

# 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\\_161215.pdf](https://www.nanaimo.ca/docs/your-government/boards-and-committees/select-committee-operating-guidelines_161215.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](http://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 (link provided if too large to attach)
  - 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
- ◉ Committee motions forwarded to Council for approval prior to staff taking action

## 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?

