



Town of Whitby Procedure

Procedure Title:	Simplified Advisory Committee Meeting Procedures
Procedure Number:	G 030-001
Reference:	Boards and Advisory Committees of Council Policy G 030
Date Approved:	January 15, 2019
Date Revised:	December 10, 2020
Approval:	Town Clerk
Point of Contact:	Town Clerk

Purpose

The purpose of this procedure is to provide simplified meeting procedures which can be easily referenced and adhered to by **Members** during Committee meetings.

Scope

This procedure applies to Committees and their respective **Members**.

Nothing contained within this procedure limits the mandate or administrative details as outlined and approved within a Terms of Reference for a given Committee.

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1 Definitions

- 1.1 Committee** means a board or committee established by Council to advise Council on various matters of municipal concern or to fulfill quasi-judicial, legislative or governance function as delegated by Council in accordance with the Municipal Act, 2001 or any other Act, but does not include the Whitby Public Library Board or Business Improvement Area Board of Management.
- 1.2 Member** means a person appointed to a Committee by Council.

2 Responsibilities

- 2.1** The Chair to:
- Decide the order in which Members speak or ask questions.
 - Ensure that every Member indicating a desire to speak has an opportunity to speak to an item on the agenda.
- 2.2** Members to:
- Adhere to the procedures set out herein.

3 Robert's Rules Fundamentals

- 3.1** Main motion - the main motion focuses the Committee on one specific item of business.
- 3.2** Amendment – is a motion that allows you to add or subtract something from the Main motion.
- 3.3** Amend the Amendment – is a motion that you are again adding or subtracting something from the amendment.
- 3.4** Refer – is a motion referring an item to a task force, sub-committee or to staff for further information.
- 3.5** Postpone to a definite time – is a motion to postpone the matter that is before the Committee to a specific time. It is debatable and amendable.
- 3.6** Lay on the table – is a motion that may be applied to a main motion and is in order when debate on a motion is ending. It cannot be debated or amended.
- 3.7** Call the Question – shall not be proposed when there is an amending motion under consideration, except for the purpose of moving the amending motion to be put to the members. If the motion is passed in the affirmative, it takes precedence over all further amendments and the original motion shall be put forward without debate.

4 Debate

- 4.1** The number of times a member may speak on any question shall not be limited.
- 4.2** No person shall interrupt another while speaking, except on a question of order or point of personal privilege.
- 4.3** When a member is called to order by the Chair, that person shall at once take his or her seat.
- 4.4** Every question of order shall be decided by the Chair without debate.
- 4.5** The Chair of a meeting shall be allowed to debate on all subjects under discussion, but shall relinquish the Chair should they wish to move a motion and for the duration of debate thereafter.

5 Motions and Voting

- 5.1** A motion shall not be required to be seconded.
- 5.2** A Motion relating to a matter not within the Terms of Reference of a Committee is not in order.
- 5.3** There are no notices of motion presented at Committee.
- 5.4** The manner of determining the decision of Committee on a motion shall be by show of hands.
- 5.5** Refraining from voting will be considered a negative vote.
- 5.6** There will be no recorded votes.
- 5.7** The rules of procedure may be suspended by a two-thirds vote.
- 5.8** The Committee can appeal any decision of the Chair. A two-thirds majority vote of the members present is needed to sustain the appeal.

6 Electronic Participation at Meetings During Emergencies

- 6.1** Notwithstanding the provisions of the Simplified Advisory Committee Meeting Procedures, in the event of a pandemic, or during any period where an emergency has been declared to exist in all or part of the municipality, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, a Member may participate electronically in a Meeting. In doing so, the Member counts towards determining whether or not a quorum of members is present at any point in time.

- 6.2** The Chair shall determine if there are any Members opposed when calling a vote, and if the Members opposed do not constitute a simple majority of Members participating in the electronic meeting, then the vote shall be considered to be carried. In keeping with Section 5.6 above regarding Recorded Votes, Members opposed shall not be recorded in the minutes.
- 6.3** Where the Simplified Advisory Committee Meeting Procedures conflict with the need to facilitate electronic participation, the Chair shall have the authority to modify the Simplified Advisory Committee Meeting Procedures to ensure Members can effectively electronically participate in the meeting.

7 Authorization

- 7.1** This procedure has been approved by the Town Clerk in accordance with the authorization to establish simplified rules of procedure for Boards and Committees as provided for in accordance with the Boards and Committees Policy G 030 and Procedure By-law.

Original Approved and Signed.

Christopher Harris, Town Clerk, x4302

December 10, 2020

Date