

## Excerpt from Procedure Bylaw 3/2018

### ORGANIZATIONAL MEETINGS

- 4.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 4.2 At the organizational meeting, council shall establish, by resolution, for the forthcoming year:
  - a. the roster for deputy mayor for a two-month period on a rotating basis;
  - b. the dates, time of commencement and place of the regular council meetings; and
  - c. the date of the next organizational meeting; and
  - d. the edition of *Robert's Rules of Order Newly Revised* that will be used by council.
- 4.3 Notwithstanding section 4.2 b., if all councillors are not in attendance at the organizational meeting, the scheduling of regular council meetings shall be postponed until the next council meeting at which all councillors are in attendance, and council shall establish the date, time of commencement and place of the next council meeting.