

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

**BY-LAW NO. 2019-15**

**“BEING A BY-LAW TO GOVERN THE PROCEEDINGS  
OF COUNCIL AND COMMITTEES OF COUNCIL”**

**WHEREAS** pursuant to Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, every Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings,

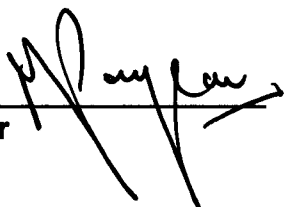
**NOW THEREFORE** be it enacted that:

1. The rules and regulations contained in this by-law as set out in Schedule 'A' attached hereto and forming part of this by-law, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof. The Clerk shall ensure that a copy of this procedural by-law shall be available at every Council meeting.
2. This by-law shall come into force and effect upon the date of enactment.
3. By-law 2017-51 of the Corporation of the Township of Edwardsburgh/ Cardinal is hereby repealed.

Read a first and second time in open Council this 25<sup>th</sup> day of March, 2019.

Read a third and final time, passed, signed and sealed in open Council this 22<sup>nd</sup> day of April, 2019.

\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Deputy Clerk



**Schedule A**  
**By-law 2019 - 15**

**DEFINITIONS**

1. In this by-law
  - (a) "Chair" and "Presiding Officer" can be used interchangeably to mean the individual conducting a meeting.
  - (b) "Chief Administrative Officer" means the individual appointed by Council who is responsible for exercising general control and management of the affairs of the municipality, as outlined in *Section 229 of the Municipal Act, 2001 (SO 2001, c. 25)* and who's authority is further defined by the delegation of authority bylaw as adopted by Council from time-to-time.
  - (c) "Chief Administrative Officer/Clerk (CAO/Clerk)" means the individual appointed to exercise the duties of both the Chief Administrative Officer and the Clerk under the approved management structure of the municipality.
  - (d) "Chief Executive Officer" means the Head of Council.
  - (e) "Clerk" means the individual appointed to perform the statutory duties outlined in *Section 228 of the Municipal Act, 2001 (SO 2001, c. 25)*, or in the absence of the CAO/Clerk, the Deputy Clerk, of the Township of Edwardsburgh/ Cardinal.
  - (f) "Committee" means any committee, sub-committee, advisory committee, or ad hoc committee established by the Council of the Township of Edwardsburgh/Cardinal.
  - (g) "Committee of the Whole" shall be any committee comprised of all members of Council.
  - (h) "Council" means the Council of the Township of Edwardsburgh/ Cardinal.
  - (i) "Councillor" means a member of Council other than the Mayor or Deputy Mayor.
  - (j) "Deputy Mayor" is the member of Council who has been elected to act in the absence of the Mayor.
  - (k) "Head of Council" means the Mayor.
  - (l) "Improper Conduct" means any conduct which causes disruption of a meeting.
  - (m) "Inaugural Meeting" is the first meeting of a newly elected Council following each quadrennial election or any by-election.
  - (n) "In Camera" is a meeting closed to the public to allow Council or Committee to consider business that, in accordance with the *Municipal Act*, may be kept confidential.
  - (o) "Mayor" means Head of Council
  - (p) "Meeting" means any regular, special or other meeting of a council, of a local board, or of a committee of either of them where,
    - i) A quorum of members is present, and
    - ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

- ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
  
- (q) "Motion" is a formal proposal put to Council by an individual member.
- (r) "Municipal Act" means the *Municipal Act, 2001 (SO 2001, c.25)* and its regulations as amended.
- (s) "Notice of Motion" means a written notice, including the name of the mover, the purpose of the motion, the date and such other information as may be required, advising Council or Committee that the motion described therein will be brought forward at the subsequent Council or Committee meeting.
- (t) "Pecuniary Interest" means relating to or connected with money, pursuant to the *Municipal Conflict of Interest Act, RSO 1990, c.M.50* as amended.
- (u) "Quorum" shall be a majority of the total number of the Voting Members of the Council or Committee.
- (v) "Recorded Vote" means the recording of the name and vote of every member on any motion or question at any Member's request that the vote be recorded.
- (w) "Rules of Order" shall be the rules to regulate debate and the conduct of members of Council, staff and public during an actual meeting of the Council or Committee. Where this by-law is silent on a matter of procedure, Robert's Rules of Order will apply.
- (x) "Special Meeting" is a meeting called by the Mayor or a majority of members of Council for any purpose in accordance with the Township of Edwardsburgh/Cardinal's notice policy.
- (y) "Township" means the Corporation of the Township of Edwardsburgh/Cardinal and includes its geographical area.
- (z) "Ultra vires" means beyond the legal power or authority of the corporation.

### **COUNCIL MEETINGS**

2. The inaugural meeting following each quadrennial election shall be held at the Township Office, Spencerville at 11:00 a.m. on the first business day in December.
3. Council shall meet on the fourth Monday of each month at the hour of 6:30 p.m. In the month of December the regular meeting of Council shall be held on the second Monday of the month. Where the fourth Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.
4. No item of business may be dealt with at a Council Meeting after 10:00 p.m. except by majority vote of all Members present, and providing that quorum can be maintained.
5. Special meetings for any purpose may be called at any time by the Mayor in accordance with the municipality's notice policy.

6. A majority of the members of Council may call a special meeting at any time in accordance with the Municipal Act.
7. Notice of the holding of a special meeting shall be given by the CAO/Clerk to all members by telephone and by e-mail, such notice to specify the date, time and location of such meeting and the object thereof, in accordance with the municipality's notice by-law.
8. As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the Members to order. A majority of the Members of the Council shall constitute a quorum. In the event that there shall be no quorum present within half an hour, the Clerk shall take the names of those present and the meeting shall stand adjourned.
9. The Mayor, or in his/her absence the Deputy Mayor, shall preserve order and decorum. He/she may speak to points of order, and shall decide all questions of order which can be subject to an appeal to the Council on a motion regularly seconded and which must be carried by majority.

#### **ABSENCE OF HEAD OF COUNCIL FROM A COUNCIL MEETING**

10. Subject to the provisions of the Municipal Act, and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Deputy Mayor shall act in his/her stead. However, if neither is present the Clerk or Deputy Clerk shall call the Members to order if a quorum is present, and an acting Head of Council shall be appointed from among the Members present by a majority vote and he/she shall preside until the arrival of the Head of Council, and while so presiding the acting Head of Council shall have all the powers of the Head of Council.

#### **CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL**

11. 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 meeting to order,
  - (b) to ensure that each member of Council has received a copy of the Agenda for the meeting,
  - (c) to receive and submit, in the proper manner, all motions presented to the Members of Council,
  - (d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of 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, within the Rules of Order, when engaged in debate.
  - (g) to enforce on all occasions the observance of order and decorum among the Members, in accordance with the established code of conduct for Council.
  - (h) to call by name any Council Member persisting in breach of the Rules of Order of the Council, and to order him/her to vacate the Council Chamber, and if necessary to exercise his/her authority to adjourn the meeting.

- (i) to receive all messages and other communications and announce or cause them to be announced to the Council.
- (j) to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council.
- (k) to inform the Council, when necessary, or when referred to for the purpose, on a point of order or usage.
- (l) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
- (m) to record the vote of each member present when any member requests that the vote be recorded. The request must be made immediately prior to the taking of the vote. When a recorded vote is taken, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly. Any failure to vote by a member who is not disqualified shall be deemed to be a negative vote. The CAO/Clerk shall record each vote in minutes.
- (n) to adjourn the meeting when the business is concluded.
- (o) to adjourn the meeting without a vote in the case of grave disorder arising in the Council Chamber.

#### **COUNCIL AGENDA**

- 12. The agenda for a meeting of Council shall be drafted by the CAO/Clerk under the direction of the Mayor.
- 13. The Mayor shall ensure that all agendas are balanced and organized and may stand down an agenda item if he/she feels it is appropriate to do so.
- 14. The CAO/Clerk shall have an agenda prepared and printed for the use of the Members at the regular meetings of Council and cause such agenda and background materials to be delivered to the members not less than three (3) days before the meeting.
- 15. Items may be added to the agenda which arise between preparation of the agenda package and the meeting date if approved by the Mayor prior to the commencement of the meeting and approved as an amendment to the agenda by unanimous consent of Council during the course of the meeting.
- 16. The following shall be the General Order of Business at each Council meeting.
  - 1. Call to Order
  - 2. Approval of Agenda
  - 3. Disclosure of Pecuniary Interest
  - 4. Delegations or Presentations
  - 5. Minutes of the Previous Council Meeting
  - 6. Business Arising from Previous Council Meeting
  - 7. Committee Minutes
  - 8. Action and Information Items from Committees
  - 9. Correspondence
  - 10. Approval of Disbursements
  - 11. By-laws
  - 12. CAO's Administrative Update
  - 13. Councillor Inquiries or Notices of Motion
  - 14. Mayor's Report
  - 15. Question Period
  - 16. In Camera (if required)

17. Confirmation By-law
18. Adjournment

17. If a statutory public meeting is required, and in the opinion of the staff in consultation with the Mayor it can be accommodated prior to a regular meeting of Council or Committee, the regular meeting of Council or Committee will be delayed if necessary.

#### **DELEGATIONS AND PRESENTATIONS**

18. To ensure that Council is aware of public sentiment pertaining to agenda items, delegations will be afforded the opportunity to address Council before decisions are made.
19. Any individual, corporation, organization or group wishing to present an item or viewpoint to Council shall inform the CAO/Clerk in writing. Email or facsimile requests are acceptable, with confirmation of receipt. If the item already appears on the Council agenda, such requests will be accommodated up to and including 4:00 p.m. on the day of the Council meeting. If the item does not appear on the agenda, the delegate may be referred to a later Council or committee meeting.
20. Where a delegation appears before a Committee of Council composed of fewer than three members of Council, that same delegation may appear before Council at a regular Council meeting.
21. Where a delegation appears before Committee of the Whole that same delegation may appear before Council at a regular Council meeting a maximum of one time if they have new or additional information to present.
22. Delegations shall confine their remarks to the stated business, and shall have a maximum of ten (10) minutes to address Council, excluding follow-up questions by members of Council.
23. There shall be a maximum of two spokespersons per delegation, whose combined speaking time shall not exceed ten (10) minutes.
24. Presentations are organized to present information to Council. Where a presentation appears before a Committee, that same presenter may be requested to appear to present to Council at a regular meeting.
25. Where a presentation is made to Council, presenters will be allotted fifteen (15) minutes to make the presentation, excluding follow-up questions by members. Allotted time may be extended upon approval of the Mayor.
26. The CAO/Clerk shall list delegations and presentations in the order which they are received. Not more than three delegations or presentations in each Council or Committee meeting shall be booked. The Mayor, with the support of Council, may accommodate additional delegations prior to approval of agenda.

#### **MINUTES**

27. Minutes shall record:
  - (a) the place, date and time of meeting;
  - (b) the names of the Presiding Officer or Officers and record of attendance of the Members;
  - (c) the reading, if requested, correction if necessary, and adoption of the minutes of previous meetings; and

- (d) all other proceedings of the meeting without note or comment.
28. It shall be the duty of the CAO/Clerk to ensure that the minutes of the last regular meeting and the minutes of all special and committee meetings held more than five (5) days prior to a regular meeting are made available to each member of Council, not less than three (3) days before the hour appointed for the regular meeting.

### **MOTIONS**

29. A motion must be formally seconded before the Presiding Officer can put the question.
30. When a motion is passed it becomes a resolution.
31. A Council member may bring a motion forward under Council Inquiries/Notices of Motion in respect of an emergency, time sensitive (as determined by the Chair), congratulatory or condolence nature, or any other matter.
32. The Council Member introducing the notice of motion must indicate at which Committee or Council meeting the motion is to be discussed.
33. Motions must be presented in writing; however, those motions in the following section may be presented orally. It is not necessary for the motion to be in the handwriting of the mover.
34. The following matters and motions may be introduced orally and without written notice and without leave, except as otherwise provided in the Rules of Order.
- (a) a point of order or of personal privilege
  - (b) to "defer"
  - (c) to postpone indefinitely or to a day certain
  - (d) to move the previous question
  - (e) to refer to a Committee
35. A motion in respect of a matter beyond the jurisdiction of the Council shall not be in order and shall be considered to be "ultra vires".
36. After a motion is read or stated it shall be deemed to be in possession of the Council but may, with the permission of the mover and seconder, be withdrawn at any time before decision or amendment.
37. A motion properly before the Council for decision must receive disposition before any other motion can be received, except motions to amend the main motion or in respect of matters listed in Section 34.
38. A motion called in the order in which it stands upon the agenda of a meeting, and which is not decided by Council, shall be allowed to stand, retaining its precedence upon the agenda of the next regular meeting of the Council.
39. At any time during debate on a motion, or an amendment to a motion, a motion may be made to refer the matter under discussion to a Committee of Council. If the motion to refer is passed, there will be no further action on the main motion or amendment, until the Committee concerned has made its recommendation to Council.

### **APPROVAL OF DISBURSEMENTS**

40. All accounts submitted for payment must be approved by Council prior to release of funds. Payments for budgeted items to a maximum of \$10,000 may be paid forthwith for emergency purposes or to avoid interest charges.

41. The Treasurer shall provide a list of all accounts to be paid to Council for review and approval prior to the release of funds, together with a list of those accounts paid in accordance with section 40 above.

#### **READING OF BY-LAWS AND PROCEEDINGS THEREUPON**

42. 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.
43. Every by-law shall have three readings prior to it being passed.
44. Unless otherwise provided, the confirmation bylaw shall receive all three (3) readings at the same time during the same meeting.
45. "Reading" in its present usage means "stage of consideration" and does not mean actual reading aloud.
46. The first reading of a by-law shall be decided without amendment or debate. It indicates approval of placing the matter before Council (introduction).
47. The second reading of a by-law indicates approval in principal of the proposed by-law.
48. First and second reading of any by-law may be held at the same meeting of Council and may be considered on the same motion.
49. If no amendments are proposed following first and second reading of a by-law and it has received unanimous support, said by-law may be given third and final reading at the same meeting as first and second reading.
50. If Council determines that a by-law is to be considered in Committee it shall be so considered after second reading and before third reading.
51. If a Committee is used for discussion of a by-law, then any changes to the by-law recommended by the Committee shall be reported by the Chairperson of the Committee to Council. After the report has been received by Council the by-law shall be open to debate and amendment before it is ordered for third reading.
52. The CAO/Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
53. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the CAO/Clerk and the Presiding Officer and shall be deposited by the CAO/Clerk in his/her office for safekeeping.

#### **COUNCIL INQUIRIES/NOTICES OF MOTION**

54. Any member of Council may request follow-up information of any nature or give notice of a motion to be brought forward at the next regular Council meeting.
55. Specifics regarding names and addresses related to by-law enforcement or animal control issues will not be discussed in open session.

#### **QUESTION PERIOD**



56. Persons in the gallery or media representatives may ask questions for clarification with respect to items on the agenda as approved by Council. Each individual present shall be afforded time to ask one question during question period, but may also follow up with staff or the Mayor for additional information after the meeting. A maximum of twenty (20) minutes in total shall be allowed for question period.
57. Questions shall be directed to the Chair.
58. The Chair may terminate question period at any time, if he/she deems it necessary.

#### **RECONSIDERATION**

59. A resolution may be reconsidered, if during the Council Inquiries/Notices of Motion portion of the meeting at which it was passed, any Member who voted on the resolution gives notice that he/she will introduce a motion for reconsideration at the first regular meeting held thereafter. Such notice shall include reasons for so doing.
60. If such notice of reconsideration is given no action shall be taken to carry into effect the main motion until after the motion to reconsider has been disposed of and no further discussion shall take place at the current meeting on the matter of the main motion or on the notice of reconsideration
61. Other than under a notice of reconsideration, no motion shall be considered more than once.
62. No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.

#### **UNFINISHED BUSINESS**

63. The items listed in the order of the topics set out in the agenda, as amended, if the case may be, if not disposed of by Council before the end of the meeting shall be noted and brought forward on each subsequent agenda until disposed of by Council, or removed from the agenda by a majority vote of the Council.

#### **OTHER FINANCIAL REPORTING**

64. The Treasurer will submit quarterly budget-to-actual summaries to Administration/Finance Committee of the Whole within 30 days of the end of the quarter
65. In the event that the annual budget has not yet been approved, municipal accounts can be processed provided that the expenses are comparable with the previous year's budget authority.

#### **RULES OF DEBATE**

66. Robert's Rules of Order shall be followed at all Council and Committee of the Whole meetings.
67. The Presiding Officer may at any time state relevant facts and his/her position on any matter without leave.
68. The presiding officer may not move a motion without first taking leave of the chair.
69. No Member, without leave of the Council, shall speak on the same question, or in reply, for longer than ten minutes, with an additional five minute rebuttal period.

70. Where a Member considers that his/her integrity or the integrity of the Council as a whole has been questioned, he/she may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

#### **CONDUCT OF MEMBERS OF COUNCIL**

71. The Mayor, as the Head of Council is Chief Executive Officer of the Township is elected to ensure, to the best of his/her ability, that the roles prescribed by the *Municipal Act, SO 2001*, as amended are adhered to and followed.
72. The Deputy Mayor, shall act as the Head of Council to the best of his/her ability in place of the Mayor where the Mayor is unable to act.
73. Councillors are elected to represent their respective wards to the best of their ability and shall act to the best of their ability to ensure that all aspects of the Township are considered in deliberation.
74. All members shall be respectful of each other, staff and the general public while fulfilling their roles.
75. No member shall speak disrespectfully of the Reigning Sovereign, or of any member of the Royal family, or of the Governor General, or the Lieutenant Governors, Provincial Parties or Leaders, Federal Parties or Leaders or of their representatives.
76. No member shall speak disrespectfully, use offensive words, language or gestures.
77. No member shall speak on any subject other than the subject under debate at any meeting.
78. No member shall disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the final interpretation of the rules of the Council;
79. Where a matter has been discussed in camera, and where the matter remains confidential, no member shall disclose the content of the matter or the substance of the deliberations of the in camera session.
80. No member shall exhibit any improper conduct over the course of any meeting.

#### **PENALTIES FOR MISCONDUCT**

81. Where a member has been called to order by the Presiding Officer for failing to observe the rules of conduct and persisting such conduct, the Presiding Officer may put the question, "that (Name of Council or Committee Member) be ordered to leave his/her seat for the duration of the meeting". However, if the Member apologizes and regains proper conduct he/she, by majority vote, will be permitted to retake his/her seat.
82. Where a Member has been permitted to retake his/her seat and improper behaviour is resumed by said Member, he/she will be ordered to leave the meeting by the Presiding Officer. No further opportunity to remain will be extended.

#### **CONDUCT OF MEMBERS OF PUBLIC**

83. Where a delegate, presenter or other member of the public behaves in a manner deemed to be improper conduct, he/she will be asked to leave the

meeting. However, if the individual apologizes and regains proper conduct he/she, with the permission of the Presiding Officer, will be permitted to remain at the meeting.

## **COMMITTEE MEETINGS**

### **IN GENERAL**

84. Committees shall generally be governed by Proceedings of Council as established herein. Further terms of reference may be established by by-law from time-to-time.
85. There shall be five types of Committee meetings:
  - (a) Committees of the Whole
  - (b) Committees of all members of Council with citizen volunteers
  - (c) Committees of a majority of members of Council with citizen volunteers
  - (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership.
  - (e) Ad hoc committees
86. (a) Committees of the Whole are meetings where the whole of Council is listed as members and are generally to be conducted in a manner similar to Council meetings. The CAO/Clerk or Deputy Clerk is required to be present.
87. (b) Committees of all members of Council plus citizen volunteers may include, but are not limited to, matters involving Administration, Finance, Public Works, Environmental Services and Recreation Facilities. The meetings are generally to be conducted in a manner similar to Council meetings. Citizen volunteers shall declare an oath of confidentiality in order to be included when matters are discussed in camera, and where the matter remains confidential in nature. The CAO/Clerk or Deputy Clerk are required and other senior staff may be required to be present.
88. (c) Committees of a majority of members of Council shall be generally conducted in a manner similar to Council. Matters to be considered may include, but are not limited to Land Use Planning, Economic Development and Recreation Programming. The CAO/Clerk or Deputy Clerk are required and one other staff member may be required to be present.
89. (d) Committees of a minority of members of Council plus citizen volunteers to constitute membership may be conducted in an open discussion forum or in a manner similar to a Council meeting, as determined by the Presiding Officer. Such committees may include matters involving recreation programming, citizen concerns, public libraries, etc. The majority of representation shall be non-elected citizens. No staff resources are required.
90. (e) Ad Hoc Committees may be established from time-to-time to address specific matters. The Mayor and/or Council shall appoint members and set the terms of reference for such Committees by resolution.
91. All committees shall make recommendations to Council by way of motions brought forward by Committee members and duly voted upon.
92. Council shall, at the start of their term, establish or confirm Committees of Council and their terms of reference, as well as the nature and number of members, by by-law.

### **COMMITTEE PROCEEDINGS**

93. The Presiding Officer shall call the meeting to order, ensure that all members have copies of an agenda and/or supporting information, adjourn the meeting

if unruly, or request individuals behaving in an unorderly or rude member to leave the meeting place, in accordance with sections 70 through 82 above.

94. Where a Committee is comprised of a minority of members of Council, quorum is not required for discussion to take place; however, quorum is required for votes to be called on recommendations to Council.
95. Where Committee is comprised of three or more elected members of Council, the Committee shall be served by appointed staff in accordance with the *Municipal Act, SO 2001* as amended.
96. Minutes of Committees shall record:
- The place, date and time of the meeting;
  - The names of the presiding officer and those voting and non-voting persons in attendance;
  - A synopsis of discussion, without mention of names associated with the opinions offered;
  - Motions and/or recommendations duly moved, seconded and voted upon;
  - The reading, correction and approval of previous meeting minutes;
  - All other proceedings without note or comment.
97. The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend, participate and vote at the meeting, but not forming part of the quorum.

## **GENERAL PROVISIONS**

### **RECORDING OF COUNCIL OR COMMITTEE SESSIONS**

98. The recording or live-streaming of meetings is permitted by members of the public, media, and staff.

### **AMENDMENT**

99. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council without notice of proposed amendment or repeal having been given at a previous regular meeting of the Council, and the waiving of this notice by the Council is prohibited.

### **AUTHORITY**

100. Roberts – “Rules of Order” shall be the final authority for any rules governing business procedures not covered in this by-law.
101. Any procedure required by this by-law may be temporarily suspended with the consent of a majority of the Council present.

### **NOTICE**

102. Notice of meetings will be provided to the public via the municipal website.

### **ABSENCE OF HEAD OF COUNCIL FROM THE MUNICIPALITY**

103. In the case of the absence of the Mayor from the Municipality, or if he/she is absent through illness, or he/she refuses to act, or his/her office is vacant, the Deputy Mayor will act in his/her place. However, if both are absent, a Councillor shall be appointed by the majority of members present to act from time to time in the place and stead of the Head of the Council and he/she shall have all the rights, powers and authority of the Head of Council, while so acting. This does not extend to membership on Counties Council.

**PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)**

104. 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 and dated by at least one person and filed with the CAO/Clerk.
105. Every communication received by the CAO/Clerk shall be forwarded to members of Council on a weekly basis.
106. Any member of Council may request that the CAO/Clerk bring forward any communication to a Committee or Council meeting for debate or direction.