



CANADA
PROVINCE OF QUEBEC
COUNTY OF ARGENTEUIL
MUNICIPALITY OF THE TOWNSHIP OF GORE

BY-LAW NUMBER 268-01

CONCERNING THE INTERNAL RULES FOR THE
MANAGEMENT OF MUNICIPAL COUNCIL
MEETINGS

WHEREAS the Municipal Code of Quebec (C-27.1) allows the council to adopt by-laws and procedures to regulate the conduct of council proceedings and to ensure that order and decorum is maintained.

WHEREAS the Municipal Council of the Township of Gore wishes to act to ensure order and decorum during its council meetings.

WHEREAS the Council deems it appropriate to adopt a by-law to this effect.

WHEREAS a notice of motion and a presentation of this by-law were given by Councillor Shirley Roy at the regular meeting of the Council on December 1, 2025;

WHEREAS a copy of the by-law was given to the members of council 72 hours prior to the meeting where this by-law is presented for adoption.

WHEREAS copies of the by-law were made available to the public at the beginning of the meeting.

WHEREAS the Mayor presented the by-law in accordance with the Municipal Code of Quebec (C-27.1).

CONSEQUENTLY,

IT IS **MOVED BY:** Councillor Sakina Khan

SECONDED BY: Councillor Daniel Leduc

AND **RESOLVED** unanimously by Councillors (6):

THAT the present by-law be adopted.

TITLE AND OBJECTIVE

ARTICLE 1

The preamble forms an integral part of the present by-law.

ARTICLE 2

The present by-law is referred to as By-Law number 268-01 concerning the internal rules for the management of municipal council meetings.



ARTICLE 3

The purpose of this by-law is to promote the sound management of council meetings and to ensure order and decorum during the proceedings.

COUNCIL MEETINGS

ARTICLE 4

The council meetings are held in accordance with the calendar established by resolution before the beginning of each year; at the date and times indicated. These dates and times can be modified by resolution.

ARTICLE 5

The Council meetings are held at the Community Hall located at 2, Cambria Road or at any other location established by resolution adopted by Council.

ARTICLE 6

The council meetings are public.

ARTICLE 7

The proceedings are voiced out loud in an intelligible manner.

ARTICLE 8

The special meetings of council are held at the time and date established in the notice of convocation.

ORDER AND DECORUM

ARTICLE 9

Council meetings are chaired by the mayor or, in his or her absence, the pro-mayor or, when both are absent, a member of council is selected among those present.

ARTICLE 10

Any member of the public present at a council meeting must refrain from shouting, heckling, singing, making noise or any other verbal or non-verbal gesture likely to hinder the smooth running of the meeting.

ARTICLE 11

Any member of the public in attendance during a Council meeting must obey an order or an instruction given by the Chairperson regarding order and decorum.

The chair may take any action that he or she considers necessary to ensure the decorum and safety of people attending the meetings. In addition, he or she can order the expulsion of any person who disturbs the order.

In the event of an uproar, the Chair may order the suspension of the meeting or its adjournment.



AGENDA

ARTICLE 12

For the benefit of the Council members the Clerk-Treasurer prepares a draft agenda for every regular meeting which is transmitted to council members, along with any available documents, at the latest seventy-two (72) hours ahead of time. Failure to complete this formality does not affect the legality of a meeting.

ARTICLE 13

The agenda must be drawn up according to the following model:

1. Call to order
2. Adoption of the agenda
3. Adoption of the minutes
4. Business arising from the minutes
5. First public question period – general
6. By-laws
7. Administration, Records and Legal Affairs
8. Human Resources
9. Finance and Treasury
10. Planning and Development
11. Environment and Public Health
12. Public Works and Infrastructure
13. Public Safety
14. Recreation, Community Life, and Culture
15. Varia
16. Second public question period – items on the agenda
17. Adjournment of the meeting

ARTICLE 14

Prior to being adopted, the agenda of a regular council meeting can be adjusted and modified by any member of the Council.

ARTICLE 15

After being adopted, the agenda can still be modified, at any time, but only with the consent of the majority of Council members in attendance.

ARTICLE 16

The items on the agenda are called in the order in which they appear.

RECORDING DEVICES

ARTICLE 17

With the exception of the video recording of the meeting for broadcast on the Municipality's website or other sites designated by resolution of the council, by the persons mandated for this purpose, it is forbidden to film, photograph or capture images during a council meeting. The use of any photographic, video, television or other apparatus for the same purpose is prohibited.



ARTICLE 18

The use of a mechanical or electronic voice recording device is authorized during meetings of the municipal council, provided that the use of the device is done silently and without disturbing the meeting in any way.

The device used must remain in the physical possession of its user or be placed on a table or on a designated space identified for this purpose.

Neither the recording apparatus nor the microphone or any other component of the apparatus may be placed on, in front of or near the council table or in any place other than those indicated above.

QUESTION PERIODS

ARTICLE 19

Council meetings include two periods during which the public can ask the Council questions.

- a. The first question period takes place at the beginning of the meeting, shortly after the adoption of the agenda. It covers general topics, in accordance with the criteria set out in section 22.
- b. The second question period is held before the adjournment of the meeting and concerns only the items listed on the agenda.

During a special Council meeting, there is only one question period which is held right before the adjournment of the meeting and in which only questions pertaining to the agenda are permitted.

ARTICLE 20

Each question period lasts a maximum of thirty (30) minutes and may come to a premature end if there are no more questions from the public.

ARTICLE 21

Any member of the public wishing to ask a question must:

- a. Identify themselves at the beginning of the question period;
- b. Wait until he/she is called upon to ask a question;
- c. Address the Chairperson;
- d. State who his/her question is intended for;
- e. Ask only one question and one follow-up question on the same topic. However, if time remains, a person can ask a second question once everyone who identified themselves at the beginning of the question period has had a chance to present their question, and this, until the time awarded for the question period has expired.
- f. Speak in polite terms and not use derogatory or slanderous language.

ARTICLE 22

A person asking a question must act civilly, behave respectfully and use appropriate language. It may not use offensive language or make vexatious or defamatory statements.



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The question asked must respect the following:

- a. be brief and clear.
- b. may be preceded by a short preamble if necessary for the purpose of understanding the question posed or to place it in context.
- c. not be based on any assumption.
- d. contain no personal allusions, innuendos, violent, hurtful or disrespectful words towards anyone.
- e. not be formulated in an interrogative form when it is not a real question.
- f. be posed in such a way that the answer requires or constitutes a professional opinion or personal appreciation.
- g. be public in nature and concerning the affairs of the municipality, as opposed to being of private interest. Any question relating to a personal event or the personal act of an employee of the Municipality or a member of the council, will be out of order and automatically rejected

ARTICLE 23

Each speaker has a maximum of five minutes to ask a question and a sub-question, after which the chair of the meeting may end the intervention.

ARTICLE 24

When a person speaks without a question, the Chair may interrupt said person and ask them to formulate their question.

The Chair may also refuse a question or interrupt and withdraw the right to speak of any person who contravenes these Rules or who asks a question that is frivolous, vexatious or likely to bring the use of Question Period into disrepute.

ARTICLE 25

The Chair, if desired, may answer the question or ask a councilor to answer. A councilor may also ask the chair to answer the question or ask to complete the answer. The chair or member of the council to whom the question was addressed may either answer the question immediately, respond to it at a subsequent meeting, answer it in writing, or refuse to answer it.

ARTICLE 26

Any member of the public present at a council meeting who wishes to address a member of council may do so only during question period and in accordance with the rules set out in articles 21, 22 and 23.

ARTICLE 27

Only the subject of the question is recorded in the deliberation book.

WRITTEN PETITIONS OR REQUESTS

ARTICLE 28

Petitions presented at the council meeting must bear on the back the name of the applicant and the subject of the request. Only the back will be read.



ARTICLE 29

Written requests addressed to the council or to one of the members shall not be placed on the agenda or read at the meeting, except in cases provided for by law.

PROCEDURES FOR PRESENTING REQUESTS, RESOLUTIONS AND BY-LAWS

ARTICLE 30

A Council member cannot take the floor unless he is given permission to do so by the Chairperson, and this after having signaled his wish to speak by raising his/her hand. The Chairperson may give the floor to Council members and does so in the order of their requests.

ARTICLE 31

Resolutions and by-laws are presented by the Chair or a councilor, who explains the project to the council. At the request of the Chair, the meeting's secretary may also be called upon to explain a draft resolution or a draft by-law.

Once the project is presented, the Chairperson must make sure that all the Councillors wishing to speak on the matter are given the opportunity to do so.

Once the draft resolution or by-law is presented and all of the Councillors wishing to speak on the matter have been given the opportunity to do so, a Councillor may present a motion to amend the project.

ARTICLE 32

When a motion to amend is presented by a Council member, the Council must first vote on the amendment presented. When the amendment is carried the Council then votes on the original project as amended. When the amendment is rejected, the Council votes on the original project. The voting rules that apply to the original project also apply to the vote on an amendment.

ARTICLE 33

Councillors may at any time during the debate, request that the initial resolution or amendment be read and the Chairperson, or at the request of the Chairperson, the meeting's secretary is then required to read it.

ARTICLE 34

The Chairperson can, at any time, request a municipal officer to present an opinion, an observation or a suggestion that he/she deems appropriate to the debate.

VOTING

ARTICLE 35

Following the reading of the draft resolutions, a member of the council is deemed to have cast an affirmative vote unless he or she expressly votes against or declares an abstention permitted by law.



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When the vote is requested, the vote is cast by a show of hands and recorded in the minutes.

ARTICLE 36

In the absence of a debate or when the debate is closed, if no call for the vote is requested, the proposal is considered adopted unanimously.

When a proposal is adopted unanimously, the meeting Chair is presumed to have voted unless he or she expressly states that he or she abstains from voting.

ARTICLE 37

Except for the Chairperson, every member of Council must participate in the vote on all matters unless exempt under the Act respecting elections and referendums in municipalities (L.R.Q., c. E-2.2) due to a conflict of interest. Abstention is otherwise prohibited. Failure to vote or to allow the default affirmative rule to apply may result in a fine in accordance with the law.

ARTICLE 38

All decisions are made by a majority of the members in attendance, except when the law requires an absolute majority.

ARTICLE 39

When the votes are equally distributed, the decision rendered is negative (denied), unless the Chairperson exercises his or her right to vote.

ARTICLE 40

The rationale behind each of the Council member's votes is not recorded nor registered in the minutes of the meeting.

ADJOURNMENT

ARTICLE 41

Any regular or special meeting may be adjourned by Council to another time on the same day or at a later date without having to give notice to absent members.

No new business may be submitted or considered after the adjournment of a special meeting, unless all the Council members are present at the time and accept to do so.

ARTICLE 42

Two Council members may, for want of a quorum, adjourn a meeting to a later date, sixty (60) minutes after becoming aware of the lack of a quorum.

A special notice of this adjournment must be given by the Clerk-Treasurer to the Council members who were away during the adjournment.

The confirmation of this notice is noted, upon resumption of the adjourned meeting, in the same way as that of a notice convening a special meeting.



PENALTY

ARTICLE 43

Any person acting in violation of articles 10, 11, 17, 18, 21 e., 21 f. 1st paragraph of article 22 and item d) of the second paragraph of article 22 of this by-law is guilty of an offence and is liable to a fine of no less than two hundred dollars (\$ 200) for a first offence and four hundred dollars (\$ 400) for a second offence. The said fine may, under no circumstance, be greater than one thousand dollars (\$ 1 000). The inherent costs for each offence are over and above the fine.

Failure to pay a fine within the prescribed time allowance allotted by the Court exposes the offender to additional sanctions as provided for in the Municipal Code of Quebec (C-27.1).

INTERPRETIVE AND FINAL PROVISIONS

ARTICLE 44

No provision of the present by-law should be interpreted as restricting the powers that are granted by law to the members of Council.

ARTICLE 45

The present by-law repeals and replaces by-law 268 entitled "By-law 268 concerning the internal rules for the management of municipal council meetings".

ARTICLE 46

The present by-law comes into effect according to the law.

Alain Giroux
Mayor

Sarah Channell
Clerk-Treasurer

NOTICE OF MOTION:	2025-12-01
PRESENTATION OF BY-LAW:	2025-12-01
ADOPTION OF BY-LAW:	2025-12-15
PUBLICATION NOTICE:	2025-12-16
EFFECTIVE DATE:	2025-12-16