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**HAMLET OF NAUJAAT
BYLAW # 214**

A Bylaw of the Hamlet of Naujaat in the Nunavut Territory to regulate the proceedings of the Council of the Hamlet of Naujaat and its committees pursuant to section 29 of the Hamlets Act, R.S.N.W.T., 1988, c.H-1 as amended by S. Nu. 2003, c3.

WHEREAS, the Hamlets Act requires that every Council shall make rules respecting the procedures of Council;

NOW THEREFORE, THE COUNCIL OF THE HAMLET OF NAUJAAT, at a duly assembled meeting enact as follows:

PART I – GENERAL

Short Title

1. This Bylaw may be cited as the **“Council Procedures By-law”**.

Interpretation

2. In this by-law;
- | | |
|------------------------------|--|
| (a) “agenda” | means the agenda for a regular or special meeting of Council, or committee of the whole prepared by the Senior Administrative Officer; |
| (b) “chairperson” | means the person presiding at a meeting of council Or committee |
| (c) “committee” | means a committee of council but does not include The committee of the whole; |
| (d) “committee of the whole” | means all members present at a meeting of the Council sitting as a committee; |

- (e) "Hamlet" means the Hamlet of Naujaat;
- (f) "Council" means the Council of the Hamlet;
- (g) "Council Member" means a member of Council;
- (h) "Councillor" means any member of Council other than the Mayor
- (i) "Mayor" means the Mayor of the Hamlet of Naujaat;
- (j) "tabling motion" means a motion that postpones a question for the Time being, to be decided forthwith without debate Or amendment;
- (k) "quorum" means a majority of members of the whole Council Including the Mayor;
- (l) "in-camera" means a private or to the exclusion of the general Public; and
- (m) "SAO" means the Senior Administrative Officer of the Hamlet of Naujaat appointed by the Council under Section 44 of the Hamlets Act.

PART II – MEETINGS

Regular Meetings

3. The Council shall hold one regular meeting a month at such time and place fixed by resolution at the conclusion of each meeting.
4. The SAO shall ensure that each Council member us prepared for a regular meeting, either by delivering or having information packages available for pick up at the Hamlet office which contains the agenda and all relevant material that is needed to conduct the meeting, at least forty eight (48) hours prior to the start of the meeting.
5. Any member of Council refusing or neglecting to attend three consecutive regular meetings of Council shall be deemed to have resigned as a member of Council unless they have received permission to absent themselves from the Council, by a majority vote of the Council at a regular meeting, for a period not exceeding six (6) months.

Procedures

6. If a quorum is present, the chairperson will take the chair on the hour appointed for the meeting and call for order.

7. In the event that a quorum not be present within thirty (30) minutes of the time appointed for the meeting, the SAO shall take down the names of the members present, and the chairperson shall adjourn the meeting and announce the time and date of the next meeting.

8. In the event that the chairperson does not attend within fifteen (15) minutes , the deputy chairperson shall take the chair and call the meeting to order if a quorum is present.

9. If both the chairperson and deputy chairperson are both absent after the expiry of the fifteen (15) minutes when the meeting was to be held , the councillors shall appoint from amongst themselves an acting chairperson who shall immediately take the chair and call the meeting to order. In the event that the chairperson and deputy chairperson should subsequently arrive at that meeting, the acting chairperson shall vacate the chair and turn it over to the chairperson or deputy chairperson.

10. As soon after the hour of the meeting as there is a quorum present, the chairperson shall take the chair and the members to order.

11. Every member, prior to addressing the council as a whole, shall raise their hand and request to the chairperson to speak.

12. When two or more members address the chairperson at the same time, the chairperson shall name the member who is to speak first however; in the case of any dissatisfaction , the other members may put the question as to which shall be heard.

13. When the chairperson is called on to decide a point of order or practice, they shall do so without comment unless requested to do so.

14. When the chairperson is putting a forward a question, no member shall leave their chair or make any noise or disturbance.

15. When a member is speaking, no other member shall interrupt them except to raise a point of order.

16. A member called to order shall immediately cease speaking, but may afterwards be permitted by the chairperson to explain, and the council if appealed to, shall decide on the case without debate. If there is no appeal, the decision of the chairperson shall be final.

17. Discussion shall be limited to the question in debate.

18. Any member may require the question or motion under discussion to be read for their information at any time during the debate but not so as to interrupt a member while speaking.

19. No member other than the one proposing a question or motion shall speak more than once on the same question without leave of the council except in explanation of a material part of their speech which may have been misunderstood, but they are not to introduce a new matter.

20. No member shall answer to the question or in reply for longer than five (5) minutes with leave of the council

21. No motion shall be debated or put forward unless it is seconded.

22. A motion that has been read may be withdrawn at any time before a decision or amendment with the permission of the mover and seconder.

23. A motion to adjourn the council or adjourn the debate shall be in order except: when a member is in possession of the floor, when a vote has been called for, when the members are voting, when it has been decided that the previous question shall now be put, and in the committee of the whole.

24. Immediately before putting the question forward, the chairperson shall have the privilege of summarizing the debate, but no new matter shall be introduced.

25. The order of the day, unless otherwise determined by the chairperson, shall be as follows:

- 1) Call to Order / Prayer
- 2) Approval of Agenda
- 3) Conflict of Interest
- 4) Delegates
- 5) Approval of Minutes
- 6) Committee Reports
- 7) New Business
- 8) Old Business
- 9) Mayors Report
- 10) SAO Report
- 11) Other Business – additions to agenda
- 12) Correspondence
- 13) Agenda Items for Next Meeting
- 14) Date of Next Meeting
- 15) Adjournment

26. Each delegate presenting shall be approved in advance by the Mayor and SAO and will be allowed no more than fifteen (15) minutes to give their presentation unless they

receive permission from the chairperson to extend the time and shall not exceed thirty (30) minutes total without agreement of council to further extend the session.

27. The Council will then either table discussion brought forward by the delegate or discuss it in the presence of the delegate. The discussion will not exceed fifteen (15) minutes. In the event that further discussion is needed before a decision is made, the item will then be tabled until the next meeting.

Conflict of Interest Guidelines

28. In addition to the provisions of the **Conflict of Interest Act R.S.N.W.T, 1988, c.C-16**, the following rule will apply in the event that a council member declares conflict of interest:

(a) A council member will leave the room when the item which they declared a conflict in is being discussed by council and will be recalled once the matter has been resolved.

Bylaws

29. Bylaws shall be introduced by motion for leave, or a motion to have the bylaw committee prepare and present, by an order of the council, or on a report of a committee.

30. A proposed bylaw may be amended on any reading.

31. Bylaws may be amended at any regular meeting by a vote of a majority of the whole council, and notice of such amendment shall be given in writing at the regular meeting previous to the meeting at which the amendment is considered.

32. Every bylaw shall be introduced by a member upon motion for permission to do so, specifying the title of the bylaw.

33. The question "that this bylaw be now read for a first time" shall be decided without amendments or debate.

PART III – COMMITTEES

Committee of the Whole

34. Council may, by resolution, resolve into committee of the whole and resolution shall name the chairperson of the committee.

35. The chairperson of the committee of the whole council shall maintain order in the committee and shall report results therefore; but the chairperson of the committee whose report is under consideration or a member introducing a bylaw shall not be required to take the chair.

36. No bylaw or report of a committee shall be referred to the committee of the whole unless such bylaw or report has been previously printed and placed in the hands of the members except otherwise decided by a vote of two thirds of the members present without debate.

37. Proceedings during committee of the whole shall not be recorded in the minutes of the council and the business transacted shall be reported by the chairperson of the committee of the whole to the council when it reconvenes.

38. Questions of order arising in committee of the whole shall be decided by the chairperson subject to appeal by any member of the council. If any disorder should arise in the committee, the chairperson of the council shall resume the chair without any questions being put forward.

39. One motion in committee of the whole to adjourn the report, the question shall be decided at once without debate.

40. A motion in the committee of the whole to adjourn without reporting shall always be in order and shall take precedence over any other motion. On such motion, debate shall be allowed and on an affirmative vote the subject referred to the committee shall be considered as disposed of the negative and the chairperson of the council shall resume the chair and proceed with the order of business.

41. During consideration of a bylaw by committee of the whole, the preamble shall be considered first, then each clause or section in its proper order and the title.

42. All amendments made in committee of the whole to a bylaw shall be reported by the chairperson of the committee of the whole to the council which shall receive the same forthwith. After the report has been received, the bylaw shall be open to debate and amendments before it is ordered for a second reading.

43. The rules of the council shall be observed in the committee of the whole except that the number of times of speaking to a motion shall not be limited.

Standing and Special Committees

44. The council shall, at its first regular meeting in the year following the general municipal election, appoint one councillor to chair/head each of the following committees of the council:

- (a) Finance Committee
- (b) Recreation Committee
- (c) Bylaw Committee
- (d) Planning and Lands Committee
- (e) Personnel Committee
- (f) Wellness Committee
- (g) Economic Development Committee

- (h) Alcohol Education Committee**
- (i) Daycare Committee**
- (j) Mining and Exploration Advisory Committee**

45. Each appointed chairperson of the committee shall appoint two (2) from the remaining council members to sit on their committee.

46. Any member of a committee who refuses or neglects to attend without sufficient reason (illness, travel, etc.) to attend three (3) consecutive meetings of the committee shall be deemed to have resigned as member unless they have received permission to absent themselves from the committee by a majority vote of the committee, which permission will not exceed a period of three (3) months.

47. If for any reason, a seat on any committee becomes vacant, the chairperson of that committee shall fill that vacancy by appointing someone from the remaining members of hamlet council.

48. The rules of the council governing the conduct of members at council meetings shall be observed by committee members at all committee meetings.

49. The general duties of committees of the council shall be as follows:

- (a) To report from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary.**
- (b) To prepare and introduce into council all such bylaws as may be necessary to give effect to the reports or recommendations that are adopted by the council.**
- (c) To consider the report respectively on all matters referred to it by the council.**

50. The special duties of the standing committees, in addition to the aforesaid general duties, shall be as follows:

(a) Finance Committee

- (i) To supervise all contracts, orders, reports, recommendations, and proceedings involving the expenditures of moneys of the municipal corporation.**
- (ii) To supervise all accounts, expenditures, outlays and all sums payable under contract before any moneys are paid therefore; and no accounts, claims or demands not expressly authorized to be paid by statute, bylaw or resolution of council, shall be paid by the SAO until the same have been authorized by the finance committee and council;**
- (iii) To draft a proposed budget for the upcoming fiscal year for discussion by the council.**

51. The council may, by resolution, appoint a special committee to deal with any issues that needs further investigation and consideration by council and request the special committee to make recommendations to council for their action.

52. All reports and recommendations of standing and special committees to the council shall be put in writing and signed by the committee chairperson.

PART IV – Duties of Council Members

53. The chairperson shall be the chief executive officer of the hamlet with duties as follows:

- (a) To be vigilant and active in causing the laws for the government of the hamlet to be duly executed and obeyed.
- (b) To communicate to the council, from time to time, such information and recommend to it such measures as may tend to the improvement of the finances, health, security, cleanliness, and comfort of the hamlet; and
- (c) To oversee the conduct of all officers and employees of the council ans, as far as practicable, cause any negligence, carelessness or violation of duty to be prosecuted and punished.

54. The chairperson shall not, at any time without authority given by council members at a regular or special meeting of council, make any decision which affects the municipality or its people in part or in whole.

55. All councillors will endeavour to attend meetings at the appointed time.

56. Any councillor who arrives late at either a regular or special meeting will not be permitted to vote on the subject under debate at the time of their arrival.

57. Council will endeavour to meet with outside or community agencies, groups, or individual representatives who have advised council at least one (1) week in advance of the purpose of the visit and the arrival date of the delegation.

PART V – General Administrative Rules

58. The minutes of council proceedings shall be numbered in order in each year, commencing with number one (1) on the first meeting in the fiscal year (or calendar year if preferred), this number to be followed by the year and continuing through to the meeting of the fiscal (or calendar) year. This numbering is to be applied in strict order whether the meeting recorded is a regular or special meeting and must appear on every document or copy of the minutes to which it refers.

59. Motions of council shall be numbered in order in each fiscal (or calendar) year and shall be recorded in a book of motions, including the minutes number and the date of meeting held.

60. A record of attendance of council members shall be maintained during each fiscal (or calendar) year.

61. The person in charge of any work for the council shall be subject only to the council or the committee which the council may give authority on its behalf and shall not be subject to any members of the council acting as an individual.

62. **Bylaw 205 is hereby repealed**

Read a first time this 18th day of May, 2021

Read a second time this 18th day of May, 2021

Alan Robinson
Mayor

[Signature]
Senior Administrative Officer

Read a third and final time and passed this 8th day of June, 2021

Alan Robinson
Mayor

[Signature]
Senior Administrative Officer

