

# **COMMITTEE PROCEDURES AND PRACTICES**

# COUNCIL PROCEDURE BYLAW 2007 NO. 7060



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What does this Bylaw Cover?

- The procedure for meetings

What does it apply to?

- All Council and Committee Meetings

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 meeting

- See Key date calendar on [www.nanaimo.ca](http://www.nanaimo.ca) (schedule of meetings can be amended).
- Outlook invites are sent out to all members of Council with update sent as required.

## ● Special meetings

- Notice of special meeting required unless notice waived by unanimous consent of all Council members



# Committee Proceedings

- All meetings are open unless Section 90(1) or 90(2) of the *Community Charter* applies.

Important note: This means any documents, handouts, presentations, or PowerPoints provided to members at a meeting are open to the public and will be posted to [www.nanaimo.ca](http://www.nanaimo.ca) as well as kept on permanent record.

# Meeting Basics

- ⦿ The Agenda is put together by the Recording Secretary.
  - The Legislative Services Department reviews all agendas for approval.
  - The Agendas are distributed as soon as they are approved (via email unless the file size is too large) and published on the City's website.
  - Paper copies of the front pages of the Agenda are available for members of the Committee at the meeting.
- ⦿ Items on the agenda are ordered as per the Procedure Bylaw
- ⦿ In order to add an item to an agenda you need to contact the Committee's Staff Liaison.

# Meeting basics cont.

- ⦿ The Chair will Call the Meeting to Order (*quorum must be present*)
  - Quorum is half of the membership, plus 1. If you have 10 members, 6 are required for quorum. If you have 9 members, 5 are required for quorum etc.
- ⦿ 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
- ⦿ Agenda is adopted (*as amended if necessary*)

# Presentations and Delegations

- ⦿ Presentations are usually invited by Council or the Staff Liaison
  - no specific time limit
- ⦿ Delegations
  - have specific time limits (10 minutes)
  - items on the agenda
- ⦿ Committee members can ask questions of delegations but should not enter into a debate – better to just listen to their comments



# Motions

- Main motion
- Amending motion (*also friendly amendments and amendments to an amendment*)
- Motion to refer (*to staff, to another time*)
- Motion to table – usually should be “refer”
- Move the previous question – formal way to close debate, requires 2/3 majority vote
- Point of order – used to question whether meeting is being conducted in accordance with rules (ruled by the Chair)
- Motion to adjourn

# Motion Pitfalls

## ⦿ 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

## ⦿ Negatively worded motions

- i.e. that DPxxx not be issued. If motion fails creates a double negative
- Correct wording – that DPxxx be denied. If this motion fails, it is clear that another motion is still required to issue the DPxxx

# Notice of Motion

- Used to provide Council and staff with a “heads-up” that a motion will be put forward for consideration at the next meeting.
- Preferable to have specific wording drafted to include in the minutes and next meeting agenda

# Minutes

- ⦿ Include motions that have been made and high-level notes. More details are provide for committee minutes.
- ⦿ 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.

# Question Period

- ⦿ Agenda items only
- ⦿ Not meant as an opportunity for debate
- ⦿ Not always necessary or possible to answer all questions on the spot

# Questions?

