

TOWN OF MARSHALL

POLICY

Title: Council Meeting Procedure

EFFECTIVE DATE: October 13, 2015

AMENDED:

POLICY STATEMENT:

And whereas order needs to be observed at a Council meeting at all times by members of Council and spectators.

Therefore, be it resolved that delegations wishing to address the Council of the Town of Marshall contact the Administrator before 5:00 p.m. one week prior to a regular meeting of Council to have his/her name added to the agenda and state his/her topic of discussion.

And be it resolved that any person wishing to address the Council of the Town of Marshall shall speak only to the topic advised in advanced, unless otherwise permitted by the Mayor.

And be it resolved that any person(s) wishing to address the Council of the Town of Marshall without his/her name on the agenda shall speak only if permitted by the Mayor and will have 2 (two) minutes to ask his/her question or present his/her concern. At the discretion of the Mayor, Council may choose to a) respond or b) take such concern under advisement and/ follow up with the question(s) at a later time but not after the next regular meeting of Council.

And be it resolved that improper behaviour will result in expulsion from the Council Chambers per subsection 119(3) of *The Municipalities Act*. Improper behaviour is defined as addressing a member of Council or Administration of the Town of Marshall without permission of the Mayor and/or out of turn on the agenda, discussions amongst spectators, crude language, and a Council member who address spectators, violence or any other act deemed improper by the Mayor.

Purpose:

Main objective of parliamentary procedure rules are to guard against hasty, ill-considered actions and to give each member an equal right to be heard, to determine the will of the majority and protect the rights of the minority.

To provide orderly conduct during a Council meeting.

Definitions: