

COMMITTEE PROCEDURES AND PRACTICES

COUNCIL PROCEDURE BYLAW 2007
NO. 7060



Overview

- ◉ Committee Operating Guidelines
 - Roles of Committee Members
- ◉ What “Council Procedure Bylaw 2007 No. 7060” 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 Vice 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-1012016.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 2007 No. 7060

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 CAO/Deputy.
 - 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
- ◉ 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 (10 minutes)
 - 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.
- 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 is announced at a meeting by Committee member.
 - Provided to recording secretary
- Preferable to have specific wording drafted to include in the minutes and next meeting agenda.

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?

