

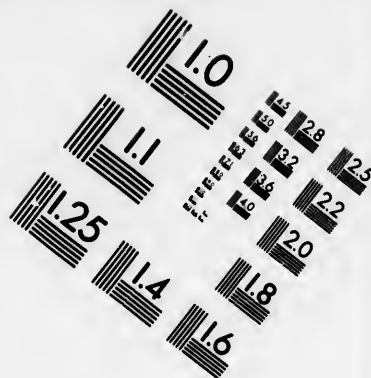
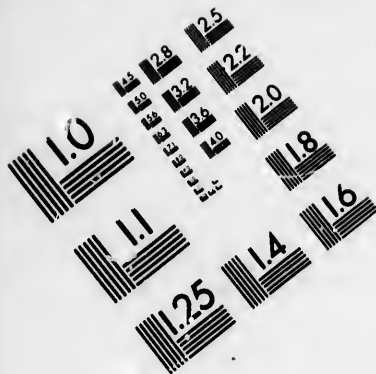
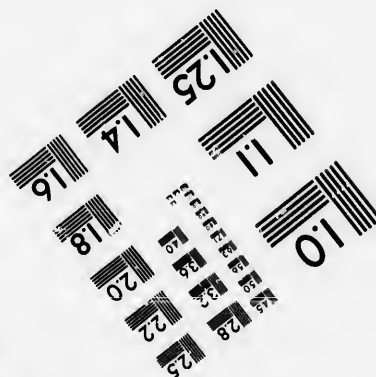
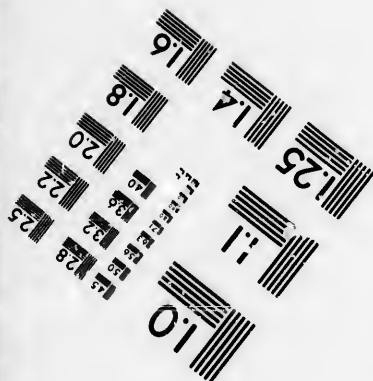
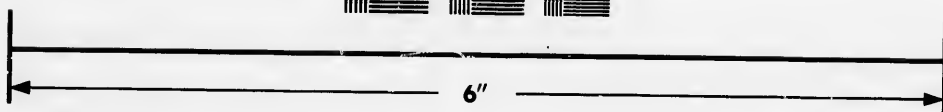
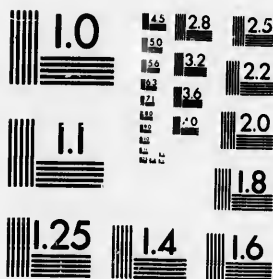


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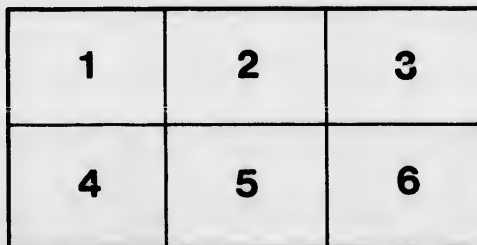
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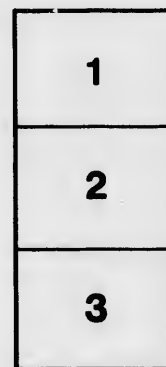
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RULES & REGULATIONS

OF THE

MUNICIPAL COUNCIL

OF THE

United Counties of Lanark and Renfrew.

MEETINGS AND ADJOURNMENTS.

RULE 1ST. As soon after the hour of Meeting as there shall be a Quorum present, agreeable to the Statute, the Warden (or in his absence one of the Councillors, to be appointed temporary Chairman) shall take the chair, and call the Councillors to order.

2ND. The hour of meeting, on the first day of each Session, shall be 10 o'clock in the forenoon; and for every other day or sitting, in the Session, such hour shall be regulated at the previous adjournment.

3RD. Should an adjournment be necessary for want of a Quorum, the Warden shall name the next hour of meeting.

4TH. Whenever an adjournment shall have been moved and carried, the Councillors shall keep their seats until the Warden leave the Chair.

MINUTES AND ORDER OF PROCEEDING.

RULE 5TH. The order of proceeding shall be,

1ST. Reading minutes.

2ND. Reading of original Communications and Petitions.

3RD. Notices of the intention of Councillors to introduce By-laws, Motions or Resolutions.

4TH. Reading of Reports.

5TH. Reading of By-laws.

6TH. Unfinished business of preceding day.

7TH. Special orders of the day.

WARDEN.

RULE 6TH. The Warden shall preserve order and decorum, and speak upon and decide questions of order, subject to an appeal to the Council, on motion of any member of the Council, regularly seconded;

He shall sign the minutes, after they have been approved of by the Council;

He shall not take part in any debate or vote, unless the Council be equally divided, in which case he may state facts, and give his reason for voting;

And when called upon to decide a point or Order or Practice, he shall state the Rule applicable to the case.

COUNCILLORS.

7TH. Every Councillor, previous to his speaking, shall rise from his seat uncovered, (except Quakers,) and respectfully address himself to the Warden.

8TH. In speaking every Councillor shall confine himself to the Question under discussion, and shall avoid all personality.

9TH. When two or more Councillors rise at the same time, the Warden shall name the Councillor who is to speak first.

10TH. Every Councillor who shall be present when a question is put, shall vote thereon unless excused by the Council.

11TH. When the Warden shall be putting a question, no Councillor shall walk out of or across the room, nor interrupt another Councillor when speaking, nor hold discourse which may interrupt him, nor pass between a speaker and the Chair.

12TH. When a Councillor is called to order, he shall immediately take his seat, unless permitted to explain; and should the Council be appealed to, they shall decide on the case.

13TH. Any Councillor may of right, require the Question or Motion in discussion to read for his information, but not so as to interrupt the Councillor speaking.

14TH. No Councillor shall speak more than twice on the same question, except such speaker as shall have been permitted to explain and the mover, who shall have the right of reply.

15TH. When any Councillor shall violate any of the rules and orders of the Council, and the Council shall have determined that he have so transgressed, he shall not be allowed to speak during the discussion, except to explain and apologize.

MOTIONS AND QUESTIONS.

16TH. Motions and questions, shall be put by the Warden.

17TH. All motions, (except for adjournment and the adoption of reports), shall be in writing, with the names of the mover and seconder written thereon.

18TH. After a motion is read by the Warden, it shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment with permission of the Council.

19TH. When a motion shall have been made and carried, either in the affirmative or negative, it shall be in order, at any time during the Session, to move for a reconsideration, which motion, if second-

ed, shall be open to debate and be disposed of by the Council; and the reconsideration shall take place at not less than twenty four hours afterwards.

20TH. When a question shall have been moved and seconded, no other motion shall be received, except a motion to amend, to postpone or to adjourn.

21ST. When a motion to amend shall have been made, it shall take precedence of the original motion.

22ND. A motion to adjourn shall be always in order.

COMMITTEES.

23RD. This Council may at any time resolve itself into a Committee of the whole.

24TH. No special or standing Committee shall consist of less than three or more than five.

25TH. The Warden shall name the Chairman of the Committee of the whole.

26TH. A majority of the whole number of any Committee shall be a quorum competent to proceed to business.

27TH. Committees appointed to report upon any subject referred to them by the Council, shall report a statement of facts, and their opinion thereon, in writing; and no report shall be received unless agreed to in Committee actually assembled, and signed by a majority of the whole number of such Committee.

28TH. Every Councillor who shall have introduced any By-law, Petition or Motion upon any subject which may be referred to a committee, shall be one of the Committee, without being specially named; but in no case shall a Councillor moving the reference be considered as one of the Committee, without being named by the Council, unless the matter referred to shall have been introduced by him.

29TH. Every motion shall be read by the mover thereof, and every By-law or Report shall be read by the introducer thereof, before they be received by this Council.

BY-LAWS.

30TH. One day's notice shall always be given of the intention to introduce or amend a By-law.

31ST. When any By-law shall have been read, the Clerk shall certify the number of the readings and the time on the back thereof.

32ND. Every By-law shall be read three times before it pass; and when passed, it shall be signed by the Warden.

33RD. The second and third reading of a By-law shall not take place at the sitting at which the By-law shall have been introduced.

PETITIONS.

34TH. Every petition must be introduced by a Councillor, who must sign his name on the back thereof.

ORDERS OF THE DAY.

35TH. All orders of the day, which, by reason of any adjournment, shall not have been proceeded upon, shall be postponed till its proper place in the order of proceedings, as laid down in the 5th rule of this Council.

36TH. Whenever any item on the order of the day shall be called, and the Councillor who introduced the same, shall not be prepared to proceed thereon, the said item shall be placed at the foot of the special orders for next day or sitting.

YEAS AND NAYS.

37TH. Upon a division in the Council, the names of those who vote for, and of those who vote against the Question, shall be entered upon the Minutes, if two Members require it.

38TH. That in voting the Yeas do rise in their place and the Nays continue to sit.

STANDING COMMITTEES.

39TH. The Standing Committees shall consist of a Committee on Roads and Bridges, a Committee on Finance and Accounts, and a Committee on Education.

40TH. All standing Committees shall be appointed in manner following. Each Councillor shall write, or get the Clerk to write on a slip of paper, the names of as many members as are to form such Committee, and deliver the same to the Clerk, who shall thereupon examine the said lists, and Report to the Warden, for information of the Council, who have the most votes in their favor; and if any difficulty should arise by two or more having an equal number of votes, the sense of the Council as to the preference shall be again taken by ballot.

TEMPORARY CHAIRMAN.

41ST. Rules applicable to the Warden shall, in his absence apply to the Temporary Chairman.

SUSPENDING AND ALTERING RULES.

42ND. For the expediting of business, any Rule of this Council, may be temporarily suspended; but no Rule or order thereof shall be repealed or amended, unless notice shall have been given at least one day previous to the moving therefor, nor unless the Council shall concur in such motion.

43RD. In cases not provided for by the Rules, the Warden shall decide, subject to an appeal to the Council.

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