
**RULES AND PROCEDURES FOR CÔTE-DES-NEIGES—NOTRE-DAME-DE-GRÂCE
BOROUGH REGULAR COUNCIL MEETINGS**

General

- Regular Borough Council meetings **begin at 7 p.m.**
- The Mayor presides at Council meetings; if neither the Mayor nor the Deputy Mayor is present, and if there is a quorum, the Council chooses one of its members to preside.
- The use of cameras, video cameras, recorders or other similar equipment, with the exception of that used by city personnel, is reserved for accredited media representatives and persons authorized by the Mayor.

Question period: procedures and registration

- Members of the public wishing to participate in question period must register at the reception desk **between 6:15 and 6:45 p.m. No registrations will be accepted after this period.**
- After 6:45 p.m., lots will be drawn by the Clerk to determine the order in which members of the public will speak.
- The public question and information period at all regular council meeting is 90 minutes.
- The Mayor or presiding member invites each person who has registered for question period, according to the order determined by the drawing of lots, to approach the microphone and ask his or her question. The speaker must indicate whom the question is intended for. **Speakers may ask a maximum of two questions.**
- **The Mayor or presiding member will allow up to three questions on a given subject.** If there is still time at the end of question period, however, other members of the public who registered for question period may speak, according to the order determined by the drawing of lots.
- Individuals present at the meeting with children or those using paratransit services, and who must leave before the end of question period, have priority over the order determined by the drawing of lots.

Questions

Questions must relate to a matter of public interest that falls under the jurisdiction of the borough or the central city, its Council or its Executive Committee, or to an act for which the Council member to whom the question is addressed is responsible as a Council member, or to the actions of the Council or one of its members concerning a legislative or administrative measure by the borough or the central city. Questions must be concise.

Certain questions are unacceptable, i.e. those:

- preceded by an unnecessary preamble;
- containing an assumption, deduction or allegation;
- to which the answer would require or represent a professional or personal opinion;
- concerning a matter before the courts or a quasi-judicial body or a matter under investigation, when the question or answer could be harmful to an individual or reveal any part of the evidence or arguments relating to the case;
- containing seditious or defamatory comments.

The answer to a question must be limited to the matter it concerns, be concise and clear and contain no arguments or opinions.

The Mayor or presiding member must ensure that the public question and information period does not degenerate into a debate between Council members or a Council member and a person attending the meeting. He or she may limit or withdraw the right to speak of any person who does not respect the provisions of these rules or who exceeds the time limit for the public question and information period or infringes on the right of any person present to ask questions.

Applications for minor exemptions, authorization for conditional uses and authorization to convert immovables to divided co-ownership

For applications for minor exemptions, authorization for conditional uses and authorization to convert immovables to divided co-ownership that have been published in a public notice and appear on the agenda of the Borough Council meeting, the legislation relating to these subjects stipulates that any interested person may be heard by the Council concerning these applications. Time must be allocated to hear those persons wishing to speak concerning such applications and who have registered for question period.

Respect and courtesy

The Borough Council is a forum for discussion, listening to others and sharing information. Respect and courtesy are essential to ensure that Council meetings run smoothly.

No person may:

- use violent, abusive or disrespectful language concerning the Council or anyone else;
- interrupt or interfere with the running of a meeting by clapping, jeering, stamping feet or making any other sort of noise.

The Mayor or presiding member reserves the right to expel or bar any person who does not respect these rules and procedures.