

VILLAGE OF BEISEKER



Title	SPECIAL MEETING PROCEDURE	POLICY NO: B-40
Legislation Reference	MGA Section 230 (3)	
Purpose: To establish a policy and procedure to follow when announcing or waiving the announcements of Special Meetings of Council		

Policy Statement and Guidelines:

A special meeting of council can be called in alignment with Section 194 of the *Municipal Government Act* and the Council Procedural Bylaw of the Village of Beiseker.

In accordance with Section 194 (3), notice of a special meeting must be provided to each of the councilors and the public in writing. 24 hours' notice must be provided. Section 196 (2) requires that council will determine the manner by which notice should be given.

Section 194(4) states that less than 24 hours' notice of the special meeting is allowable if at least 2/3 of the councilors provide written agreement. In this case, notice to the public of the special meeting is not required.

Therefore, the following procedure has been adopted by the Village of Beiseker

1) Special Meeting Notice (more than 24 hours' notice)

The Village Office will post the notice in the Village newsletter prior to the meeting. If the timeliness of the publication of the newsletter is not congruent with the Special Meeting date, the special meeting date will be posted on the Village website and a notice will be hung from the door of the Village office.

The purpose of the meeting, time, date and location of the meeting will be posted.

2) Special Meeting (less than 24 hours' notice)

If less than 24 hours' notice is provided for a special meeting, the attached waiver will be signed by at least 2/3 of the council members (4 members)

	DATE	RESOLUTION NUMBER
Approved	<i>Apr 24, 2019</i>	<i>2019-125</i>
Amended		
Amended		
Amended		
Rescinded		



 Chief Administrative Officer



 Chief Elected Official