COMMITTEE PROCEDURES AND PRACTICES

COUNCIL PROCEDURE BYLAW 2018 NO. 7272



Overview

- Committee Operating Guidelines
  - Roles of Committee Members
- What “Council Procedure Bylaw 2018 No. 7272” covers:
  - Committee Proceedings
  - Meeting Basics
  - Presentations and Delegations
  - Motions
  - Minutes
  - Notice of Motion
  - Question Period
- Questions?

Committee Operating Guidelines

- Adopted by Council
- Set the content of Terms of Reference
- Committee Accountability (strategic directions)
- Financial/Administrative Resources
- Code of Conduct
- Appointment Process
- Duties of the Chair and Alternate Chair
- Communication with committee members
- Meeting Administration
- Roles of Committee members

- https://www.nanaimo.ca/docs/your-government/boards-and-committees/select-committee-operating-guidelines-161205.pdf

Roles of Committee Members

- Prepare for and attend committee meetings;
- Complete any tasks assigned by the Committee;
- Be accountable for all actions taken in the name of the Committee;
- Contribute to the direction and work of the Committee to the best of his or her ability; and,
- Adhere to the Code of Conduct

Council Procedure Bylaw 2018 No. 7272

What does this Bylaw Cover?

- The procedure for all City of Nanaimo meetings

Who does it apply to?

- All members of Council and Committees

What if something isn't covered by the Bylaw?

- Roberts Rules of Order apply in cases not provided for under the Procedure bylaw.

Is there any other legislation we need to follow?

- The *Community Charter*

What kind of procedures are covered in the Bylaw?

- **Time and location of meetings**
  - Every committee has a Key Date Calendar
    - Website
    - Emailed to Committee members
  - Set by the Corporate Officer in consultation with the Staff liaison.
    - (schedule of meetings can be amended).
  - Outlook invites - sent to Committee members and Council
    - Meeting changes/cancellations sent via email as required.



Committee Proceedings

- All meetings are open to the public unless Section 90(1) or 90(2) of the *Community Charter* apply.
  - *Community Charter* provides specific rules for moving to closed session
  - All documents (handouts, presentations, PowerPoints, charts, graphs) provided to members at a meeting are public documents
    - Posted to www.nanaimo.ca
    - Record in Legislative Services

Meeting Basics

- The agenda content is prepared by the Corporate Officer or their designate working with Staff Liaisons.
  - Legislative Services Department prepares most and reviews all agendas for approval.
  - Agenda approved by City Clerk.
  - Agendas are distributed after approval.
    - Published on the City's website
    - Emailed to Committee members
  - Paper copies of the front pages of the Agenda are available for members of the Committee at the meeting.
- Committee members are requested to read the agenda prior to the meeting.
- Items on the agenda are ordered as per the Procedure Bylaw

Meeting Basics - At the Meeting

- The Chair will Call the Meeting to Order (*quorum must be present*)
  - Quorum is half of the membership, plus 1.
  - 10 committee members, 6 are required for quorum
  - 9 members, 5 are required for quorum
- No quorum – wait 15 minutes, record those present and absent, adjourn until next scheduled meeting.
- The Chair will ask if there are any late items.
- Committee members add any additional late items or re-order items at their pleasure (*agenda now belongs to the Committee*)
  - Try to keep late items to a minimum
  - Motion to reorder agenda required
  - Keep in mind meeting time limits
- Agenda is adopted (*as amended if necessary*)

Presentations and Delegations

- Presentations are invited by the Committee or the Staff Liaison
  - No specific time limit
- Delegations
  - Have specific time limits (5 minutes)
  - Must relate to items on the agenda
  - Referred to Committee by Corporate Officer
  - Submit request for specific committee
- Committee members can ask questions of delegations
  - Should not enter into debate

Motions

- Committee decisions are made by motions
- Motions should be framed so they "stand alone"
  - Read minutes 20 years later – motions should still make sense (no acronyms)
  - Corporate Officer and Staff Liaison can help word motions.
- Require a mover and seconder
- Once moved and seconded, debate occurs
- Once each committee member has spoken, Chair calls the question
- Vote is taken on Motion and recorded in the minutes.
- Amendment Motions (*also friendly amendments)*
- Motion to refer consideration of an item (*to staff, to another time*)
- Point of order – used to question whether meeting is being conducted in accordance with rules (ruled by the Chair)
- Motion to adjourn

Motion Pitfalls

- Negatively worded motions
  - Avoid “Not” - “That DP123 not be issued.”
    - If motion fails creates a double negative
  - Correct wording – “That DP123 be denied.”
    - If this motion fails, it is clear that another motion is still required to issue DP123.
- Motion to receive (*report or delegation*)
  - What do you do if it fails?
  - You do not have the option to not receive something that you have already been provided or heard

Minutes

- Includes which members are present, absent, motions and high-level notes.
- Motions that have been withdrawn are not recorded.
- Motions are recorded as “carried unanimously”, “defeated unanimously” or “carried” / “defeated” and the names of those who were opposed to the motion.
- Recording Secretary prepares unbiased account of the meeting.
- Distributed as soon as possible after a meeting.
- Adopted at next meeting (if possible)
- Signed by Chair and Corporate Officer.
- Put on Council agenda for receipt.
- Motions distributed to public via committee summary document.
- Official, permanent record of the meeting.

Notice of Motion

- Used to provide the Committee and staff with a “heads-up” that a motion will be put forward for consideration at the next meeting.
- Wording must be provided either before or during the meeting by Committee member.
  - Provided to recording secretary
  - Will be presented under the heading “Notice of Motion” initially and then the heading “Other Business” when it comes forward for discussion on future agenda.
- If the Committee member who presented the Notice of Motion is not in attendance at the meeting when the subject is brought forward it will be postponed to the next meeting.

Question Period

- Opportunity for members of the public to ask the committee questions on agenda items only
- Not meant as an opportunity for debate
- Not always necessary or possible to answer all questions on the spot

Questions?

