
 - i. Staff shall provide a brief overview of the application;
 - ii. The applicant or their representative may appear and provide information regarding the application;
 - iii. Members of the public and/or stakeholders in attendance and wishing to speak may make an oral submission;
 - iv. The Chair may call on the applicant and/or staff to provide clarification on matters raised by members of the public and/or stakeholders.
- 6.6 The Clerk shall capture oral submissions from the public and stakeholders at the public meeting, and shall forward a copy of the Clerk’s minutes capturing such submissions to the Members of Council once prepared.

Section 7 – Electronic Participation at Meetings

- 7.1 A Member of Council may participate electronically in a Meeting subject to any limits or restrictions imposed by statute:
- i. during any period where an emergency has been declared to exist in all or part of the municipality, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9,.
 - ii. in the event of a pandemic, during the time when physical distancing or quarantine measures are required by local, provincial or federal public health agencies.
 - iii. if a Member of Council is unwell in consideration of public health best practices or is physically unable to attend in-person due to injury or other health consideration.
- 7.2 Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair shall have the authority to modify the Rules of Procedure to ensure Members can effectively electronically participate in the meeting.
- 7.3 In the event that members of the public are not permitted to attend a Meeting in-person due to an emergency or pandemic, the Clerk shall facilitate electronic participation upon receiving a formal request to appear as a delegation.
- 7.4 Notwithstanding emergencies or pandemic situations, members of the public shall have the option to present or delegate to Council either electronically or in person, and the Clerk shall facilitate the presenter or delegate's preferred option upon receiving a formal request to appear as a delegation.
- 7.6 The Clerk may provide for the electronic participation of Staff, including electronic participation of the Clerk.
- 7.7 Subject to electronic participation being permitted in accordance with Subsection 7.1 of this by-law, a Member of Council who participates electronically in a Meeting counts toward determining whether or not a quorum of Members is present at any point in time and may participate in a meeting that is open or closed to the public.

Section 8 – Administrative Authority of the Clerk

The Town Clerk shall be authorized to make minor corrections to any By-law, Motion, Resolution, minutes or other Council document to eliminate technical or typographical errors.

Section 9 – Interpretation

- 9.1 In the event of a conflict between this Procedure By-law and any statute or regulation, the provisions of the statute or regulation shall prevail.
- 9.2 When advice or guidance is required on a question of procedure, Robert's Rules of Order may be used by the Clerk. The advice or guidance provided by Robert's Rules of Order may then be communicated by the Clerk to the Chair

to assist in making a ruling.

- 9.3 Further to Section 9.2, Robert's Rules of Order does not automatically take precedence when the Procedure By-law does not address a particular procedural matter. Custom, precedent, and the intentional silence of the Procedure By-law on a matter must also be considered. Only when there is an inability to interpret or act upon the Procedure By-law would there be a need to reference Robert's Rules of Order.

Section 10 – Short Title

This by-law may be referred to as the Procedure By-law.

Section 11 – Repeal of Existing By-Law

By-law # 7279-17 and # 7305-17 are hereby repealed.

Section 12 – Effective Date

This by-law shall come into force and take effect on the passing thereof.

Appendices

Attachment 1

Table for Determining Majority Vote and Two-Thirds Vote

By-law read and passed this 11th day of December, 2018.

Original Approved and Signed _____

Don Mitchell, Mayor

Original Approved and Signed _____

Christopher Harris, Town Clerk

Attachment 1 to By-law 7462-18

Table for Determining Majority Vote and Two-Thirds Vote

Number of Votes Cast	Majority Vote	Two-Thirds Vote
1	1	1
2	2	2
3	2	2
4	3	3
5	3	4
6	4	4
7	4	5
8	5	6
9	5	6
10	6	7
11	6	8
12	7	8
13	7	9
14	8	10
15	8	10