

C O M M U N I T Y O F K I N K O R A

Administration By-law

Made under provision of the Municipalities Act.R.S.P.E.I.1983.

Read the first time this 28th day of January, 1986.

St Sean Coffey
Chairman

Sean Macneil
Administrator

Read the second time and approved this 25th day of February, 1986.

St Sean Coffey
Chairman

Sean Macneil
Administrator

Filed with the Minister of Community and Cultural Affairs this
04 day of March . 1986.

Ran Macneil
O.C.A.

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SECTION 1. ADMINISTRATION AND GENERAL GOVERNMENT BY-LAW

COMMISSIONERS MEETINGS

1.1.1.1. There will be held in each year, twelve regular monthly meetings of the said Commissioners, which shall be held on or near the Community Library in the Community of Kinkora on the second Tuesday in each month in each and every year.

2. No meetings of the said Councillors shall be held on any holiday and if any regular meeting of the said Councillors falls on any holiday, such meeting shall be held on the day next following such holiday.

3. All regular monthly meetings shall be held at 8:00 pm standard or daylight saving time on or near the Community Library.

4. The Chairman of the Councillors may call a special meeting of the Councillors at any time.

5. Four Councillors present at any meeting shall constitute a quorum.

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- 1.2.1.1. The Common Seal of the Community shall have on it the words: "THE COMMUNITY OF KINKORA INCORPORATED 1955" and the same shall be the Community Seal of the Community of Kinkora.

2. The Community Seal shall be kept by the Community Clerk.

3. All deeds and documents whereto the Community is a party, and whereunto a seal is requisite, shall be authenticated by the Community Seal, and approved by the Councillors, and the Community Clerk shall sign the same when authorized by any law, or by any Community ordinance, or by direction or resolution of the Commissioners.

RESIDENTS MEETINGS

- 1.3.1.1 All meetings of residents shall be called and advertised by the Chairman of the Councillors in accordance with the regulations as laid down in the Municipalities Act.

- 2 The Chairman of Council shall preside at all Annual and Special residents meetings; in the absence of the Chairman, the Vice Chairman shall conduct the meeting.

- 3 At the time and place appointed for any meeting, the Chairman of the Council shall take the chair and call the meeting to order.

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1.3.1.4 The Chairman shall preserve and decorum and shall decide all questions of order.

5 As soon as the Chair is taken, the minutes of the preceeding meeting shall be read and approved by the residents present. The minutes of any Annual meeting shall not be read at a Special meeting, but the minutes of any(Special meeting held during the year shall be read at the Annual meeting.)

6 Every resident who has the right to vote at a meeting has the right to participate in any discussion on questions brought before the meeting.

7 Every resident who speaks at a general meeting of residents, wheather moving, seconding or discussing a motion shall do so standing, and shall adress the Chair, and sit down as soon as he has finished speaking.

8 If two or more residents rise at the same time, it shall be decided by the Chair who shall be heard, and while any resident has the floor and does not violate order, he is not to be interrupted.

9 A motion or resolution which has been moved and seconded can be withdrawn on mutual consent of the mover and seconder.

10 Every resident shall confine his remarks to the question under discussion and shall abstain from all personal attacks and unparlia-

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RESIDENTS MEETINGS (Continued)

1.3.1.12 Every resident shall be allowed to speak once upon the same motion. A resident, however, who has spoken to the main motion, may speak once upon each amendment.

13 All proceedings of Annual or Special Meetings shall be conducted according to parliamentary procedure.

14 The following shall be the order of business of all Annual and General Meetings of residents of the said Community.

1. Call to order by the Chairman
2. Remarks and rules of meeting by the Chairman
3. Review of agenda by Chairman
4. Presentation of minutes of last Annual meeting
5. Approval of minutes
6. Presentation of minutes of Special meetings
7. Discussion and adoption of such minutes
8. Presentation of Audit Report
9. Annual report of Fire Chief
10. Annual report of Chairman of Complex Corporation
11. Annual report of Councillors
12. Presentation of Budget
13. Approval of Budget
14. Unfinished business from previous annual meeting
15. Chairmans year and report
16. New business
17. Adjournment