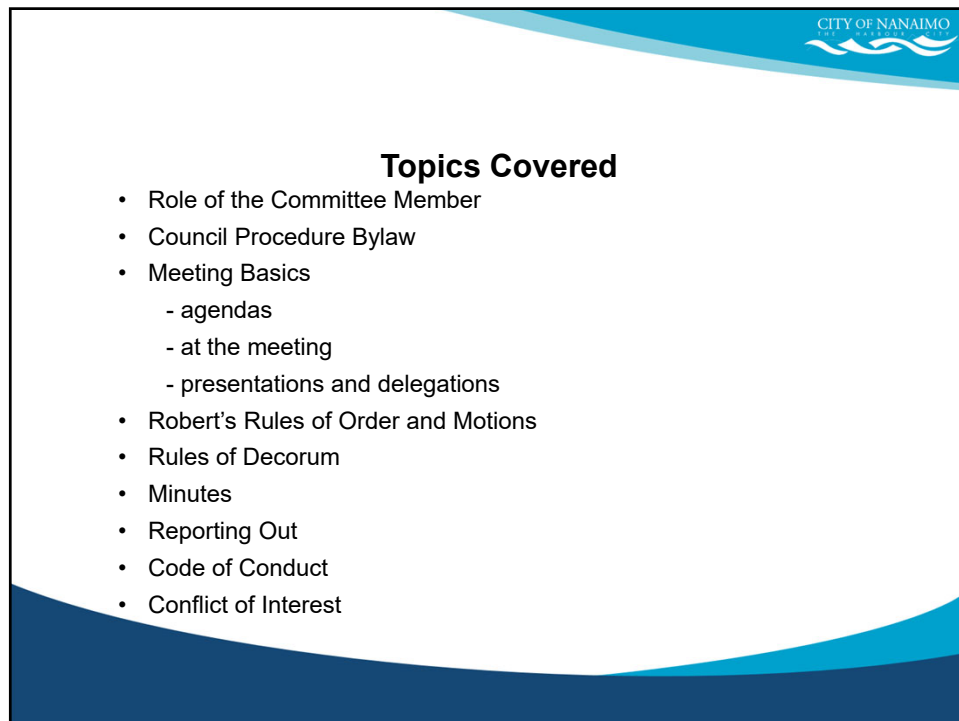




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## Role of the Committee Member


- Role of the Committee Member
- Committee Operating Guidelines which outline the following:
  - the committee's function and administration
  - an overview of the Committee's Code of Conduct
  - how decisions are reported to Council
  - the committee appointment process, communications and membership; and
  - the role of Committee Members

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## Role of the Committee Member




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## Council Procedure Bylaw

- One of two key bylaws that the Committee should be familiar with
- The Council Procedure Bylaw outlines the procedures for all City of Nanaimo meetings (both Council and Committees)
- Procedures not outlined in the Procedure Bylaw, follow Roberts Rules of Order

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## Council Procedure Bylaw

### Sections 43 – 50.6

- Duties of Committee
- Subcommittees
- Committee Authority
- Notice of Meetings
  - Every committee has a Key Date Calendar
  - Website
  - Emails to Committee members
  - Notice Requirements
- Set by the Corporate Officer in consultation with the Committee Chair and Staff liaison
- Outlook invites - sent to Committee members and Council
  - Meeting changes/cancellations sent via email as required.

6



Sheila Gurrie,  
Director of  
Legislative Services

### Legislative Services Team




Karen Robertson,  
Deputy City Clerk



Allyssa Chanakos, Steno  
Jessica Vanderhoef, Steno Coordinator  
Kallista Lundgren, Steno

- [Legislative.Servicesoffice@Nanaimo.ca](mailto:Legislative.Servicesoffice@Nanaimo.ca)  
or  
Call: 250-755-4405


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## Meetings

- If you can't attend email  
[Legislative.Servicesoffice@Nanaimo.ca](mailto:Legislative.Servicesoffice@Nanaimo.ca) or  
Call: 250-755-4405
- Option to join meetings electronically – advise  
Legislative Services ahead of time so we can  
ensure quorum


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## Meeting Basics - Agendas

- Distributed by 4:00 pm on the Friday before the meeting
- Agenda Preparation
- Late Items
- No debate via e-mail

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## Meeting Basics

All meetings are open to the public unless Section 90(1) or 90(2) of the *Community Charter* apply.

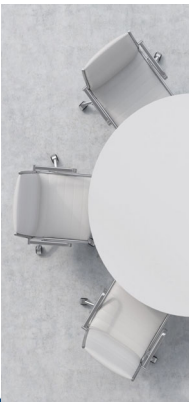
*The Community Charter* provides specific rules for moving to closed session

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)  
Recorded in Legislative Services  
All open meetings will be audio/video recorded

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## 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
  - Example: 13 committee members, 7 members for quorum
  - *If no quorum – wait 15 minutes, record those present and absent, and adjourn until next scheduled meeting.*
  - If you are participating by zoom, please ensure your camera is on.
- 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*)
  - Late items should be kept to a minimum and reserved for emergent items
  - Keep in mind meeting time limits
- Agenda is adopted (*as amended if necessary*) if late items are considered or the Committee wishes to re-order the agenda


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## Presentations and Delegations

Presentations are invited by the Committee or the Staff Liaison	<ul style="list-style-type: none"> <li>• No specific time limit</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>• Have specific time limits</li> <li>• Referred to Committee by Corporate Officer</li> <li>• Submit request for specific committee</li> </ul>
Committee members can ask questions of delegations	<ul style="list-style-type: none"> <li>• Should not enter into debate</li> </ul>


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## Robert's Rules of Order

- A combination of formal rules and customs that govern the conduct of meetings
- Purpose – to help facilitate efficient meetings while protecting the rights of its members

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## Robert's Rules in Local Government Setting

MOTIONS:

- Main Motion
- Secondary Motions
- Sequence of Voting (LIFO)
- Committee Recommendations

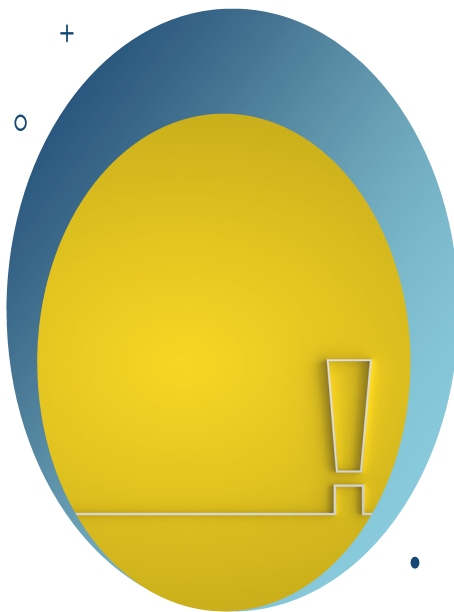
14

## Commonly Used Motions

- Approve/Endorse/Support
- Refer
- Postpone

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## 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.

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### **Rules of Decorum**


- Remarks must be confined to the motion
- Be courteous and avoid personal attacks
- Remarks addressed through the Chair

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### **Minutes**

- Minutes are action driven and do not include debate or items not pertinent to the decision
- Must be certified by the Committee Chair and Corporate Officer
- Draft minutes are circulated as soon as possible after the meeting and prepared for adoption at the next meeting


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## Reporting Out

- Chair/Co-Chairs are the spokespeople
- Reporting out to the public is through the Chair
- Formal reporting to Council is through the staff liaisons (staff report)
- Other methods:
  - Minutes
  - Committee Meeting Summaries

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## Code of Conduct Bylaw

- Foundational Principles for how Members fulfill their roles
- Conduct of Council and Committee Members
- Complaint and Resolution Process

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## COMMITTEE MEMBER STATEMENT

As a City of Nanaimo Committee Member, I agree to uphold the Code of Ethics adopted by the City of Nanaimo and conduct myself by the following model of excellence. I will:


- Recognize the diversity of backgrounds, interests and views in our community;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Respect one another and the unique role and contribution each of us has in making the City of Nanaimo a better place to work, live, and play;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
- Avoid and discourage conduct which is not in the best interests of the City of Nanaimo;
- Avoid any real or perceived Conflict of Interest and declare at the earliest opportunity, any interest that is or may be in conflict with the business of the body of the City of Nanaimo in which I am participating;
- Respect and uphold confidentiality requirements; and
- Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understand the City of Nanaimo Code of Conduct Bylaw.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Committee: \_\_\_\_\_

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## Conflict of Interest

- Always disclosure why you are absenting yourself from the vote
- The *Community Charter* prohibits Council and Committee members and former Council and Committee members from using insider information
- Refer to the Conflict of Interest Guidelines Policy for further information

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## QUESTIONS

