

By - Laws

THE VILLAGE OF HEBBVILLE

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GENERAL

1. COMMISSIONERS

1.01 The number of commissioners shall be three (3). Two (2) commissioners shall constitute the quorum,

BANKING AND SIGNING AUTHORITY

1.02 The commissioners may maintain and operate a bank account (s) in any branch of any chartered bank in Canada. All cheques drawn on such account (s) shall be signed by two of three signing authorities. The three signing authorities shall be the Chairperson, Vice Chairperson and the Clerk/Treasurer.

2. REGULAR MEETINGS

MEETINGS OF COMMISSIONERS

2.01 The commissioners shall meet once in May for an annual meeting and at other times called by the Chairperson.

ORDER OF BUSINESS

2.02 The order of business at a regular meeting of the commissioners shall be.

Call to order

Roll Call

Approval of agenda including additions and deletions

Reading of the minutes

Approval of the minutes

Business arising out of the minutes

Review of the correspondence

Treasurer's report

Report of commissioners

Old Business

New Business

Adjournment

ORDER AT MEETINGS

2.03 The chairperson shall maintain order at all meetings of the commissioners, and shall have the right to order the removal of any person interfering with the business of the meeting, or acting in a disorderly manner.

VOTING

2.04 All voting matters before the commission shall be decided by voting on a motion, duly moved and seconded, such voting to be by show of hands, and the chairperson shall state whether in his/her opinion the motion has been carried or defeated. In the event of tie for and against the motion, the chairperson shall cast the deciding vote.

ANNUAL MEETINGS

NOTICE

3.01 The annual meeting of the Village of Hebbville shall take place in the month of May. The village clerk shall give notice of the annual meeting by advertisement published in a newspaper, circulating in the village and by posting notices in five (5) conspicuous places in the village at least (14) days prior to the meeting.

ORDER OF BUSINESS

3.02 The order of business at an annual meeting shall be the same as in a regular meeting. In addition it will include.

- 1) The village commission shall present a report of the preceding fiscal year and the audited financial statement.
- 2) The nomination and election of the commissioners.
- 3) Appointment of scrutineers.

VOTING

3.03 The vote for selecting commissioners shall be conducted by secret ballot.

