CHAIRING A COUNCIL COMMITTEE MEETING

Your Role as Chair
As the Chair, you help ensure the meeting runs smoothly, respectfully, and efficiently. Your role is to guide the discussion, keep the meeting focused, and ensure everyone has an opportunity to participate.

Before the Meeting
- Review the agenda and materials.
- Be familiar with the items being discussed.
- Note any items that may require a motion or recommendation to Council.

Opening the Meeting
1. Confirm quorum (staff will assist with this).
2. Call the meeting to order.
3. Ask for any additions or changes to the agenda.
   - These items should only be those that are time-sensitive and unable to be held to the next regularly scheduled meeting.
4. Ask for a motion to adopt the agenda.
   - "Could I have a motion to adopt the agenda?"

Guiding the Discussion
Your role is to keep discussion focused, respectful, and on topic.

Helpful phrases:
- Does anyone have comments on this item?
- Let's bring the discussion back to the agenda item.
- Has everyone who wishes to speak had an opportunity?
- Is the committee ready for a motion?

Tips:
- Encourage participation from all members.
- Avoid side conversations.
- Allow one person to speak at a time.

If the committee needs to make a recommendation:

1. Ask for a motion.
2. Ask for a seconder.
3. Invite discussion.
4. Call the vote.
   - "All those in favour?" "Opposed?"
   - Staff will record the motion and vote.

Managing the Agenda
- Follow the agenda order unless the committee agrees, through a motion, to alter it.
- Keep discussions moving to ensure all items are addressed.
- If discussion becomes lengthy, you may suggest tabling the item or referring it back to staff.

Closing the Meeting
Once all agenda items are complete, ask for a motion to adjourn.

Remember
- Be neutral and fair.
- Encourage respectful discussion.
- Keep the meeting focused and moving.
- Staff are there to support you with procedures.

Motions and Decisions