

**VILLAGE OF PUGWASH**

**COMPOSITION AND REGULAR/SPECIAL MEETINGS**

**BY – LAW NO. 1**

**COMPOSITION**

**Commissioners:**

1.01 A) The number of Commissioners shall number five (5). Three (3) Commissioners shall constitute a quorum.

**Committees:**

1.02 A) The Commission may appoint advisory committees.

B) The Chair shall be an ex officio member of all committees.

**Chair's Absence:**

1.03 In the case of absence by the Chair, the Vice-Chair shall act as Chair, and in the absence of both, the Commissioners present shall elect a Chair from amongst those present.

**Banking and Signing Authority:**

1.04 The Commissioners shall maintain and operate a bank account (s) in any branch of any chartered bank in Canada. Two (2) Commissioners, or a Commissioner and the Clerk/Treasurer shall sign all cheques drawn on such account (s).

**MEETINGS OF COMMISSIONERS**

**Regular Meetings**

1.05 A) The Commissioners shall meet on the third Monday of each month, except July and August, at 7:00 P.M.: **PROVIDED** that if the third Monday of any month is a statutory holiday, or if adverse weather causes cancellation of the meeting the regular meeting shall be on the following Monday.

B) The said meeting shall held in the Pugwash Village Hall.

C) No notice of such a meeting shall be required unless there is to be a change of date, time, or place of the meeting, in which case, the Clerk/Treasurer shall advertise notice of the meeting, by posting in not less than five (5) conspicuous places in the Village. Said notice shall be given at least seven(7) days prior to date of meeting.

**VILLAGE OF PUGWASH**  
**BY-LAW #1 (CON'T)**

**Order of Business**

1.06 The order of business at a regular meeting of the Commissioners shall be:

- review and approval of agenda;
- review and approval of last regular meeting and any special meeting(s) held since such meeting;
- business arising out of minutes;
- presentations from delegations;
- old business;
- new business;
- correspondence;
- financial statements.

**Special Meetings**

1.07 A) The Chair may call a special meeting of the Commissioners at any time and shall do so whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.

B) Written notice of such meeting shall be delivered by some legitimate means of communication to each Commissioner at least three (3) days prior to the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days prior to meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

**Order of Meetings**

1.08 The Chair shall maintain order at all meetings of the Commissioners, and shall have the right to order the removal of any person(s) interfering with the business of the meeting, or acting in disorderly manner.

**Voting**

1.09 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present, including the Chair, duly moved and seconded. Such voting to be by "yeas" and "nays", and the Chair shall state whether the motion has been carried or defeated. In the event of a tie, the chair shall declare the motion defeated.

BE IT RESOLVED that subject to the consent of the Minister of Service Nova Scotia and Municipal Relations, the Commissioners of the Village of Pugwash do hereby repeal By-laws #1 - section 1.05 bearing the approval of the Minister dated Feb. 28, 1995 and March 15, 1995 respectively and adopt the foregoing as By-law #1 Section 1.05 of the Village of Pugwash.

We certify that this is a true and correct copy of a resolution duly passed by the Village of Pugwash at a meeting duly called and held on March 21, 2006.



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Allan MacEachern, Chair



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Lee Fleming, Clerk and Treasurer