

Corporation of the City of Nanaimo.

By-Law for regulating the meetings and the general conduct of business of the Municipal Council.

1. From and after the passage of this by-law, the "Rules of Order By-Law, 1875" shall be hereby repealed.
2. The Council shall, besides its Statutory meeting on the third Monday in January in each year meet on every Monday in the year at seven o'clock in the evening, unless otherwise ordered by special motion, or unless such Monday be a public holiday, in which last case the Council shall meet at the same hour on the day next following which is not a public holiday; and at every meeting of the Council six members thereof shall constitute a quorum.
3. The Mayor may, in his discretion, and shall on the written request of at least three ~~Members~~ Call a special meeting of the Council at any time.
4. Unless there be a quorum present in twenty minutes after the time appointed for the meeting, the Council shall stand adjourned until the next day of meeting, and the Clerk shall, if required by two members of the Council, take down the names of the members present at the expiration of such twenty minutes.
5. As soon after the hour of meeting as there shall be a quorum present, the Mayor, if present, shall take the chair, and the members shall be

Called to order. If the Mayor is not then present, the Clerk shall call the meeting to order until a Chairman has been selected to act during the Mayor's absence.

6. If the Mayor or other Chairman desires to leave the Chair for the purpose of taking part in the debate or otherwise, he shall call one of the Aldermen to fill his place until he resumes the Chair.
7. Every member wishing to speak to any question or motion shall rise from his seat uncovered and address himself to the Mayor or other Chairman.
8. When a member is speaking, no other member shall interrupt him, except to call him to order.
9. No member shall use offensive words against the Council or any member thereof, nor speak beside the question in debate, nor reflect upon any vote of the Council, except for the purpose of moving that such vote be rescinded.
10. Any member may require the question or motion in discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
11. No member shall speak more than once to the same question without leave of the Council, except in explanation of a material part of his speech which has been misconceived, and then he shall not introduce any new matter.
A reply shall be allowed to a member who has made a substantive motion. No member shall, without leave of the Council, speak to any

- question longer than half an hour.
12. Immediately after the Mayor or other Chairman has taken his seat, the minutes of the preceding meeting shall be read by the Clerk, in order that any mistake therein may be corrected by the Council. No protest or expression of dissent shall be entered on the minutes. As soon as the minutes have been approved or amended and adopted, they shall be signed by the Mayor or other Chairman. The following order of business shall then be observed:—
- (a) Reading of communications;
 - (b) Presentation of accounts;
 - (c) Reports of Committees;
 - (d) Deferred business;
 - (e) New business;
13. No motion or amendment, except a motion respecting the minutes or to adjourn, shall be entertained, until it has been reduced to writing, signed by the mover, seconded and read by the Mayor or other Chairman.
14. No motion or amendment shall be withdrawn without the consent of the Council.
15. A motion to adjourn shall always be in order, except when a member is speaking, or a vote is being taken, or adjournment was the last preceding motion, or the previous question has been resolved in the affirmative.
16. When an amendment is moved it shall be put before any other amendment is moved, and before the main question is put.

- 17. When an amendment is lost another amendment to the same question may be moved, but not by the member who moved such lost amendment.
- 18. When an amendment is carried it shall become the main question, and amendments to it may be moved accordingly.
- 19. Before putting any question to the vote, the Mayor or other Chairman shall ask, "Is the Council ready for the question?" and if no member entitled to speak then rises to speak, he shall put the question, after which no member shall speak to it.
- 20. The Council shall vote on all questions, except the election of municipal officers, by show of hands, unless some member demands a poll, in which case the Clerk shall call the roll and record the yeas and nays, reading aloud the result, in order that mistake may be rectified, and shall hand the vote to the Mayor or other Chairman, who shall then announce it to the Council.
- 21. Two members of a Committee shall form a quorum, unless the Council in any case order otherwise.
- 22. All reports of committees shall be submitted in writing. A committee may be appointed to take up any matter referred to a preceding committee which has not been discharged.

23. The Council may at any time, upon motion, go into Committee of the Whole, and the Mayor or other Chairman shall then, before leaving the Chair, appoint a Chairman, who shall maintain order, and the rules of the Council shall be observed in Committee of the Whole, except that there shall be no limit to the number of times of speaking on any question.
24. No by-law shall be read or introduced in the Council until a notice in writing, stating the general character of the measure proposed, has been handed to the Clerk and read at a meeting of the Council at least one week previously, and leave has been granted by the Council for the introduction of the measure proposed.
25. No by-law shall be introduced either in blank or in imperfect shape, and the first reading of any by-law shall be decided without amendment or debate. Every by-law shall receive three several readings, on different days, previous to being passed; after the second reading it shall be considered in Committee of the Whole. On urgent or extraordinary occasions a by-law may be read twice or three, or advanced two or more stages in one day; the third reading may be by title. By-laws on their second reading need not be read at length unless some member of the Council desire it.

26. No business shall be proceeded with in the absence of the member in whose name it stands, except upon production of his authority in writing to some other member to proceed with it.

27. This by-law may be cited for all purposes as the "By-Law for the regulation and general conduct of business of the Municipal Council 1891"

Passed by the Municipal Council this 18th day of June 1891

Affirmed by the Municipal Council this 22nd of June 1891.



John Hilbert-
Mayor

Albough
C. M. C.