

## **TOWN OF TRAYTOWN RULES AND PROCEDURES OF TOWN MEETINGS**

### **Definitions:**

**Council Meeting** – Meeting of council to discuss the issues of the town, held at least once per month. To bring council up to date on the daily operations of the town's business. (Open to the public).

**Public Meeting** – Meeting of Council with residents, tax payers, business owners, etc. to discuss town issues, open forum for opinions and views done in an orderly fashion. Councils decides on when to have public meetings.

1. A copy of the agenda may be given to anyone who attends the meeting.
2. A person who wishes to address council on any topic you must present the issue to the Town Clerk or to a Councillor (who will give it to the town clerk) at least 48 hours before the meeting.
3. If more than one person has concerns about the same issue, a spokesperson should be selected to present the topic. Only one person will speak at a time.
4. If the issue is not placed on the agenda before the meeting it will not be dealt with until the next meeting. Issues of ***urgent nature*** will be considered at the meeting.
5. The copies of the minutes will not be available until they are finalized which means: approved by council and signed by the Mayor and Town Clerk. To obtain a copy you must request them during working hours.
6. No interruptions will be allowed during council meetings. If the Mayor and or any councillor addresses the gallery that person is permitted to speak.
7. If a person interrupts the meeting they will be informed they are out of order. If they persist in interrupting the meeting they will be asked to leave. If they refuse to leave, the RCMP will be contacted and they will escort them out of the building. If interruptions continue the Mayor and or chairperson will call the meeting adjourned until such time that order is restored to the meeting or a new date is set.