



Making Meetings Work

Meeting Procedures in Local Government

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1 Attend Meetings

- What constitutes a meeting
 - CAO must attend
- Regular, special, emergency and closed
- Don't miss too many or disqualified
- Quorum



2 Know the procedures

- Procedures are to help... not be hijacked
- Chair presides
- Challenge to the chair



3 Read your agenda

- Purpose of the agenda
 - Agenda guides the meeting and informs the public
- Order of the agenda
 - Adoption of Agenda
 - Adoption of Minutes
 - Delegations
 - Reports
 - Adjournment
- Adding an item
 - At the time of adoption of the agenda
 - Notice of motion



4 Consider motions

- How motions are made
- Wording of motions
 - Negative motions



4 Consider motions

- Once a motion is put, you can
 - Vote on it
 - Amend it (friendly amendment?)
 - Withdraw it
 - Defer it (or table it)
 - Refer it
 - Reconsider it
 - Rescind it



4 Consider motions

- Divided motions
- Confusion



5 Debate

- Participate in the debate...but don't ramble
- Speak once, and for ? Minutes
- Point of order
- Point of privilege



6 Recuse

- Conflict of interest



7 Vote

- Are you ready for the question?
- Recorded vote
- Weighted vote
- No abstention
- Tie vote?



8 Go into Closed

- Meetings are public unless authorized to move into closed session

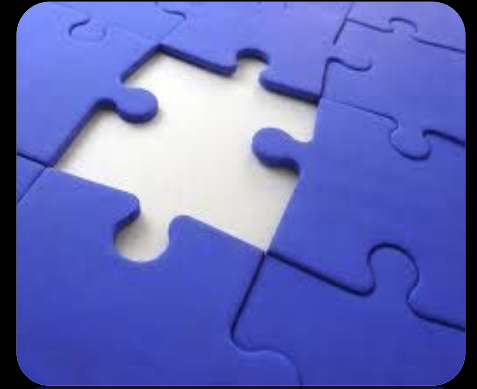


9 Be Polite

- How to address the Chair/
Directors
 - Chair So-and-So
 - Director So-and-So
- Always address through the Chair



10 Anything I missed?



Always put “the horse” (the principles) ahead of
“the cart” (the rules)

