Bye Law No. 1.

Regulating the Meetings, Proceedings, Debates, and General Conduct of the Business of the Council:

1. Meetings.

In addition to the Statutory Meetings directed by the "Counties Act, 1876," to be held in the months of May and November in each year, the Council shall hold "Ordinary Meetings" on the fourth Wednesday in each of the following months, namely, January, March, July, and September.

2. General Conduct of Business.

In all cases not hereinafter provided for resort shall be had to the rules, forms, and usages of Parliament, which shall be followed so far as the same are applicable to the proceedings of the Council, and in accordance with the "Counties Act, 1876."

3. First Business.

At every "Ordinary Meeting" of the Council, the first business shall be the reading and confirmation of the minutes of the proceedings of the preceding meetings, and no discussion shall be permitted thereon, except as to their accuracy as a report of such proceedings.

4. Ordinary Meetings.

The order of business of an "Ordinary Meeting" shall be as follows:—

1. Reading of inward and outward Correspondence, and considering and ordering thereon.

2. Reception of memorials and petitions.
3. Reception and consideration of reports of Committees.
4. Ordinary business.
5. Passing of Accounts.
6. Motions of which previous notice has been given.
7. Reception of notices of motion.

5. Special Meetings.

The order of business at a Special Meeting shall be the order in which such business stands in the notice thereof.

6. Notices of Motion.

All notices of motion shall be dated, and numbered and given by the intending mover to the County Clerk at the close of the meeting of Council; or, if not required by law, to be given at a meeting then ten clear days prior to the next meeting of Council, and the County Clerk shall enter the same in the notice of motion book in the order in which they may be received.

7. Notices must be given.

No member shall make any motion initiating a subject for discussion, but in pursuance of notice given, as prescribed in the last preceding clause.

8. Motions on Petitions, &c.

No motion, except for receiving the same, shall, unless under some urgent circumstances, be made on any petition, memorial, or other like application, until the next meeting of Council after that at which it has been presented.

9. Order of Motions.

Except by leave of the Council motions shall be moved

moved in the order in which they have been received and recorded by the County Clerk in the notice of motion book, and, if not so moved, or postponed, shall be struck out.

10. Absence of Mover.

No motion entered in the notice of motion book shall be proceeded with in the absence of the Councillor who gave notice of the same, unless by some other Councillor producing written authority from such absent Councillor to that effect.

11. Councillors to Address the Chairman.

Any Councillor desirous of making a motion or amendment, or taking part in any discussion thereon, shall rise and address the Chairman uncovered, and shall not be interrupted unless called to order, when he shall sit down, until the Councillor calling to order shall have been heard thereon, and the question of order disposed of, when the Councillor in possession of the chair may proceed with the subject.

12. Withdrawal of Motions, &c.

No motion or amendment shall be withdrawn without the leave of the Council

13. Motions must be Seconded

No motion or amendment shall be discussed, or put to the vote of the Council, unless it be seconded, but a Councillor, may, however, inquire the enforcement of any Byelaw of the Council by directing the Chairman's attention to the infraction thereof.

14. When Mover and Seconder shall be held to have Spoken.

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A Councillor moving a motion shall be held to have spoken thereon, but a Councillor merely seconding a motion pro forma shall not be held to have spoken upon it.

15. – Chairman and Councillors to be designated by Official Titles.

The Councillors, in meeting of Council, shall designate each other by their official titles, namely, that of Chairman or Councillor, as the case may require.

16. Chairman to decide Priority.

If two or more Councillors rise to speak at the same time, the Chairman shall decide which is entitled to priority.

17. Chairman to rise when Speaking to the question.

The Chairman shall rise in addressing the Council to discuss any question, but not when ruling on any point of order, or the conduct of the debate, and shall not leave the chair on such occasions.

18. Councillors not to Speak more than once, except in Committee.

No Councillor shall speak a second time on the same question, except when the Council is in Committee of the whole, unless in reply, or to a point of order, or in explanation, when he has been misrepresented or misunderstood.

19. Points of Order.

The Chairman, when called upon to decide on points of order or practice shall state the rule or practice which he deems applicable to the case,

case, and his decisions as to order or explanation in each case shall be final

20. Orderly Speech to be Observed.

No Councillor shall digress from the subject matter of the question under discussion, or comment upon the words used by any other Councillor in a previous debate; and all imputations of improper motives, and all personal reflections on Councillors, shall be deemed highly disorderly.

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21. Disorderly Expressions.

Whenever any Councillor shall make use of any expression disorderly, or capable of being applied offensively to any other Councillor, the Councillor so offending shall be required by the Chairman to withdraw his expression, and to make satisfactory apology to the Council.

22. Call to Order.

A Councillor called to order shall sit down, unless permitted to explain.

23. Offensive or Disorderly Language an Offence.

Any Councillor using offensive or disorderly language, and having been twice called to order, or to withdraw, or apologise for such conduct, and refusing so to do, shall be deemed guilty of an offence.

24. Conduct of Strangers.

Any person, not being a Councillor, who at any meeting of the Council shall be guilty of any improper or disorderly conduct, or who

who shall not leave when lawfully requested by the Chairman so to do, may be forthwith removed by his authority, and shall be deemed guilty of an offence.

25. Documents to be Produced.

Any Councillor may of right demand the production of any of the documents of the Council applying to the question under discussion

26. How Question put.

The Chairman shall, in taking the sense of the Council, put the question first in the affirmative, then in the negative, and the result thereof shall be recorded in the minutes.

27. Motions to be in Writing.

At every meeting of the Council, all motions, whether original motions or amendments, shall be reduced into writing signed by the mover, and delivered to the Chairman, immediately on their being moved and seconded.

28. Amendments.

If an amendment be carried, the question as amended shall itself become the question; whereupon any further amendment may be moved.

29. Further Amendments.

If an amendment be negatived then a second amendment may be moved to the question, but only one amendment shall be submitted to the Council for discussion at a time.

30. Right of Reply.

The mover of every original proposition, but not of any amendment, shall

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have a right to reply, immediately after which the question shall be put from the chair.

31. Motions for Adjournment.

No discussion shall be allowed on any motion for the adjournment of the Council; but if, on the question being put, the motion be negatived, the subject then under consideration, or the next on the notice paper, shall be further discussed.

32. Protests.

Any Councillor may protest against any resolution of the Council, and notice of intention to protest shall in every case be given forthwith on the adoption of the resolution protested against; and the protest shall specify the reasons for protesting, and shall be entered ten days at least before the next "Ordinary Meeting" of the Council by the protesting Councillor in a book to be kept for that purpose in the County Clerk's office, and signed by such Councillor, and shall be also entered in the minutes of the meeting at which notice of the intention to protest shall have been given previously to the confirmation thereof; but such protest may be expunged from the minutes if declared by a majority of the Council to be not in accordance with truth, or in its terms disrespectful to the Council

33. Lapsed Questions.

If a debate be interrupted by reason of a quorum of the Council not being present, such debate may be resumed at the point where it was so interrupted, upon motion made and leave granted by the Council.

34. Minutes of Proceedings.

Minutes of all proceedings of Standing Committees, numbered in consecutive order shall be entered in the minute book, and signed by the Chairman of such Committees, and the reports of such Committees shall be presented to the Council at the next meeting thereof.

35. Presentation of Petitions.

It shall be incumbent on every Councillor presenting a petition to acquaint himself with the contents thereof, and to ascertain that it does not contain language disrespectful to the Council, and that the contents do not violate any bye-law, or any provision thereof.

36. Councillor to Sign Petitions.

Every Councillor presenting a petition to the Council shall write his name at the beginning thereof.

37. Petitions to be in Writing.

Every petition shall be in writing only, and shall contain the prayer of the petitioners at the end thereof, and be signed by at least one person on every skin or sheet on which such petition is written.

38. How Petitions to be Signed.

Every petition shall be signed by the persons whose names are appended thereto by their names or marks, and by no one else, except in cases of incapacity by sickness.

39. Documents not to be attached to Petitions.

No letters, affidavits, or other document shall be

be attached to any petition.

40. How Petitions to be Presented.

Every Councillor presenting a petition to the Council shall confine himself to a statement of the persons from whom it comes, of the number of signatures attached to it, and of the material allegations contained in it, and to the reading of the prayer thereof.

41. As to the Common Seal.

The common seal of the County shall be kept in a box having two locks, of one of which locks the Chairman shall have a key, and of the other of which locks the key shall be kept by the County Clerk, and the corporate seal shall not be affixed to any document unless the Chairman and one other member of the Council, or, in the absence of the Chairman, unless two Councillors be present.

42. Suspension of Rules.

Any one or more of the rules or regulations contained in this Byelaw may be suspended for a special purpose on motion upon notice duly given, and shall not otherwise be suspended, except by a unanimous vote of the Council.

43. Penalty.

If any person shall be guilty of any offence or misfeasance, or wilful or negligent act of commission or omission, contrary to any provision contained in this Bye-law, he shall forfeit a sum not exceeding five pounds.

I certify that the foregoing is a correct copy of Bye-Law No 1 of Manitoba County Council.

A. Rolland
Chairman

Hasely June, 1877.

The seal of the County Council was affixed hereto in the presence of

A. Rolland. Chairman
J. Shannon M.L.A.
Councillors of the County of Manitoba.

On the 27th day of Sept. 1877

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Bye-Law No. 1.