



COUNCIL COMMITTEE MEETINGS

ROLE OF THE CHAIRPERSON

QUALITIES OF A CHAIRPERSON

- Willing to give up personal interests, and work with the whole group
- Does not dominate the conversation of the meeting but listens, encourages people to participate, helps people to listen to each other, and reflects back the common threads of the discussion.

DUTIES OF A CHAIRPERSON

- checking to see if a quorum (50% of the appointed membership +1) is present and starting the meeting on time;
- announcing the business items in the order noted on the agenda; do not blur multiple agenda items together in a discussion; each item should be distinct from one another
- recognizing members entitled to speak, in the order in which they request to speak;
- ensuring resolutions have been moved and seconded and voted on;
- enforcing the rules of procedure and decorum;
- expediting committee business;
- declaring the meeting adjourned.

GENERAL MEETING RULES

- the maker of a motion has a right to speak first to the motion once it has been seconded;
- to speak to a motion a second time, a member should wait until all those who wish to speak to the motion for a first time have done so;
- members must remain courteous and objective, and avoid personal comments;
- remarks must be relevant to the matter being considered;
- remarks are to be directed through the chairperson, who determines who has the right to speak and in what order;
- members should not interrupt another speaker;
- there are no limitations on the number of times a member may speak on a motion, or the length of time spent speaking to a motion;
- motions should be clear and unambiguous; and
- a decision to close debate can be made by unanimous consent, committee resolution, or the chairperson.

DURING THE MEETING

- **Communicate**
 - Start the meeting.
 - Ensure that additions or amendments to the agenda and minutes are recorded.
 - Ask if any member will have a conflict of interest for any items on the agenda. If a conflict is raised, members should leave the room during discussion on that project.

- **Control**
 - Committee meetings tend to be less formal than regular Council meetings. The chairperson of a committee has the authority and duty to determine the level of informality of a meeting in order to facilitate an effective meeting.
 - Maintain control and direction of the meeting. Set out any time limits. If there are a lot of agenda items, you can set out a time limit for discussion, if necessary.
 - Keep to the agenda. Once it is adopted, new items should not be added.
 - Ensure quorum is present (5 members).
 - Ensure time is used effectively – chit chat should be avoided. Discussion should be kept to the topic on hand and relevant.
 - Keep an eye on time.
 - The meeting is not the time to review and read the agenda documents. Committee members are responsible to review the agenda in advance of the meeting and come prepared to action those agenda items.

- **Clarify**
 - Summarize the discussion. Suggestions/recommendations should be summarized before voted upon.

- **Decision Making**
 - Decisions should be made in the context of the Committee's Terms of Reference and mandate
 - Committees should strive for consensus in their decision-making. However, final decisions are made by resolutions adopted by a majority vote of the members present and eligible to vote.

RUNNING THE MEETING

The agenda for committee meetings follow the same general format.

Call to Order

"I call this meeting to order."

- The minute-taker will record the time this occurs – it should be the same (or close to) the advertised start time on the agenda.

Adoption of the Agenda

"Are there any amendments to make to the agenda for today's meeting? Hearing none, I ask for a motion to adopt the agenda"

- Verbally note the name of the mover and seconder.

"Moved by _____, seconded by _____. All in favour? Opposed?"

- Verbally note the names of any individuals opposed. Declare the result of the vote.

"Carried unanimously" (All voted in favour)

"Carried" (More voted in favour than opposed)

"Defeated" (More voted opposed than in favour)

Adoption of the Minutes

"Are there any amendments to make to the minutes from the meeting held <INSERT DATE>? Hearing none, I ask for a motion to adopt the minutes as presented."

- Verbally note the name of the mover and seconder.

"Moved by _____, seconded by _____. All in favour? Opposed?"

- Verbally note the names of any individuals opposed. Declare the result of the vote.

"Carried unanimously" (All voted in favour)

"Carried" (More voted in favour than opposed)

"Defeated" (More voted opposed than in favour OR the vote was a tie)

New/Old Business

- Introduce the reports one at a time and hand it off to the staff liaison or committee member responsible for that item.

“Agenda item D.1. <Insert Name>, would you please introduce this item.”

- If a motion is required, it should be moved/seconded and voted on following the discussion.

Adjournment

- Once all business on the agenda is completed, the meeting should be concluded. You may adjourn the meeting.

“As all business is concluded on the agenda, this meeting is adjourned.”