

Simplified Procedures for Meetings for Community Advisory Committees (CAC)

Appointment of Chair and Vice-Chair

A chair and a vice-chair shall be selected from the membership at the first CAC meeting. The recommended term of these appointments is one (1) year but may be varied at the discretion of the CAC.

Duties of the Chair

- presides at all meetings of the CAC and maintains the orderliness of the meeting;
- recognizes the order in which members will speak;
- recognizes when all members who wish to speak have spoken and are ready to vote on a matter;
- ensures that motions, and their intent, are understood by everyone;
- decides whether a motion or proposed amendment is in order, in consultation with the Committee Clerk; and
- calls, cancels and/or reschedules regular or Special meetings as necessary.

Duties of the Vice-Chair

The Vice-Chair of a CAC has all the powers and performs all the duties of the Chair of the CAC in the Chair's absence.

Absence of Chair

If neither the Chair nor the Vice-Chair is present when the meeting starts, the CAC shall appoint another present member as Acting Chair for that meeting. The Acting Chair has all the powers and performs all of the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-Chair.

Members' responsibilities

- reviewing agendas in advance and attending scheduled meetings;
- participating in meetings and voting on motions put to a vote; and,
- respecting the rules of this procedure, the General Policy for Community Advisory Committees and adhering to the City of London Respectful Workplace Policy.

Duties of the Committee Clerk

- establishing and administering deadlines for agenda business, preparing, publishing, and distributing an agenda for each CAC meeting, providing appropriate notice, and advising the chair where no agenda items have been submitted, with the recommendation to consider cancelling the meeting.
- providing procedural advice to members on agenda business and on preparing motions; and,

Appendix A – To the General Policy for Community Advisory Committees

- providing procedural advice during the meeting, with reference to local and generally accepted rules of parliamentary procedure where these rules are silent.
- keeping a record of all the votes of the CAC and preparing the committee meeting report.

Meetings

CAC's will meet in accordance with the Terms of Reference, and regular meetings shall be scheduled by the City Clerk, or designate.

The Chair may call a Special meeting as may be required from time to time, scheduled in collaboration with the Committee Clerk and subject to staff availability.

A quorum of the CAC is a majority of the appointed members. Note that a quorum is not based on the maximum possible membership, and the current membership number is adjusted when any resignations occur.

A quorum is required in order for a meeting to proceed. If a quorum is not present fifteen (15) minutes after the time a meeting is scheduled to begin, the meeting stands adjourned until the next scheduled meeting, or to a meeting at the call of the Chair. Similarly, if quorum is lost during a meeting the meeting stands adjourned until the next scheduled meeting, or to a meeting at the call of the Chair, and all matters not addressed will carry forward to the next agenda. Where one or more members have declared a pecuniary or other conflict of interest the remaining members shall be deemed to constitute a quorum, so long as the number is no less than two.

All CAC meetings are open to the public. A meeting may be closed to the public only in accordance with the provisions of the *Municipal Act 2001*, S.O. 2001, c. 25 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56

Motions

A member may make a motion that proposes an action on the matter that is currently before the CAC and within the CAC's Terms of Reference.

The following motion types propose an action on a matter before the CAC:

- motion to **Refer** – to send a matter or part of a matter to a specific person or decision body for their consideration or postpone consideration of the matter to a specific time;
- motion to **Receive** – to acknowledge a matter;
- motion to **Advise** – to pass along to the Municipal Council, through the appropriate Standing Committee of Council, the opinion or recommendation of the CAC; and
- motion to **Amend** – to alter or vary a main motion without materially changing its purpose.

Appendix A – To the General Policy for Community Advisory Committees

A CAC cannot submit recommendations to a Standing Committee that are contrary to either a decision of Municipal Council or a direction from a Standing Committee of Council.

A motion relating to a matter not within the Terms of Reference of a CAC, or outside the jurisdiction of the municipality, is not in order.

Voting

Every member present at a meeting must vote on every matter put to a vote, except a member who declares a conflict of interest and absents themselves from the vote.

- A motion requires a **second** before it can be discussed, debated, or voted on.
- A motion **passes** when a majority of members present vote in favour of it.
- A motion **fails** if the same number of members vote in favour as opposed (i.e. “tie vote”).
- The **order** of voting on motions shall be in accordance with the Council Procedure By-law.
- Any member present at a meeting who does not, or refuses to vote, except a member who has declared an interest, shall be deemed to vote in the **negative**.

If a motion under consideration contains distinct propositions, (i.e. a), b), c), etc.) a member may request that the CAC vote on each proposition separately, if on the advice of the Committee Clerk, the Chair determines it is procedurally in order to do so.