

CVRD

Advisory Planning Commissions

Meeting Procedures

Background

- Meeting procedures drawn from three sources: provincial statute, Regional District's procedure bylaw, ~~Parliamentary procedural authorities~~
- Sets out fundamental concepts:
 - Decisions are made by resolution
 - Decisions are made by the majority of members present
- Basic rules and customs

The Chair

- Chair presides over meeting
- All questions and comments should be directed through the Chair
- Chair manages the agenda, monitors available time, and ensures that members participate in a constructive, respectful and businesslike manner
- Ensures members have an equal opportunity to speak on issues
- Intervenes if a member or member of the public behaves in an inappropriate manner

Motions

- Motions

“I move that.....”

- Steps in a motion:

1. Member obtains the floor
2. Member makes motion
3. Another member seconds the motion
4. Chair states the motion
5. Members debate the motion
6. Chair puts the question to a vote
7. Chair announces the result of the vote

Motion Sickness

Amending a motion

- A member is entitled to amend a motion without providing notice of motion
- Motions to amend can be amended – but only once
- An amended main motion can be amended further
- Friendly amendments

Functional Meetings

Constructive decision-making is more about relationships than it is about adherence to rules.

- There are three keys to functional, productive meetings:
 - Being thoughtful
 - Being respectful
 - Being prepared