

AGENDA
SPECIAL OPEN GOVERNANCE STEERING COMMITTEE MEETING
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2014-MAR-27, AT 9:00 A.M.

1. **CALL THE GOVERNANCE STEERING COMMITTEE MEETING TO ORDER:**
2. **ADOPTION OF AGENDA:**
3. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Special Open Governance Steering Committee Meeting held Tuesday, 2013-NOV-19 at 1:02 p.m. *Pg. 2-4*
 - (b) Minutes of the Special Open Governance Steering Committee Meeting held Thursday, 2014-FEB-27 at 2:00 p.m. *Pg. 5*
4. **PRESENTATION:**
 - (a) Mr. Eli Mina, Board Effectiveness Consultant & Registered Parliamentarian, to facilitate a Council discussion regarding proposed revisions to Council's Procedure Bylaw. *Pg. 6-27*
5. **ADJOURNMENT:**

MINUTES
SPECIAL OPEN GOVERNANCE STEERING COMMITTEE MEETING
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC,
TUESDAY, 2013-NOV-19, AT 1:02 P.M.

PRESENT: Councillor G. E. Greves, Chair

Members: Councillor M. D. Brennan
Councillor D. K. Johnstone

Others: Mayor J.R. Ruttan, 2:52 p.m.
Councillor J. A. Kipp
Councillor J. F. K. Pattje
G. Ferrero, Acting Manager, Legislative Services

Staff: E. C. Swabey, City Manager
T.L. Hartley, Director of Human Resources & Organizational
Planning
I. Howat, General Manager of Corporate Services
M. Lefurgey, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Governance Steering Committee Meeting was called to order at 1:02 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the Special Open Governance Steering Committee held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2013-SEP-04 at 9:03 a.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a) Governance Review Recommendations

It was moved and seconded that the Governance Steering Committee adopt Appendix "B" re the implementation of the Governance Review recommendations, or provide alternate direction. The motion carried unanimously.

The Chair introduced the report and Appendices for review, section by section.

Terry Hartley advised that Appendix B provides an Executive Summary of the Committee recommendations with estimated timing to complete and proposed assigned responsibility for implementation.

City Manager Performance Management

No change to this section of Appendix B.

Code of Conduct

No change to this section of Appendix B.

Council Committees/Delegated Authorities

No change to this section of Appendix B.

Communication and Consultation

No change to this section of Appendix B.

Alignment on Vision and Goals

No change to this section of Appendix B.

Organizational Performance Management

No change to this section of Appendix B.

Council Roles, Responsibilities and Relationships

It was moved and seconded that the Governance Steering Committee recommend that Council engage Allison Habkirk to proceed with Council Roles, Responsibilities and Relationships recommendations 1, 10, 2, 3 and 11 at a cost of up to \$8,500. The motion carried unanimously.

It was moved and seconded that the Governance Steering Committee recommend that Council engage Eli Mina to proceed with recommendation 17 to enhance the Council Procedure Bylaw and other enhancements at a cost of up to \$9,000. The motion carried unanimously.

Councillor Pattje vacated the Board Room at 2:22 p.m.

Councillor Information requests

No change to this section of Appendix B.

Agendas and Reports

No change to this section of Appendix B.

Mayor Ruttan entered the Board Room at 2:52 p.m.

Governance Framework

Terry Hartley advised that the Governance Framework is the culmination framework created after all the other pieces are complete and in place.

Councillor Kipp vacated the Board Room at 2:55 p.m. and returned at 2:57 p.m.

It was moved and seconded that the Governance Steering Committee recommend that the Governance Framework recommendations 40, 41, 43, 45, 46 and 48 have an estimated timing to complete of 0-18 months. The motion carried unanimously.

Councillor Kipp vacated the Board Room at 3:00 p.m.

IC Meetings and Agenda Reviews

It was moved and seconded that the Governance Steering Committee recommend that Council engage Eli Mina to proceed with In-Camera Meetings and Agenda Review recommendations 25, 26, 27 at a cost of \$2,250-\$2,625. The motion carried unanimously.

Audit Function

No change to this section of Appendix B.

Seating Arrangements

It was moved and seconded that the Governance Steering Committee recommend that Council proceed with changing the seating layout in the Shaw Auditorium as a medium priority at a cost of approximately \$8,000. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 3:33 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL OPEN GOVERNANCE STEERING COMMITTEE MEETING
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC,
THURSDAY, 2014-FEB-27, AT 2:00 P.M.

PRESENT: Councillor G. E. Greves, Chair

Members: Mayor J.R. Ruttan
Councillor G. A. Anderson (Arrived 2:30 p.m.)
Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor D. K. Johnstone (Arrived 2:45 p.m.)
Councillor J. F. K. Pattje

Absent: Councillor J. A. Kipp
Councillor W. B. McKay

Others: Allison Habkirk, Facilitator

Staff: E. C. Swabey, City Manager
I. Howat, General Manager of Corporate Services
T.L. Hartley, Director of Human Resources & Organizational Planning

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Governance Steering Committee Meeting was called to order at 2:15 p.m.

2. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (I) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

The motion carried unanimously.

3. ADJOURNMENT:

It was moved and seconded at 4:06 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Training & Executive Coaching on:

- *Making Meetings Work Better*
- *Demystifying the Rules of Order*
- *Building Better Decision Making Teams*

Published Books:

- *"101 Boardroom Problems & How to Solve Them"*
- *"The Guide to Better Meetings – NPO Directors"*
- *"The Complete Handbook of Business Meetings"*
- *"The Business Meetings Sourcebook"*
- *"Mina's Guide to Minute Taking"*

Eli Mina, M.Sc., P.R.P.

*Board Effectiveness Consultant &
Registered Parliamentarian*

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March 18th, 2014

Terry Hartley, Human Resources & Organizational Planning Director
City of Nanaimo
455 Wallace Street
Nanaimo, B.C. V9R 5J6

Dear Terry,

I am pleased to report substantial progress made on developing a new Procedure Bylaw for the City of Nanaimo (Watson report recommendation 17), while also addressing the open meeting and in-camera meeting issues (Watson report recommendations 25 to 27). I am pleased that staff is recommending that the City opt to have a new Procedure Bylaw. This decision gave me greater flexibility to develop a better document.

As we prepare for the March 27th meeting to review the latest draft of the Procedure Bylaw, I would like to note the following:

- The new document includes several improvements (such as a table of contents as well as summary tables for secondary motions and for procedures to bring back resolutions or bylaws). These improvements should make it easier for Council members, Staff, and Citizens to locate provisions in the Bylaw.
- The new Bylaw was written with effective decision making in mind. As such, parts of the Bylaw represent substantial departures from the current Bylaw. Some of the proposed new procedures will require discussion on March 27th, to enable Council to make an informed decision on whether or not to adopt them.

Attached is a list of items that, in my estimation, will require some discussion at the March 27th meeting. Of course, participants at the meeting will not be limited to these items, and are welcome to raise other issues. Please forward the draft Bylaw as well as this letter and the attached list to all those who will attend the meeting.

Please let me know if you have any questions or requests. Otherwise, I am looking forward to our meeting on March 27th.

Eli Mina, M.Sc., P.R.P.
Board Effectiveness Consultant &
Registered Parliamentarian

☐ Council
☒ Committee *Governance Steering*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2014. MAR. 27*

City of Nanaimo Draft Procedure Bylaw: Key Items to review on March 27th, 2014

Part 1: Definitions	Some definitions were removed and some were added. Note new definition of " <i>Unanimous Consent</i> ," which facilitates routine procedural decisions without the formality of a motion.
Part 3: General provisions	3.2 clarifies how Robert's Rules of Order are to be used. 3.3 explains which procedural rules can be suspended and how.
Part 4: Meeting Schedule	4.1 addresses the open meetings issue in general and as it relates to agenda reviews and Council workshops. It should be reviewed by the City's Legal Counsel before the Bylaw is finalized. 4.2 addresses meeting schedule. It may be desirable to examine the roles of Council versus the Committee of the Whole, and then use this opportunity to improve current practices and meeting schedules. 4.2.c addresses observations that were made in the Ombudsperson's report about special (closed) meetings. Specifically, this section: <ul style="list-style-type: none"> • provides for debate on whether an item is justifiably classified as an "in camera item;" • precludes any "slippage" during a closed meeting by adding items that were not included in the resolution that established the meeting; • requires an oath of confidentiality and a Council resolution to allow an outsider to attend a closed meeting; • delineates the process of reporting out of a special (closed) meeting; • clarifies the content of closed meeting minutes. 4.3 further defines the parameters for electronic participation in special (open) meetings.
Part 5: Agendas & Meeting Materials	5.2 (standard agenda) includes three options for public input, with modified time limits for delegations. The intent is to ensure that, besides listening to input from citizens and groups, Council also has enough time left to deal with issues that affect the community as a whole. 5.3 addresses the possibility of substantial public input on an issue. 5.4 clarifies the process by which Council members add agenda items or motions (via notices of motion) to a regular meeting agenda. 5.5 clarifies that, although most motions would be included with the agenda package (so as to promote transparency and good decision making), motions to direct staff to prepare motions for a subsequent meeting would be in order even if not included in the agenda package.
Part 6: Presiding Officer	This part clarifies the roles and rights of the Presiding Officer.
Part 7: Opening Proceedings	There needs to be a discussion of 7.3 to 7.6, which explain how a consent agenda (a time savings measure) is handled.

Part 8: Code of conduct	<p>Most of the sections in this part are self explanatory.</p> <p>8.4 clarifies the mover's right to open debate but not close it (as the motion is owned by Council, and as the mover may be persuaded by the debate to vote against the motion).</p> <p>8.7 allows the chair to alternate between proponents and opponents of a motion, and can help in bringing closure to a motion.</p> <p>8.9 (regarding the use of cell phones during meetings) may require some discussion.</p> <p>8.18 (confidentiality), 8.19 (conflict of interest), and 8.20 (enforcement) may need to be discussed.</p> <p>8.20 may require input from the City's Legal Counsel.</p>
Part 9: Voting	This part is consistent with the current Bylaw and is self explanatory.
Part 10: Main Motions	<p>Most of this part is self explanatory. Three sections should be discussed:</p> <ul style="list-style-type: none"> • 10.2 clarifies how requests for research by staff are handled. • 10.3 clarifies how a request by a public delegation is handled. • 10.5 establishes Staff's role in helping frame resolutions, so as to ensure that legal, financial and operational impacts are taken into account, and so the adoption of flawed resolutions is prevented.
Part 11: Secondary Motions	Summary tables are included in Appendix A.
Parts 12, 13: Re-visiting a vote	A new summary is provided and includes procedures for bringing back adopted or defeated resolutions or bylaws.
Part 14: Rules for Public Input	The rules for public input are self explanatory. We should discuss 14.2 to 14.4 on misconduct by citizens during meetings.
Parts 15 & 16	Self explanatory.
Appendix A	Three tables are included, explaining the rules for the subsidiary, privileged and incidental motions that are most likely to be made at a meeting.

Draft Procedure Bylaw of the

City of Nanaimo

Bylaw Number XXXX

**A Bylaw to Regulate the Conduct of the Meetings
Of the Council and its Committees, Commissions
Board of Variance, Panels, and Advisory Bodies**

Revised March 18, 2014

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PART 1 - DEFINITIONS

1.1 In this Bylaw, unless the context requires otherwise:

- a) "Board of Variance" means an independent Board, comprised of five (5) members, appointed by Council, for the purpose of hearing appeals outlined in Section 901(2) of *the Local Government Act*;
- b) "Chair" means the person who is appointed to serve as Presiding Officer of a Commission, Committee, Board, Panel or Advisory Body, and "Vice-Chair" shall mean the person who is appointed to fulfill the duties of the Chair when the Chair is not able or available to do so;
- c) "City" means the City of Nanaimo, with its City Hall located at 455 Wallace Street, Nanaimo, British Columbia, Canada;
- d) "City Manager" means a person who may be appointed City Manager, as per Sections 145 and 147 of *the Community Charter* referring to a Chief Administrative Officer;
- e) "Commission" means a municipal commission appointed by Council under Section 143 of *the Community Charter*;
- f) "Committee of the Whole" means a Committee comprised of all the Members of Council, as established pursuant to "Council Delegation of Powers Bylaw 2006 No. 7022";
- g) "Community Charter" means *the Community Charter* of the Province of British Columbia;
- h) "Corporate Officer" means a person responsible for corporate administration, appointed under Sections 146 and 148 of *the Community Charter*;
- i) "Council" means the Council of the City of the Nanaimo;
- j) "Local Government Act" means *the Local Government Act* of the Province of British Columbia;
- k) "Majority Vote" means that more than half of the Members present, with a quorum present, vote in favor of a resolution, main motion, bylaw, amendment, or any other secondary motion;
- l) "Member" means a member of the Council or any Commission, Committee, Board, Panel, or Advisory Body;
- m) "Parcel Tax Roll Review Panel" means a Panel consisting of at least three (3) Members appointed by Council under Section 204 of *the Community Charter* to consider complaints respecting the parcel tax roll and to authenticate the roll;
- n) "Presiding Officer" means the Mayor, Acting Mayor, or another member who, under this Bylaw, presides over a meeting of the Council or a Voting Body appointed under this Bylaw;

- o) "Public Notice Posting Place" means the public notice board at City Hall, or the public notice board at Bowen Park Complex Lobby, 500 Bowen Road, Nanaimo, or the public notice board at the Beban Park Pool at 2300 Bowen Road, Nanaimo;
 - p) "Quorum" means the number of Members who must be present to conduct business, being a majority of the respective Voting Body;
 - q) "Select Committee" means a Committee, at least one of whose Members shall be a Council Member, appointed by Council under Section 142 of *the Community Charter* for a select purpose and for reporting its findings and opinions to Council;
 - r) "Standing Committee" means a Committee, at least half of whose Members must be Council Members, appointed by the Mayor under Section 141 of *the Community Charter*, for matters that the Mayor considers would be better dealt with by a Committee;
 - s) "Unanimous consent" means an informal way of taking a vote, used only for routine and non-controversial decisions, usually of a procedural nature, e.g.: The Presiding Officer asks: "*Is there any objection to extending the time for this speaker by 2 minutes?*," pauses, and if no Member objects, says: "*There being no objections, the time is so extended.*" If a Member does object, the Presiding Officer takes show of hands: "*There are objections and we'll take a show of hands. Those in favor of granting an extra two minutes raise one hand. Thank you. Those opposed raise one hand. Thank you. The two minute extension has been granted*";
 - t) "Voting Body" means the Council or a Commission, Committee, Board, Panel or Advisory Body of the City of Nanaimo;
- 1.2 The definitions and provisions in *the Community Charter* and *the Local Government Act* shall apply to this Bylaw and shall supersede any provisions in this Bylaw that conflict with *the Community Charter* or *the Local Government Act*. If an amendment to *the Community Charter* or *the Local Government Act* creates a conflict with a provision in this Bylaw, such an amendment shall come into effect immediately, this Bylaw shall be deemed to have been altered accordingly, and Council shall be immediately notified of such an occurrence.

PART 2 - PREAMBLE

Whereas, *the Community Charter* provides for the regulation by Bylaw of the meetings of the City Council and its Committees and other subordinate bodies;

Now, therefore, the Council of the City of Nanaimo enacts as follows:

- 2.1 This Bylaw, to be cited as "Procedure Bylaw Number ##," shall regulate the meetings of the Council, and, as much as practical, the meetings of its Committees, Commissions, Board of Variance, Panels, and other Voting Bodies;
- 2.2 The provisions of this Bylaw shall be superseded by the statutory provisions of *the Community Charter* and *the Local Government Act*.

PART 3 - GENERAL PROVISIONS

- 3.1 Notwithstanding any provisions in the Parliamentary Authority specified in Section 3.2, all decisions and acts of the Council shall require a majority vote of the Council Members present at a duly convened Council Meeting with a quorum present, except where *the Community Charter* or *the Local Government Act* explicitly require more than a majority vote.
- 3.2 The City's Parliamentary Authority shall be the current edition of Robert's Rules of Order Newly Revised (RONR), and it shall only apply in cases where *the Community Charter*, *the Local Government Act* and this Bylaw are silent, and then only to the extent that RONR is applicable to the situation. The rules shall be used to facilitate progress and shall be applied in the spirit of fairness, equality and common sense. Where the relevance or applicability of RONR is disputed, the Presiding Officer shall determine the issue, subject to an appeal, in which case the Voting Body may uphold or override the Presiding Officer's ruling.
- 3.3 With the exception of provisions that originate in *the Community Charter*, *the Local Government Act* and other applicable legislation, the rules contained in this Bylaw or RONR may be suspended on a case by case basis by a majority vote or by unanimous consent. In a case where a specific procedural provision which does not originate in *the Community Charter* or *the Local Government Act* is inadvertently not adhered to, and no one's rights are being infringed upon nor is any harm done to the proper transaction of business, the procedural provision shall be deemed to have been suspended for that specific case.
- 3.4 A quorum for meetings shall be a majority (more than half) of the Members.

PART 4 – MEETING SCHEDULE

Open Meeting Requirement

- 4.1 With the exception of Closed Meetings (called under subsection 4.2.d), all meetings shall be open to the public to observe. In support of transparency, the following provisions shall apply:
- a) Members must not substantially advance the decision making process via private gatherings that are not advertised and are not open to the public to observe;
 - b) Although agenda reviews and purely educational sessions that do not advance the decision making process are not deemed to be meetings and may be held privately, a clear statement shall be made at the start of such sessions and, if needed, as such sessions progress, that the decision making process must not be advanced during such sessions.

Council Meeting Schedule

- 4.2 The schedule of Council Meetings shall be as follows:

- a) Regular Council Meetings and Committee of the Whole Meetings shall be held as per the schedule adopted by the Council annually, except when such a meeting is subsequently canceled, postponed, or added, and the public is so notified.
- b) Special (Open) meetings may be called by the Mayor or by two or more Council Members requesting such a meeting in writing. Such meetings shall be for considering business which is deemed urgent enough to require consideration prior to the next Regular Meeting. Notice of at least twenty four (24) hours of a Special (Open) Meeting shall be given to each Council Member and to the public, describing in general terms the business to be transacted. This notice may be waived in exceptional cases by a unanimous vote of all Council Members, as per Section 127(4) of the *Community Charter*.
- c) Special (Closed) Meetings may be called in accordance with the following provisions:
 - 1. Before a Special (Closed) Meeting is convened, Council must adopt a resolution in an open meeting, as per Section 92 in the *Community Charter*, specifying the clauses under Section 90 in the *Community Charter* under which such a meeting is to be called.
 - 2. For each Special (Closed) Meeting, the resolution(s) under Section 92 of the *Community Charter* shall always include clause 90(1)(n) of the *Community Charter*, so as to allow Council to debate and determine the appropriateness of the closed meeting status of the remaining items included in the resolution.
 - 3. No items may be added to a closed meeting agenda while such a meeting is in progress, unless Council, at an open meeting, adopts a separate resolution to authorize such an addition.
 - 4. Upon Council deciding to declassify the proceedings of a closed meeting, the Corporate Officer shall make the relevant materials public, in accordance with Council Policy 0560, "*Routine Release of 'In Camera' Resolutions and Related Reports and Information*".
 - 5. The minutes of a closed meeting shall include only the topics and the decisions made. No outsider, including an invited advisor, may attend a Special (Closed) Meeting unless he or she first signs an oath of confidentiality and is invited to attend by Council resolution.

- d) Ordinarily, Council meetings shall start at 7 p.m. and end no later than 11 p.m., and Committee of the Whole meetings shall start at 4:30 p.m. and end no later than 8 p.m.. Council may extend a meeting or schedule it at a different time.
- e) Through the year, as meetings are scheduled, re-scheduled, postponed, or canceled, the Corporate Officer shall notify Council and update the City's web site and the Public Notice Posting Places as soon as schedule changes are made, and no less than forty eight (48) hours prior to the date of new or re-scheduled meetings, except that only twenty four (24) hours notice shall be required for Special Meetings, and except that Council may, as per *the Community Charter* Section 127(4), waive the notice for a Special Meeting in urgent cases by a unanimous vote of all its Members. Waiving public notice shall be kept to a minimum, noting Council's preference to be as transparent and as accountable to the public as possible.

Electronic Participation in Special (Open) Meetings

- 4.3 Pursuant to Subsection 128(2) in *the Community Charter*, electronic participation shall be permitted in Special (open) meetings, and shall be subject to the following conditions:
 - a) Electronic participation by a Member shall require authorization by the Presiding Officer, and such Member shall vote and be counted in determining whether a quorum is present. If such Member is disconnected from the meeting, she or he shall be deemed to have left it.
 - b) A maximum of two Members may participate electronically at the same meeting.
 - c) The Presiding Officer shall be physically present at the meeting location.
 - d) Electronic participation shall be such that Members and citizens present at the meeting or observing it will be able to hear or see and hear the Members who participate electronically.

PART 5 – AGENDAS & MEETING MATERIALS

Agendas and Deadlines for Regular Meetings

- 5.1 Agendas for Regular Meetings of Council and the Committee of the Whole shall be prepared by the Corporate Officer or designated staff person. The deadline for submission of materials for a meeting shall be 1 p.m. on the Wednesday preceding the meeting, and the agenda shall be finalized and announced to the Members and to the public by 4 p.m. on the Thursday preceding the meeting.

Standard Agendas for Regular Council Meetings

- 5.2 The order of business for Regular Council Meetings shall ordinarily be as follows, and this order may be modified at any Regular Council meeting by a majority vote or by unanimous consent:
- a) Call to order and opening remarks
 - b) Invited Presentations
 - c) Public comment on agenda items (up to two minutes per person; total up to ten minutes)
 - d) Public Delegations (up to five minutes each; up to four delegations)
 - e) Consent agenda (includes approval of previous minutes & non-contentious items)
 - f) Mayor's Report
 - g) City Manager's Report
 - h) Board/Commission/Committee Reports
 - i) Bylaws
 - j) Councillors' Reports (may include Notices of Motions for a future meeting, if any)
 - k) Business Initiated by Councillors (originating from previous notices under item j)
 - l) Media question period (up to two minutes per person; total up to ten minutes)
 - m) Adjournment
- 5.3 In cases where there is substantial community interest in providing input to Council on specific topics, the Presiding Officer and the Corporate Officer may schedule extra time or additional meetings to accommodate such public input.
- 5.4 Members may add items or motions to a Regular Council Meeting agenda by:
- a) giving verbal notice at a Regular Meeting of their intention to introduce a proposal and/or document at the following Regular Meeting, and submitting the proposal and/or document to the Corporate Officer immediately thereafter or before 1 p.m. on the Wednesday immediately preceding the meeting at which such document and/or proposal is to be considered; OR
 - b) submitting such document and/or proposal to the Corporate Officer no later than 1 p.m. on the Wednesday immediately preceding the meeting during which it is to be considered; OR
 - c) requesting by 11 a.m. of the day of the meeting that an urgent item be added to the agenda, but adding such late items to the agenda shall require a majority vote or unanimous consent. Such late items shall be kept to a minimum, so as to advance transparency.

Directions to Staff to Prepare Motions

- 5.5 Notwithstanding the restrictions in Section 5.4, during the discussion of an agenda item, it shall be in order to make a motion at a meeting, without prior notice, that City Staff be directed to prepare resolutions or decision making options related to the agenda item, for consideration at the following Regular Meeting.

Changes to an Agenda

- 5.6 The draft agenda of a Regular Meeting and any changes thereto shall be approved at the meeting by a majority vote or by unanimous consent.

- 5.7 During a Special (Open) Meeting, Council may resolve to change only the sequence of items on the agenda or to drop items from it, but no items may be added to the agenda of such a meeting, except with the unanimous vote of all Council Members.
- 5.8 Consistent with subsection 4.2.c.3, during a Special (Closed) Meeting, Council may resolve to change only the sequence of items on the agenda or to drop items from it. No items may be added to the agenda of a Special (Closed) meeting unless Council, at an open meeting, adopts a separate resolution to authorize such an addition, as per Section 92 of *the Community Charter*.

PART 6 - PRESIDING OFFICER

- 6.1 On or before the first Regular Meeting in December, Council shall appoint Council members to serve as Acting Mayors in the following year, according to a schedule which Council shall establish.
- 6.2 The person who ordinarily presides over Council meetings shall be the Mayor. The person who ordinarily presides over Committee of the Whole meetings shall be the Acting Mayor, appointed as per Section 6.1. If the Mayor is absent from a Council meeting, the Acting Mayor shall preside. If both the Mayor and Acting Mayor are absent, the next person on the rotation roster established under Section 6.1 shall be the Acting Mayor and shall preside over that meeting.
- 6.3 In addition to presiding when the Mayor is absent or unable to fulfill his or her duties, the Acting Mayor shall assume the powers, duties and responsibilities of the Mayor between meetings.
- 6.4 The person who presides over a body other than Council shall be the person appointed Chair. If the appointed Chair is absent, the Vice-Chair shall preside. If both the appointed Chair and Vice-Chair are absent, the body shall appoint another Member to chair the meeting.
- 6.5 A Presiding Officer who is a voting member must vote like other Members, may make and second motions, and may participate in debate without vacating the chair, provided that the Presiding Officer shall participate under the same rules that apply to other Members.
- 6.6 During a meeting, the Presiding Officer shall maintain order and decorum, keep a sequence of speakers and recognize Members, Staff, Advisors, or citizens to speak, make rulings on points of order, subject to appeals by Members, and perform such other leadership functions as may be required for the efficient and effective conduct of the meeting.

PART 7 - OPENING PROCEEDINGS

Call to Order

- 7.1 At the time set for opening the meeting, if a quorum is present, the Presiding Officer shall call the meeting to order.
- 7.2 If a quorum is not present within fifteen (15) minutes from the time set for opening the meeting and there is no clear indication that a quorum would soon be present, the Corporate Officer shall record the names of Members present and the meeting shall be adjourned.

Consent Agenda

- 7.3 All items that are deemed to be non-controversial (such as the approval of previous minutes, motions to receive reports, proposals to change the agenda or add late items or motions to it, and other routine business) may be grouped together under "Consent Agenda."
- 7.4 At the request of a Member, a motion that was included on the Consent Agenda shall be removed from the Consent Agenda for a separate vote. It shall not be necessary to remove a motion to receive a document for information from the Consent Agenda only for the sake of allowing informal discussion of such a document later at the meeting, as the motion to receive is a mere formality which acknowledges that a document was presented to Council for information.
- 7.5 After giving Members an opportunity to remove items from the Consent Agenda under 7.4, the Presiding Officer shall take one vote on the items remaining on the Consent Agenda, and shall then proceed with the items (if any) that were removed from it for separate consideration.

PART 8 - CODE OF CONDUCT FOR MEETINGS

Rules for Participation in Meetings

- 8.1 A Member who wishes to speak or make a motion at a meeting shall do so only after being recognized by the Presiding Officer. Recognition shall generally be on a first-come-first-served basis. The Presiding Officer (or designated person) shall keep a speaker's list, and such list may also be maintained electronically for the Presiding Officer.
- 8.2 At a meeting of Council, a Council Member shall address the Mayor formally as "*Your Worship*" or "*Mr./Madam Mayor*", or "*Mr./Madam Chairperson*," shall address Councillors as "*Councillor _____*," and shall refer to Staff members as "*Mr. _____*" or "*Ms. _____*" or "*The Director of _____*."
- 8.3 A Member shall not interrupt another person who was duly recognized to speak, except when a Member wishes to raise a point of order (pointing to a violation of a specific rule) or to raise a question of privilege (pointing to an issue that affects the comfort of Council, such as noises, uncomfortable room temperature, and other distractions).
- 8.4 The Member who makes a motion shall be entitled to speak on it for the first time in preference to other members, but shall not have the right of speaking last to conclude the debate.
- 8.5 A Member shall be entitled to speak up to two (2) times on each debatable motion, each time for no longer than three (3) minutes. When asking a question, a Member shall be allowed to ask one follow-up question within the allotted time. The Presiding Officer may permit a Member to exceed the limits in this section, and Council may resolve to override the Presiding Officer's decision.
- 8.6 A Member who wishes to speak for the second time on the same motion or issue, or one who wishes to ask more than one follow-up question, shall wait until those Members who wish to speak on the issue for the first time have done so.
- 8.7 The Presiding Officer may alternate between proponents and opponents of a proposal, regardless of the first-come-first-served rule stated in section 8.1.

- 8.8 Debate on a motion may be closed informally, by unanimous consent, or - in the absence of unanimous consent - by voting on a motion to close debate.
- 8.9 Members shall turn off cell phones, pagers or other audible devices during meetings. Although Members may use electronic devices for referencing meeting materials, they shall refrain from initiating or responding to text messages, emails, or social networking messages at meetings.

Rules of Decorum

- 8.10 Members shall keep their comments germane to the issues at hand. The mover and the seconder of a motion shall not be restricted to speaking for the motion or voting for it.
- 8.11 Respecting the stature of the offices they hold and the need to maintain a safe meeting environment, Members shall be required to maintain civility, courtesy and respect. They shall avoid offensive language, personal attacks, or offensive gestures, whether directed at another Member, at a citizen, or at a staff member. Members shall abide by the Presiding Officer's directions and rulings, except when such rulings are appealed and reversed.
- 8.12 Questions by Council Members to other Council Members, Staff Members or Public Delegations, shall be directed through the Presiding Officer.

Enforcement of Meeting Rules by the Presiding Officer

- 8.13 The Presiding Officer shall enforce meeting rules. When the Presiding Officer interrupts a Member in order to enforce the rules, the Member must stop speaking and wait for the Presiding Officer to explain the reason for the interruption.
- 8.14 If - after one or more warnings - a member persists in breaching the rules, the Presiding Officer may call a recess, or, in extreme cases, the Presiding Officer may order that the member be removed from the meeting room for the remainder of the meeting or for a portion thereof, or the Presiding Officer may seek Council's advice on how to address the disruptive conduct.
- 8.15 If the Presiding Officer opts to seek Council's advice as per Section 8.14, Council may resolve that the Member in question be censured, or that the Presiding Officer be requested to use his or her authority under *the Community Charter* and order the Member to leave or else be removed from the meeting for the remainder of the meeting or for a portion thereof.

Enforcement of Meeting Rules by Members

- 8.16 If the Presiding Officer neglects to enforce Council's rules, thereby tolerating disorder, indecorum or other misconduct, a Member may raise a point of order, demanding that the rules be adhered to. A point of order may interrupt a Member who is speaking, but this must not be done frivolously or when the breach of the rules is minor and causes no discernable harm.

- 8.17 In response to a Member raising a point of order, the Presiding Officer shall declare whether the point is well taken or not well taken. If the point of order is well taken, the Presiding Officer shall direct that the breach be stopped, such as directing that a Member focus on the topic at hand, or stop disruptive conduct, or observe time limits. The Presiding Officer's ruling may be appealed, with a majority against the ruling without debate being required to reverse it, and the Presiding Officer shall not vote on the appeal.

Confidentiality

- 8.18 Members shall uphold the confidentiality of discussions and decisions made during Closed Meetings, regardless of how they voted on issues, and regardless of whether they were successful or unsuccessful in having a certain motion adopted or defeated. They shall keep confidentiality until Council explicitly declassifies the item, and even then they shall be limited to releasing only the information that Council agreed to make public. When closed meeting details are released, the Presiding Officer shall ordinarily be the spokesperson to the public.

Conflict of Interest

- 8.19 Council Members shall be expected to maintain the highest ethical standards appropriate to their public office and to avoid abusing their powers for personal gains. They shall be expected to promptly declare any conflict of interest relating to decisions pending before the Council, shall remove themselves from a portion of a meeting when such an issue is being debated and voted upon, and shall not attempt in any way to influence the decision on such an issue, both during or between meetings. The minutes of a meeting must note any Conflict of Interest declaration, when the affected Member left the meeting, and what time she or he returned to the meeting.

Enforcement of Confidentiality and Conflict of Interest Rules

- 8.20 If a Member believes another Member has breached confidentiality or conflict of interest guidelines, he or she may bring the matter to the other Member's attention, or to the Mayor's attention, or to Council's attention. If, despite such effort, a Member is believed to continue to be breaching confidentiality or conflict of interest guidelines, a motion of censure or another punitive measure under *the Community Charter* may be initiated, but this may only be done if there is clear and convincing proof of the breach and if efforts to resolve the issue informally have failed.

PART 9 - VOTING

- 9.1 Voting at meetings shall be by show of hands, and there shall be no secret voting.
- 9.2 As provided in *the Community Charter* Section 123, each Council member present must vote on any motion that comes before council. If a council member does not indicate how he or she votes, the member shall be deemed to have voted in the affirmative. If the votes of the members present at a council meeting are equal for and against a motion, the motion is defeated.
- 9.3 If a vote on a main motion, resolution or bylaw is unanimous in the affirmative or in the negative, it shall be recorded in the minutes as "carried unanimously" or "defeated unanimously." If a vote on a main motion, resolution or bylaw is not unanimous, the names of those who voted against the main motion, resolution or bylaw shall be recorded in the minutes.
- 9.4 Names of movers and seconders shall not be recorded in the minutes.

PART 10 - MAIN MOTIONS AND RESOLUTIONS

- 10.1 Resolutions that come before Council Meetings must have been included with the draft agenda, except as provided in Section 5.4.c on late agenda items, or when a resolution includes a direction to staff to craft a resolution for the next meeting, or when Council, usually by unanimous consent, deems a resolution that was not included with the draft agenda to be of minimal impact.
- 10.2 Directions to City Staff to research an item shall require a Council resolution, except when the City Manager or designate advises Council that the required research time is inconsequential.
- 10.3 If a public delegation or a citizen speaking to Council under Bylaw Part 14 requests a decision by Council, the request shall be referred to City Staff by resolution for review.
- 10.4 A resolution shall have no standing, and no debate on it shall commence until it is seconded and then stated by the Presiding Officer. After the Presiding Officer states the resolution, it shall belong to the assembly, and the mover shall not have the right to amend or withdraw it except with the agreement of the assembly.
- 10.5 All efforts shall be made to ensure that resolutions are concise, unambiguous and complete, and provided to all members of Council and staff in writing prior to a meeting. Staff input shall always be incorporated into resolutions, so as to ensure that any legal, financial and operational impacts are professionally addressed.
- 10.6 Upon consultation with the Corporate Officer or designate, the Presiding Officer may rule that a resolution is out of order if it violates *the Community Charter, the Local Government Act*, this Procedure Bylaw, and any other applicable bylaws, rules or policies. When ruling that a resolution is out of order, the Presiding Officer shall cite the provision that would be violated by the resolution in question.
- 10.7 The Presiding Officer shall repeat or clarify a resolution after it is presented and, if some debate has occurred, shall repeat or clarify the resolution again before putting it to a vote, to ensure that Members and the public fully understand what is being debated and voted on.
- 10.8 When the Presiding Officer believes there has been sufficient debate, she or he may seek unanimous consent to end debate and proceed to the vote on a resolution, or she or he may take a formal vote on ending debate, requiring a majority vote to adopt.

PART 11 - SECONDARY MOTIONS

- 11.1 At a meeting, Secondary Motions may be introduced, debated and voted on in a "last-in-first-out" sequence, e.g.: If an amendment is moved and seconded while a main motion is pending, the amendment is then debated and voted on, and then the debate on the main motion resumes.
- 11.2 Secondary motions include subsidiary, privileged and incidental motions. Appendix A forms part of this Bylaw, provides the main rules for the Secondary Motions that are most likely to be used at meetings, and supersedes RONR where differences exist.

PART 12 - BRINGING BACK RESOLUTIONS OR BYLAWS - MAYOR

12.1 Notwithstanding Part 13 of this Bylaw, the Mayor may, under Section 131 of the *Community Charter*, initiate the reconsideration of a matter that was put to a vote, and may do so at the same meeting or within the thirty (30) days following that meeting, except that, as provided in Section 131 of the *Community Charter*, this provision shall not apply to a matter that received the approval or assent of the electors and was subsequently adopted by the Council.

PART 13 - BRINGING BACK RESOLUTIONS OR BYLAWS - COUNCILLORS

13.1 Councillors may bring a resolution or bylaw back before Council under the following rules:

	Adopted Resolution or Bylaw	Defeated Resolution or Bylaw
Re-visiting a resolution or bylaw during the same meeting of the original vote	A motion to reconsider a resolution or bylaw that was adopted can be made at the same meeting by a member who voted in favor of the resolution or bylaw. A seconder is required, the motion to reconsider is debatable, and – if it is adopted (by a majority vote) – the original vote is canceled, and the resolution or bylaw is once again before Council for debate. <u>See Note 1 below.</u>	A motion to reconsider a resolution or bylaw that was defeated can be made at the same meeting by a member who voted against the resolution or bylaw. A seconder is required, the motion to reconsider is debatable, and – if it is adopted (by a majority vote) – the original vote is canceled and the resolution or bylaw is once again before Council for debate.
Re-visiting a resolution or bylaw at a subsequent meeting	Any member, regardless of how he or she voted on an adopted resolution or bylaw, can move that the adopted resolution or bylaw be rescinded or amended. The motion to rescind or amend-something-previously-adopted requires a seconder, is debatable, and requires a majority vote to adopt. Unlike reconsideration, the re-visiting consists of only one step. <u>See notes 1 and 2 below.</u>	Any member, regardless of how he or she voted on a defeated resolution or bylaw, can bring back (or “renew”) the resolution or bylaw under the procedures for introducing new business (see Bylaw Section 5.4). <u>See note 3 below.</u>
	<u>Note 1:</u> An adopted resolution or bylaw can only be re-visited if it has not had the approval or assent of the electors and has not been acted upon in a manner that is impossible to reverse or modify. <u>Note 2:</u> If the same or substantially the same motion to rescind or amend-something-previously-adopted is defeated a second time in three (3) months, it may not be renewed for at least six (6) months, except if Council, by a majority vote, permits such renewal.	<u>Note 3:</u> If the same or substantially the same resolution or bylaw is defeated a second time in three (3) months, it may not be renewed for at least six (6) months, except if Council, by a majority vote, permits such renewal.

PART 14 - RULES FOR PUBLIC INPUT

Opportunities for Public Input

- 14.1 Confirming its commitment to learning from public input, Council extends opportunities for public input, above and beyond the public hearings required by statute, and invites public comments under three categories during its Regular Meetings:
- a) Public comment on agenda items: Up to ten (10) minutes shall be provided at the start of a Regular Council meeting for citizens to comment on items on the current meeting agenda, except for procedural motions and the adoption of minutes. In order to accommodate as many citizens as possible, each speaker shall be given up to two (2) minutes to speak. If the speaker asks a question, the Mayor shall briefly respond to it.
 - b) Media question period: Up to ten minutes shall be provided at the end of a Regular Council meeting for media reporters to ask questions of Council. Each speaker will be given up to two (2) minutes, which shall include up to one follow-up question. The Presiding Officer may respond to questions or refer them to a Council Member or to City Staff.
 - c) Public delegations: Individuals or groups who wish to make a presentation to Council may apply to do so under the provisions below.
- 14.2 In recognition that Council is required to concentrate on its deliberations and govern with the entire community in mind, citizens who observe Council meetings and those who speak to Council shall be expected to display respect to Council, to the public office held by its Members, and to Council's decision making processes. Abusive language, vocal outbursts, and any other disruptive or disrespectful conduct shall be prohibited.
- 14.3 Citizens in attendance shall be required to turn off any cell phones, pagers or other audible devices, or, as a minimum, turn such devices to silent prompting. If a citizen needs to initiate or respond to any calls, she or he shall leave the meeting.
- 14.4 Breaches of Sections 14.2 and 14.3 shall be addressed by the Presiding Officer who, after cautioning a person, may order the person to leave or to be removed from the meeting.

Application to Present as a Public Delegation

- 14.5 A citizen or group may submit an application to speak at a Council Meeting as a public delegation, and such person or group may request that a related document, petition or proposal be placed before Council, by submitting a completed application form to the Corporate Officer by 1 p.m. of the Wednesday preceding the meeting at which they wish to be heard.
- 14.6 In recognition of the scope of business that requires Council's attention, the number of public delegations shall be limited to four (4) at each meeting, unless Council, by a majority vote, agrees to hear additional delegations. Each public delegation may speak up to five (5) minutes and its presentation must be confined to the topic that was indicated in the application.

- 14.7 The Corporate Officer shall be granted the authority to screen delegation requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not within the mandate or jurisdiction of a Municipal Council. In the event the delegation wishes to appeal the Corporate Officer's decision, the information shall not be placed on the Agenda but shall be distributed under separate cover to Council for their consideration.
- 14.8 Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.

Presentations by Public Delegations

- 14.9 As per Bylaw Section 14.6, a presentation by a delegation shall not exceed five (5) minutes. It may then be followed by questions for a period of up to five (5) minutes. Each Member may ask one brief clarifying question and up to one brief follow up question. Members shall not enter debate with a presenter and shall refrain from giving lengthy preambles to their questions.
- 14.10 As noted in Section 10.3, if a public delegation or a citizen requests a decision by Council, the request shall be referred to City Staff by resolution for review.

PART 15 – CORRESPONDENCE AND PETITIONS

- 15.1 Correspondence addressed to the Mayor and Council collectively shall be processed by the City Manager and Staff under Council's policies, except when input or directions from Council are required, in which case such communications shall be brought forward to a Council meeting. All such communications and Staff responses shall be available to Council Members for inspection.
- 15.2 Requests for proclamations shall be forwarded to the Mayor's Office for processing.

PART 16 - COMMITTEES

- 16.1 The Mayor may establish Standing Committees and Council may establish Select Committees. The appointing body shall set Committee membership, designate committee chairs (unless this task is delegated to the Committee), and establish terms of reference to govern Committee work.
- 16.2 The rules of procedure of Council shall apply to committee meetings.
- 16.3 Council may establish sub-committees, shall establish the terms of reference of such sub-committees, and may appoint sub-committee members.
- 16.4 Except for the Mayor, who shall be an ex-officio voting member of all Committees, Council Members who are not Committee members may observe Committee meetings, and may speak when invited to do so by the Committee Chair or by the Committee membership. The Mayor shall not be counted when determining a Committee quorum or whether a quorum is present.

APPENDIX A: SECONDARY MOTIONS

A.1. SUBSIDIARY MOTIONS

The seven subsidiary motions below (covered in detail in RONR Sections 11-17) can assist a meeting in treating or disposing of a resolution or bylaw. Notwithstanding RONR's provisions, all seven require a majority vote. They can be decided formally or, if there is no objection, they can be decided by unanimous consent, for example: *"If there is no objection, we will end debate and proceed to the vote."*

The motion	The usage	The Process
Postpone Indefinitely (RONR Section 11)	A motion to decline to take a position on a pending main motion. The effect is to "kill" the main motion for the current session.	A seconder is required. This motion is debatable, but not amendable. A majority vote is required to adopt.
Amend (RONR Section 12)	A motion to change the wording of another motion before voting on it, usually by adding or inserting text, deleting text, or replacing text: <i>"I move that the motion be amended by adding the words ____."</i>	A seconder is required. An amendment is debatable. A secondary amendment (amendment to an amendment) is allowed, but a third level amendment is not allowed. A majority vote is required to adopt.
Commit/Refer (RONR Section 13)	A motion to send a pending motion to a committee or staff. Instructions may be included: <i>"I move that the motion be referred to Staff, with instruction to study ____ and report back at the next regular meeting."</i>	A seconder is required. The motion is debatable (as to the merits of referral) and amendable. A majority vote is required to adopt.
Postpone to a certain time (RONR Section 14)	A motion to postpone consideration of a main motion to a certain time: <i>"I move that consideration of this motion be postponed until the next regular meeting."</i>	A seconder is required. The motion is debatable (as to the merits of postponement) and amendable. A majority vote is required to adopt.
Limit or Extend Debate (RONR Section 15)	A motion to limit or extend debate on a motion, e.g.: <i>"I move to extend debate on this motion by ten minutes."</i>	When handled formally, requires a seconder and a majority vote, without debate. Can be decided by unanimous consent: <i>"Is there any objection to extending debate on this motion by ten minutes?"</i>
Close Debate (or "Previous Question") (RONR Section 16)	A motion to close debate and vote immediately: <i>"I move the previous question"</i> or <i>"I move we close debate"</i> .	When handled formally, requires a seconder and a majority vote, without debate. Closing debate can be done informally, by unanimous consent: <i>"Is there any objection to ending debate?"</i> Pause, then say: <i>"There being no objection, debate is closed."</i>
Lay on the Table, or "Table" (RONR Section 17)	A motion to set a pending main motion aside to accommodate something else of immediate urgency: <i>"I see that our invited expert on ____ has arrived and will need to leave in thirty minutes. I move that we table the motion so we can hear from this expert now."</i>	When handled formally, requires a seconder and a majority vote, without debate. Typically the decision to table is made informally, by unanimous consent. When Council is ready to resume debate of the tabled motion, it may do so without a motion to "take from the table."

A.2. PRIVILEGED MOTIONS

The five privileged motions (which are covered in detail in RONR Sections 18-22) can be addressed formally (by a motion) or informally (by unanimous consent).

The motion	The usage	The Process
Call for the Orders of the Day (RONR Section 18)	A demand by a member that the agreed upon schedule be adhered to, e.g.: proceed to a pre-scheduled item when the time for it arrived: <i>"I call for the orders of the day."</i>	The Chair responds to the call by enforcing the agreed upon schedule. By a majority vote or by unanimous consent, the assembly can decide to deviate from the adopted schedule.
Question of Privilege (RONR Section 19)	A request or a motion, usually relating to the privileges of the assembly (e.g.: a complaint about noise or other distractions).	A question of privilege generally should not interrupt a speaker (unless the circumstances require it to interrupt). If the person is making a request (e.g.: that noise issues be addressed), this is handled informally by the Chair.
Recess (RONR Section 20)	A motion to take a short intermission in the proceedings: <i>"I move we take a ten minute recess."</i>	If dealt with formally, requires a seconder and a majority vote, without debate. The motion is typically treated by unanimous consent: <i>"Is there any objection to a ten minute recess?"</i> (Pause). <i>"There being no objection, we are in recess and will resume the meeting at ____."</i>
Adjourn (RONR Section 21)	A motion to close the meeting.	If dealt with formally, requires a seconder and a majority vote, without debate. This motion can be handled by unanimous consent: <i>"Is there any further business?"</i> Pause. <i>"There being no further business, the meeting stands adjourned."</i>
Fix the Time to Which to Adjourn (RONR Section 22)	A motion to set an "adjourned meeting" (a continuation of the same meeting, to conclude the same order of business, e.g.: when a public hearing is not concluded).	If dealt with formally, requires a seconder and a majority vote, without debate. The motion is often treated by unanimous consent: <i>"Is there any objection to scheduling a meeting on ____ to continue the public hearing?"</i> Pause. <i>"There being no objection, a continuation of this meeting has been scheduled for ____."</i>

A.3. INCIDENTAL MOTIONS

Below are the most commonly used incidental motions (covered in detail in various sections in RONR).

The motion	The usage	The Process
Point of Order (RONR Section 23)	A point of order is raised by a member who believes a rule has been breached. The member says: " <i>Point of order.</i> "	The Chair then interrupts the current speaker, and recognizes the member to state the point of order (i.e.: which rule is alleged to have been violated). The Chair responds to the point of order by making a ruling whether the point of order is well taken or not well taken. The Chair can also opt to ask the assembly to make this decision.
Appeal (RONR Section 24)	A member who disagrees with the chair's ruling can appeal it.	No seconder is required. Under <i>the Community Charter</i> Section 132, the Chair puts the appeal to a vote immediately and without debate: " <i>Shall the Chair be sustained?</i> " The Chair does not vote. A majority or a tie vote sustains the Chair's decision.
Suspend the rules (RONR Section 25)	A motion to allow the assembly to waive a rule of order for a specific purpose. <u>This motion cannot be used to suspend any provisions from the Community Charter or other applicable legislation.</u> <u>Note:</u> If a rule in this Bylaw that does not originate in the applicable legislation is inadvertently not followed, it is deemed to have been suspended by unanimous consent.	This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed. For example: " <i>I move to suspend the rules and allow this delegation three extra minutes.</i> " This motion may be handled by the Chair informally: " <i>Is there any objection to suspending the rules and allowing this delegation to speak an extra three minutes?</i> " (Pause) " <i>There being no objections, the delegation may speak an extra three minutes.</i> "
Dividing a Resolution (RONR Section 27)	A request by a Member that a multi-part motion be divided, so as to consider a contentious part separately from other parts.	Notwithstanding RONR, such requests are granted without a vote (assuming each of the parts of the resolution can stand on its own).
Withdraw (RONR Section 33)	Before debate begins, a resolution can be withdrawn by the mover. After debate begins, the motion belongs to the assembly, which may withdraw it by a majority vote or by unanimous consent.	Mover (<u>before debate starts</u>): " <i>In light of this new information, I withdraw the motion.</i> " OR Mover (<u>After debate started</u>): " <i>I request permission to withdraw the motion.</i> " The Presiding Officer then takes a vote or checks whether there is unanimous consent for the withdrawal.