



PROTOCOL PUBLIC PARTICIPATION COUNCIL MEETINGS

EXTRACT OF BYLAW 387 GOVERNING THE FUNCTIONING OF TOWN COUNCIL MEETINGS (NON OFFICIAL TRANSLATION)

ARTICLE 17

Council meetings are presided over by the mayor, the pro-mayor, or if necessary by a councillor chosen by those present.

ARTICLE 18

The person presiding will maintain order and decorum during the meetings. The president may order the removal of anyone who disrupts the meeting.

ARTICLE 25

An oral question period is provided for those present.

ARTICLE 26

A maximum of 30 minutes is provided for the question period at each meeting.

ARTICLE 27

Any person present, who wishes to address council a question, must:

- a. Identify themselves;
- b. Present their question to the President of the meeting;
- c. State who the question is addressed;
- d. Only one question can be asked at a time with one request for further information on the same subject; a second question may be asked after all others have had their turn and so on until the end of the question period;
- e. All questions must be made in a civilized manner without recourse to bad language, insults or libelous statements.

ARTICLE 28

Everyone has a maximum of 5 minutes to ask their question and follow-up question and receive a reply. If this time is exceeded the President can bring it to a close.

ARTICLE 29

The mayor or the councillor asked the question may choose to reply right away, at a subsequent meeting or in writing.

ARTICLE 30

Despite the time limit, a councillor may finish his reply with the President's permission. .

ARTICLE 31

The president will only entertain questions that are of public nature. Questions on private matters will not be considered.

ARTICLE 32

All those in audience at a town council meeting shall desist in shouting, heckling, singing, making noise or any other act that upsets the proper functioning of the meeting.

ARTICLE 33

Members of the public present may only address their question to the mayor, a councillor, the town clerk or secretary-treasurer during the question period.

ARTICLE 34

Any question directed to a councillor or civil servant must be made in conformity with articles 27, 28 and 31 of this bylaw.

ARTICLE 35

Everyone present at a council meeting must abide to the directives of the person who presides the meeting related to the order and decorum during council sessions.

ARTICLE 36

Petitions or written requests presented to council must show, on the reverse side, the name of the proposer and a summary. Only the summary will be read into the minutes unless a member of council requests that it be read in its entirety.