

CITY OF NANAIMO
THE HARBOUR CITY

Procedure Bylaw Orientation


December 12, 2022

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Overview

Procedure Bylaw

- Meeting Basics
- Conduct & Decorum
- Presentations/Delegations
- Motions
- Minutes
- Notice of Motion
- Question Period



Council Procedure Bylaw

- 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

- Council Meetings have a Key Date Calendar
 - Website
 - Emailed to Council members
- Set by the Corporate Officer in accordance with the Procedure Bylaw and other considerations
 - (schedule of meetings can be amended)
- Outlook invites - sent to Council
 - Meeting changes/cancellations sent via email as required



Meeting 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 Legislative Services
 - Agenda approved by City Clerk and CAO
 - Agendas are distributed after approval
 - 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

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
 - 9 council members, 5 are required for quorum
 - No quorum – wait 15 minutes, record those present and absent, adjourn until next scheduled meeting
- Council members add any additional late items (*agenda now belongs to the Council*)
 - 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 & Delegations

- Presentations are invited by Council or Staff
 - No specific time limit
- Delegations
 - Have specific time limits (5 minutes)
 - Submit request for specific meeting
- Council members can ask questions of delegations
 - Must not enter into debate



Motions

- Council 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 can help word motions
- Require a mover and seconder
- Once moved & seconded, debate occurs
- Once each 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 Council, staff and the public with “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 Council 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 Council 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 Council 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?