

Public Meeting Rules

1. A motion must be moved and seconded and submitted in writing prior to the meeting. The motion may only be withdrawn by the mover with the consent of the seconder.
2. A person speaking to the meeting may speak for no more than 3 minutes.
3. A person may move a motion to amend a motion if that person has not moved or seconded the original motion. An amendment should be submitted in writing where possible.
4. The Chairperson is to determine any vote by a “show of hands”. If the matter is unable to be decided on a show of hands, a division of the room will occur.
5. If a person is addressing the meeting, other people present are not to converse aloud, interrupt the speaker or interject.
6. The meeting will run for no longer than 2 hours, however this can be extended at the sole discretion of the Chairperson.
7. All decisions of the Chairperson will be final and the Chairperson is to ensure that minutes of the public meeting are prepared.

