

RULES OF PROCEDURE

Town Council of Main Brook

Authority: Adopted pursuant to **Section 24** of the *Towns and Local Service Districts Act* and compliant with the *Town Council Meetings Rules of Procedure Regulations* (NLR 92/24).

1. DEFINITIONS

1.1 **"Act"** means the *Towns and Local Service Districts Act*.

1.2 **"Chair"** means the Presiding Officer (Mayor, Deputy Mayor, or acting Councillor).

1.3 **"Member"** means a Councillor of the Town.

1.4 **"Public"** includes residents, media, and non-residents.

2. MEETINGS

2.1 **Regular Meetings:** Shall be held on the third Monday of each month at 6:00PM at the Town Office.

2.2 **Special Meetings:** May be called by the Mayor or any two Members. Notice must be given to all Members at least 24 hours in advance.

2.3 **Quorum:** A majority of the total number of Councillors is required to conduct business. If no quorum is present within 15 minutes of the start time, the meeting is adjourned.

2.4 **Remote Attendance:** Members may attend via video/audio teleconference, provided they can be heard by all other Members and the Public (unless the meeting is in Closed Session).

3. THE CHAIR (PRESIDING OFFICER)

3.1 The Mayor shall preside. In their absence, the Deputy Mayor. In the absence of both, the Members present shall appoint a Chair.

3.2 The Chair shall maintain order, decide all Points of Order, and ensure these Rules are obeyed.

3.3 The Chair may speak on any issue and vote on all questions.

4. ORDER OF BUSINESS

4.1 The Agenda shall be prepared by the Clerk/Manager.

4.2 The Standard Order shall be:

1. Call to Order
2. Adoption of Minutes
3. Business Arising from Minutes
4. Delegations (Must be pre-registered 48 hours in advance)
5. Committee Reports
6. New Business

7. Finances / Bills
8. Public Question Period (Optional - see Section 8)
9. Adjournment

5. CONDUCT OF MEMBERS (Councillors)

5.1 **Recognition:** Members must address the Chair.

5.2 **Relevance:** Members must speak only to the Motion on the floor.

5.3 **Conflict of Interest:** Pursuant to the *Municipal Conduct Act*:

- A Member with a pecuniary interest must disclose it immediately, leave the room (or disconnect), and not vote or participate.
- A Member with a non-pecuniary interest (bias) must disclose it.

5.4 **Voting:** All Members present must vote unless prohibited by the *Municipal Conduct Act*. No secret ballots are permitted. A tie vote means the Motion is defeated.

6. CONDUCT OF THE PUBLIC

6.1 **Right to Attend:** The public has a right to observe Regular Meetings, but no right to speak or interrupt unless recognized by the Chair or as a pre-registered Delegation.

6.2 **Decorum:** Members of the public shall not:

- Shout, use profanity, use offensive language, or conduct themselves in any other ways deemed disruptive by Council.
- Approach the Council table without permission.
- Interrupt a Member who is speaking.
- Display signs or placards that obstruct view or safety.

7. REMOVAL OF DISRUPTIVE PERSONS (The "Three Strike" Rule)

Pursuant to the Chair's authority to maintain order:

7.1 **Strike 1 (Warning):** If a member of the public breaches Section 6.2, the Chair shall interrupt the proceedings and issue a verbal warning: *"You are disrupting the business of Council. Please cease this behavior immediately or you will be asked to leave."*

7.2 **Strike 2 (Final Warning):** If the behavior continues or repeats, the Chair shall issue a final warning: *"This is your final warning. If you disrupt this meeting again, you will be ordered to vacate the Chambers."*

7.3 **Strike 3 (Ejection):** Upon a third disruption, the Chair shall state: *"I am ordering you to leave this meeting immediately due to your disorderly conduct."*

7.4 **Refusal to Vacate:** If the individual refuses to leave after the Strike 3 order:

- (a) The Chair shall immediately ADJOURN the meeting.
- (b) Council Members and Staff shall vacate the building.

(c) The Town Manager/Clerk or Mayor shall contact law enforcement (RCMP/RNC) to remove the individual(s) for Trespassing.

(d) The meeting shall be rescheduled.

8. PUBLIC QUESTION PERIOD (Strictly Controlled)

8.1 Limited to a maximum of 15 minutes total at the end of the meeting.

8.2 Limited to 3 minutes per speaker.

8.3 Questions must relate to items on the current Agenda only.

8.4 The Chair may cut off any speaker who engages in personal attacks or debates rather than asking a question.

9. PRIVILEGED MEETINGS (Closed Session)

9.1 Council may close the meeting to the public only to discuss matters protected under the *Access to Information and Protection of Privacy Act, 2015* (e.g., legal advice, personnel/HR, land negotiations).

9.2 No formal votes/decisions may be made in a closed session. Council must return to the public session to ratify decisions.

10. SUSPENSION OF RULES

10.1 These rules may be temporarily suspended by a unanimous vote of all Members present, except for rules mandated by Statute (Voting, Quorum, Conflict of Interest).

Motion to Adopt

"BE IT RESOLVED that, pursuant to **Section 24 of the *Towns and Local Service Districts Act*** and the ***Town Council Meetings Rules of Procedure Regulations (NLR 92/24)***, the Council of the Town of Main Brook hereby:

1. **REPEALS** any and all previous Rules of Procedure or Meeting By-laws previously adopted by this Council; and
2. **ADOPTS** the document titled '**Rules of Procedure – Town of Main Brook (2026)**' as presented, to have immediate force and effect for the governance of all Council proceedings."