

NANAIMO PERFORMING ARTS GUILD ORIENTATION & MEETING PROCEDURES

Topics Covered

- Guild Terms of Reference
- Conflict of Interest
- Code of Conduct
- Role of the Guild Members
- City Staff Contacts
- Meeting Basics
- Robert's Rules of Order and Motions
- Rules of Decorum
- Minutes
- Reporting Out



Terms of Reference

- Guild Members Responsibilities
- General Conduct Provisions
 - Collaboration
 - Professional and Respectful Conduct
 - Declaring Potential Conflict of Interest

Conflict of Interest

- The *Community Charter* prohibits members of other bodies as defined in Section 93 from using insider information
- Always disclose why you are absenting yourself from the discussion and vote
- Process for declaring the conflict of interest
- Refer to the Conflict of Interest Guidelines Policy for additional information

Code of Conduct Bylaw

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



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: _____

Role of the Guild Members



City Staff Contacts

- Darcie Osborne, Director, Parks, Recreation and Culture
- Adrienne Breen, Manager, Culture and Special Events
- Jamie-Brett Sine, Recreation Coordinator, Cultural Services
- Heather Richardson, Administrative Coordinator, Parks, Recreation and Culture
- Janna Logan, Clerk, Recreation and Culture
- Dana Battaglia, Clerk, Parks

cultureandevents@nanaimo.ca or Call: 250-755-4483

Meetings



- If you cannot attend a meeting, notify staff by responding to the invite, or by email or phone call
- Option to join meetings electronically – advise Staff ahead of time to ensure there is quorum

Meeting Basics – Agendas

- Distributed by 4:30 p.m. on the Thursday before the meeting
- Agenda preparation
- Late items
- No debate via email

Meeting Basics – Closed and Open Meetings

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

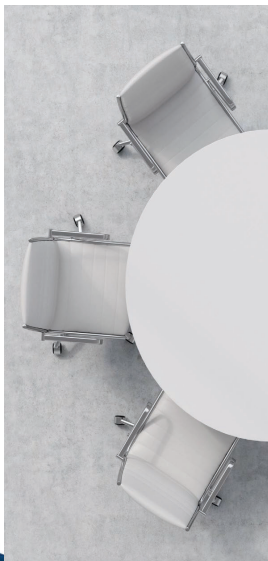
All documents (handouts, presentations, PowerPoints, charts, graphs) provided to members at a meeting are public documents

Posted to www.nanaimo.ca

Recorded as permanent records

All open meetings will be audio/video recorded

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: 11 Guild voting members, 6 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.
- Guild members add any additional late items or re-order items at their pleasure (*agenda now belongs to the Guild*)
 - 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 Guild wishes to re-order the agenda

Presentations

- Presentations are made by Staff or by individuals/groups invited by the Guild (through a motion) or by the Staff liaison
- Presentation materials must be received ahead of the meeting date
- Guild members can ask questions but should not enter into a debate with presenters



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
- Established Meeting Practices:
 - Notice of the meeting
 - Order of business
 - Voting
 - Electronic meetings
 - Debating and decorum

Robert's Rules in Local Government Setting

MOTIONS:

- Main Motion
- Secondary Motions
- Sequence of Voting (LIFO)
- Record of Votes

Commonly Used Motions

- Approve/Endorse/Support
- Refer
- Postpone
- Voting procedures and tie votes

Motion Pitfalls

- Avoid negatively worded motions:
 - “That the request ABC not be approved.”
- Correct wording:
 - “That the request ABC be denied.”



Rules of Decorum

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

Minutes

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

Reporting Out

- Chair/Co-Chair 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
 - Annual update to Council

QUESTIONS

