



Effective date October 11, 2012

Approved by Capital Region Board

COMMITTEE AND TASK FORCE MEETING PROCEDURES

PURPOSE

To regulate the proceedings of the Capital Region Board committee and task force meetings.

POLICY

The Capital Region Board shall conduct committee and task force meetings efficiently, effectively, and in an orderly manner in accordance with approved guidelines.

GUIDELINES

1. DEFINITIONS

- a. "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b. "adjourn" used in relation to any meeting means to terminate the meeting;
- c. "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- d. "member" means a representative of a municipality on a committee or task force;
- e. "Chief Executive Officer" means the Chief Executive Officer of the Capital Region;
- f. "CRB" means the Capital Region Board;
- g. "in camera" means the portion of a meeting at which only members of the Capital Region Board, and committee or task force, and other persons specified by the committee or task force Chair may attend;
- h. "meeting" means when members of a decision-making body are invited to discuss matters within their jurisdiction resulting in a decision-making process;
- i. "orders of the day" means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
- j. "participating municipality" means a municipality listed in the schedule of the Capital Region Board Regulation;
- k. "point of order" means a demand by a member that the Chair enforce the rules of procedure;
- l. "point of privilege" means a request made to the Chair by a member on any matter related to the rights and privileges of the members and includes:
 - i. the comfort of members
 - ii. the conduct of CRB Employees or members of the public in attendance at the meeting;
 - iii. the accuracy of the reports of the committee or task force proceedings; and
 - iv. the reputation of the members;
- m. "postpone" means to delay the consideration of any matter, either:
 - i. to later in the meeting;
 - ii. to a specified time and/or date;
 - iii. until the occurrence of an event; or
 - iv. indefinitely;

- n. "public meeting" means a meeting a committee or task force at which members of the public may attend and may be invited to make verbal and/or written submissions;
- o. "recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- p. "reconsider" means to bring forward for consideration of the committee or task force a motion that has already been brought before, and voted upon, earlier in the same meeting;
- q. "refer" means to send a pending motion or agenda item to the Board, committee, task force, or CRB administration for investigation and report;
- r. "renew" means to bring forward to a later meeting a previously defeated motion; and
- s. "table" means to lay the impending question aside temporarily when something else of immediate urgency has arisen.

2. APPLICATION AND INTERPRETATION

- a. This policy shall apply to all committee and task force meetings of the Capital Region Board.
- b. To the extent that a matter is not dealt with in this policy, committees and task forces shall have regard to *Robert's Rules of Order Newly Revised*.
- c. The precedence of the rules governing the procedures of c is:
 - i. the *Municipal Government Act* (Divisions 3 and 4, Part 15.1);
 - ii. *Capital Region Board Regulation, ALTA. Reg. 38/2012*;
 - iii. this policy;
 - iv. the committee or task force Terms of Reference; and
 - v. *Robert's Rules of Order Newly Revised*.

3. REGULAR OR SPECIAL MEETINGS

- a. Date and time for meetings will be determined by the Chair and the Chief Executive Officer.
- b. All meetings will be open to members of the public except for the *in camera* portion of the meeting.
- c. Meetings will not be voice recorded.

4. SEATING

- a. The seats of members shall be chosen by Capital Region Board administration.

5. QUORUM

- a. Quorum is defined as fifty percent plus one of standing membership.
- b. A committee or task force member, who is attending a committee or task force meeting from a remote location, counts toward quorum.

6. DUTIES OF OFFICIALS

- a. The Chair shall:
 - i. open and adjourn meetings;
 - ii. chair meetings;
 - iii. preserve order and decorum in meetings;
 - iv. rule on all questions of procedure;
 - v. ensure that each member who wishes to speak on a debatable motion is granted the opportunity to do so;
 - vi. determine the speaking order when two or more members or others wish to speak; and
 - vii. decides who, aside from members of, may address the committee or task force.
 - viii. have voting rights as a member representing their municipality.

- b. The Vice-Chair shall chair meetings when the Chair is absent or unable to act as Chair and shall have all the powers and responsibilities of the Chair under this policy during the absence or incapacity of the Chair. The Vice-Chair has voting rights as a member representing his/her municipality.
- c. The Chief Executive Officer or his/her delegate shall, subject to Division 3 and 4, Part 15.1 of the *Municipal Government Act* and the Capital Region Board Regulation:
 - i. provide information and advice with respect to the operation of the CRB;
 - ii. when requested, provide information and advice to the Chair on procedural matters in meetings;
 - iii. ensure all minutes of the meetings are recorded and provide secretariat functions for meetings;
 - iv. receive recommendations for resolutions and make them available to each member; and
 - v. review proposed policies to ensure compliance with this policy and to advise of the existence of complementary and conflicting provisions in other policies.

7. CONDUCT AT MEETINGS

- a. Agenda
 - i. The proposed agenda for each meeting shall be established by the Chair with support from the Chief Executive Officer or his/her delegate.
 - ii. The proposed agenda shall include:
 - I. all recommendations for resolutions received in accordance with 9.a.i
 - II. all matters scheduled to that meeting by prior resolution of the committee or task force; and
 - III. such other items of business as determined by the Chair.
 - iii. In establishing the agenda, the Chair may establish a specific time for the introduction of and debate on any agenda item.
 - iv. The first order of business at any meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that the committee or task force may approve.
 - v. The order of business at a meeting shall be the order of the items on the adopted agenda.
 - vi. After adoption of the agenda, the committee or task force may alter the order of the items on the agenda, by vote or consensus, for convenience of the meeting.
- b. Rules Governing Debate
 - i. A motion must be made by a member before the committee or task force can debate an item.
 - ii. A seconder to a motion is not required.
 - iii. All discussion at a meeting shall be directed through the Chair.
 - iv. A member who has made a motion may speak either in favour of, or in opposition to, the motion.
 - v. Notwithstanding 7.b.iv:
 - I. a member may ask questions of the CRB administration or other members on any motion or amendment to a motion;
 - II. a member may speak to answer questions put by other members; and
 - III. a member who has made a motion may speak last to close the debate.
 - vi. The Chair may participate in debate on any matter before the committee or task force by relinquishing the chair.
 - vii. The Chair may make a motion on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.
 - viii. A member who is speaking may be interrupted by the Chair if:
 - I. the member speaking is out of order; or
 - II. the matter being addressed by the member speaking is outside the jurisdiction of the committee or task force.
 - ix. A member who is speaking may only be interrupted by another member on:

- I. a point of privilege; or
 - II. a point of order.
 - x. The member who is speaking when a point of order or privilege is raised shall cease speaking immediately.
 - xi. The Chair may grant permission:
 - I. to the member raising the point to explain the point briefly; and
 - II. to the member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.
 - xii. The Chair must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member to the ruling.
 - xiii. The Chair may seek advice from the Chief Executive Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the committee or task force.
 - xiv. Items that are on the agenda and do not have a recommended motion may be discussed by the committee or task force at the discretion of the Chair.
- c. Challenging the Ruling of the Chair
- i. Any member may challenge the ruling of the Chair on a point of order or privilege and state the terms of the challenge.
 - ii. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with.
 - iii. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair's ruling and then put the question to the committee or task force.
 - iv. The committee or task force shall decide the challenge, by vote, without debate.
 - v. The decision of the committee or task force on the challenge is final.
 - vi. If the Chair refuses to put the challenge to the committee or task force, the committee or task force may request that the Vice-Chair assume the chair in order that the challenge to the Chair's ruling can be put to the committee or task force in accordance with the provisions herein. The result of the vote is as binding as if conducted under the Chair or Interim Chair and the Chair or Interim Chair shall abide by the result.

8. MAINTAINING ORDER IN COMMITTEE OR TASK FORCE MEETINGS

- a. Order in Committee or Task Force Meetings – Members
- i. The Chair or Interim Chair may call to order any member of the committee or task force who is out of order.
 - ii. A member of the committee or task force who is called to order must cease talking or otherwise engaging in the activity specified by the Chair or Interim Chair in the call to order.
 - iii. When a committee or task force Member has been called to order but persists in breaching the order of the committee or task force, the Chair or Interim Chair may name the member and declare the offence.
 - iv. The Chief Executive Officer shall ensure the offence is noted in the minutes.
 - v. If a member of the committee or task force who has been named apologizes to the committee or task force and withdraws the offensive statement or action, then the Chair or Interim Chair may direct that the notation of the offence be removed from the minutes.
 - vi. A committee or task force member who is called to order or named may immediately thereafter challenge the ruling of the Chair or Interim Chair and state the terms of the challenge.
 - vii. When there is a challenge to the ruling of the Chair or Interim Chair, all further debate shall cease until the challenge has been dealt with by the committee or task force. A challenge of the Chair's or Interim Chair's ruling shall follow those procedures outlined herein.

- b. Order in Committee or Task Force Meetings – The Public
 - i. Only committee or task force members, the Chief Executive Officer, and those individuals authorized by the Chief Executive Officer may be present on the floor of the meeting.
 - ii. A person not listed in section 8.b.i may be present on the floor of the committee or task force meeting if that person has first received the approval of the Chair or Interim Chair.
 - iii. The Chief Executive Officer or an employee or consultant authorized by the Chief Executive Officer may address the committee or task force from the floor of the committee or task force meeting, if recognized by the Chair or Interim Chair.
 - iv. A person not listed in 8.b.i may address the committee or task force from the public gallery with permission of the Chair or Interim Chair. A member may, through the Chair or Interim Chair, request permission for an employee of that municipality to address the committee or task force.
 - v. No person present in the public gallery or on the floor of the meeting shall cause any disturbance, interrupt any speaker or interfere with the action of the committee or task force.
 - vi. The Chair or Interim Chair may call to order any person on the floor or in the public gallery who has created a disturbance and may expel that person from the committee or task force meeting.

9. RULES FOR MOTIONS

- a. Motions
 - i. A motion must be made prior to a vote occurring.
 - v. A recommendation in a report is not a motion until a member moves it.
 - vi. The committee or task force shall consider only one motion at a time.
 - vii. After a motion has been moved, it may not be withdrawn without the consent of the committee or task force.
 - viii. The following motions are not debatable by the committee or task force:
 - I. to raise a point of privilege;
 - II. to call for orders of the day;
 - III. to raise a point of order;
 - IV. to withdraw a motion;
 - V. to recess or adjourn the meeting;
 - VI. to challenge a ruling of the chair; or
 - VII. to table a motion.
 - ix. When a motion has been made and is being considered, no member may make any other motion except:
 - I. as set out in 9.a.v;
 - II. to amend the motion;
 - III. to refer the main motion to the CRB administration, a committee, task force, or some other person or group for consideration; or
 - IV. to postpone consideration of the motion.
 - x. Motions shall have precedence in accordance with the order that they are listed in 9.a.viii and then in 9.a.ix(2), 9.a.ix(3) and 9.a.ix(4).
 - xi. If a motion is voted on by the committee or task force, a committee or task force member who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
 - xii. If a motion fails, the same motion shall not be renewed unless one year has passed since the date that the motion was defeated.
 - xiii. Notwithstanding 9.a.xi, if a motion is defeated, a committee or task force member may introduce a motion calling on the committee or task force to renew the motion if:

- I. the committee or task force member who wishes to have the Committee or task force renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate; and
 - II. the committee or task force grants leave to a committee or task force member to introduce a motion calling on the committee or task force to renew the motion.
 - xiv. If a motion succeeds, a committee or task force member may introduce a motion calling on the committee or task force to rescind the motion or amend a motion previously adopted provided that the committee or task force member sets out in writing what special or exceptional circumstances warrant further debate.
 - xv. A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.
 - xvi. The committee or task force may consider *in camera* if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
 - xvii. The committee or task force may not vote on motions *in camera* except a motion to revert to a meeting held in public.
- b. Amendments to Motions
- i. A committee or task force member who moved a motion may not move an amendment to it.
 - ii. Any committee or task force member, other than the committee or task force member who moved the main motion, may move to amend a motion.
 - iii. The committee or task force member who moved the main motion may move an amendment to the amendment.
 - iv. The Chair or Interim Chair shall allow only:
 1. one amendment to the main motion; and
 2. one amendment to the amendment to be advanced and considered at a time.
 - v. The committee or task force must vote:
 1. on an amendment to the amendment, if any, before voting on the amendment; and
 2. on any amendment before voting on the main motion.
 - vi. When an amendment is on the floor, the committee or task force may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
 - vii. The Chair or Interim Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of the committee or task force.
 - viii. Once all amendments to the main motion have been voted on, the Chair or Interim Chair shall put forth the main motion under debate to the committee or task force for a vote, incorporating the amendments that have been passed by the committee or task force.
 - vii. ix. Notwithstanding anything in this section, a committee or task force member who has moved a motion may restate the motion to include a proposed amendment if no other committee or task force member objects.
- c. Motions to Refer
- i. Any committee or task force member may move to refer any main motion, and any pending amendments, to a committee or task force or the CRB administration for investigation and report.
 - ii. A motion to refer:
 1. is debatable;
 2. precludes any further amendment to the main motion, until the motion to refer has been addressed by the committee or task force; and
 3. shall include instructions indicating, who the receiving body is, what the receiving body is to do and the date by which the committee or task force requires a response.

- iii. The Chair or Interim Chair shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.
 - iv. Once the receiving body commences its deliberations, the receiving body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by the committee or task force prior to the referral. The resolution proposed by the receiving body shall be as if introduced to the committee or task force for the first time and the committee or task force shall be free to consider any amendment to it.
- d. **Splitting a Motion**
- i. When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a committee or task force member may request that the motion be split into parts so that each part may be voted upon individually.
 - ii. A committee or task force member who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.
 - iii. The Chief Executive Officer may, on the request of the Chair or Interim Chair, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by the committee or task force.
- e. **Tabling Motions**
- i. A motion may be tabled by a vote of the committee or task force.
 - ii. A motion to table:
 - 1. includes all other motions; and
 - 2. takes precedence over any other motion connected with the motion being tabled.
 - iii. A motion that has been tabled may be raised from the table at any time by a vote of the committee or task force.
 - iv. If a motion to raise a motion from the table is defeated, it may only be made again after the committee or task force has addressed some other matter or business.
 - v. When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
 - vi. A motion fails if it is not raised from the table within one year of being tabled.
 - viii. A motion to table such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.
- f. **Postponing Motions**
- i. A motion may be postponed:
 - 1. to later in the meeting to enable the committee or task force to deal with other more pressing matters; or
 - 2. to a specified time and/or date; or
 - 3. until the occurrence of an event; or
 - 4. indefinitely.
 - ii. A motion to postpone:
 - 1. includes the motion being postponed and all connected amendments; and
 - 2. takes precedence over any other motion connected with the motion being postponed.
 - ix. A motion that has been postponed under 9.f.i(1) or 9.f.i(4) may be considered at any time by a vote of the committee or task force.

- x. If a motion to consider a postponed motion is defeated, it may only be made again after the committee or task force has addressed some other matter or business.
- xi. When a motion that has been postponed is brought back to the committee or task force, it is brought back with all motions connected with it, exactly as it was when postponed.
- xii. If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.
- xiii. A motion to postpone such determination to another meeting is not permitted. If the committee or task force is unable to make a determination and additional information is necessary to duly make the decision, the committee or task force has the capacity to refer the matter to Administration to bring forward additional information to assist with making the decision.

g Notice of Motion

- i. Prior to the committee or task force adjourning a committee or task force meeting, committee or task force members will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Executive Officer with a written copy of the notice.
- ii. A notice of motion given at a committee or task force meeting will automatically appear on the agenda of the next regular committee or task force meeting unless otherwise directed or agreed upon by the Chair/Interim Chair or Chief Executive Officer or the Notice Provider.
- iv. A motion for notice is not debatable until a committee or task force member moves the motion.

10. VOTING

- a. Subject to the committee or task force terms of reference, each member has one vote.
- b. A motion will be carried when a motion is supported by quorum.
- c. A committee or task force member may request a vote be recorded any time before the vote is taken.
- d. When a vote is recorded, the minutes must indicate which committee or task force member requested the recorded vote and list the municipalities voting for or against the motion. Additionally, those municipalities that are absent will be recorded in the minutes even though their vote is recorded in favour.

11. INFORMATION REQUESTS

- a. A committee or task force member wishing to make an information request of CRB administration shall present it to the committee or task force at the appropriate time on the agenda of a regular committee or task force meeting.
- b. If the Chief Executive Officer is unable to answer the information request at the meeting, the Chief Executive Officer will forward the request to the appropriate entity for a response.
- c. Information Requests will appear on a subsequent agenda.
- d. If the Chief Executive Officer determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the *Freedom of Information and Protection of Privacy Act*, the Chief Executive Officer shall file a response with the committee or task force stating the reasons for withholding the information.
- e. If the Chief Executive Officer determines that the time and cost of compiling the information will be considerable, the Chief Executive Officer shall request a resolution of the committee or task force to approve the request either at the same meeting or a future meeting.
- f. If a committee or task force member who has made an information request wishes to withdraw the request, that committee or task force member shall so inform the committee or task force.

12. ADJOURNING THE MEETING

- a. When the Chair or Interim Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair or Interim Chair may adjourn or request a motion to adjourn the meeting.
- b. Any committee or task force member may move to adjourn the meeting at any time.



Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
July 28, 2015	Update	Fixed technical errors; clarified Section 10. Voting; defined meeting as per legal advice, remote attendance added, clarity regarding notice of motions
September 14, 2015	Update	Copy edits and clarification re: <i>in camera</i>
September 21, 2015	GPF amendment	Add "unanimous" to Section 2 (d)
October 15, 2015	Board amendment	Removed Section 2 (d)

