

General Roles, Responsibilities and Procedural Training for ACOC's

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Agenda

- Legislative requirements for local board meetings
- Providing feedback to staff and Council
- Roles and responsibilities for staff, TAC members and the chair
- Procedural training (how and when to pass resolutions, correct wording of resolutions, voting, etc.)

Legislative Requirements for Local Boards

- All meetings must be public.
- All decisions of an ACOC must be made through resolution.
- Where ACOC feedback is provided on a topic that is going before City Council, all that feedback must be communicated to City Council.
- Meeting notice and agendas must be published in advance of the meeting.
- Meeting minutes must be posted publicly following all meetings.

What is a meeting?

- A meeting is anytime a quorum of the ACOC is together talking about ACOC business.
- A meeting that occurs without proper public notice is an illegal meeting.
- All meetings must be held with prior notice given to the public, be open to the public to attend, have agenda materials posted publicly and have minutes posted publicly following the meeting.

How does the ACOC provide feedback to staff and Council?

- The only way that an ACOC can provide formal feedback to staff or City Council is through the passing of a resolution.
- Resolutions must be moved, seconded and then voted on. A simple 50% + 1 majority is all that's needed to approve a resolution.
- Comments given by a single member at an ACOC meeting do not constitute formal feedback to staff or City Council.

How is ACOC feedback communicated to staff and City Council?

- ACOCs provide advice directly to staff and through staff to City Council.
- Advice from an ACOC to staff can be made through a resolution at an ACOC meeting and no further reporting is required.
- Advice from an ACOC about an item that requires City Council approval must be included in full in the relevant staff report.

Role of City Staff Supporting ACOCs

The ACOC Meeting Procedures establish the role of staff.

- Staff provide impartial advice to the ACOC regarding various policy and programming decisions.
- Staff build the ACOC agendas, review them with the chair, and circulate them to the public and committee members.
- Staff provide administrative and secretariat support to ACOCs, including general procedural advice.
- Staff incorporate all recommendations and advice from ACOCs into staff reports (where appropriate).
- Staff work with the City Clerk's Office regarding resignations, recruitments and appointments.

Role of ACOC Members

The ACOC Meeting Procedures establish the role of ACOC members.

- ACOC members attend meetings to provide knowledge and feedback on agenda items.
- ACOC members vote on policy positions brought before the ACOC by staff.

Responsibilities of the Chair

- Agenda Planning
- Meeting Flow and Decorum
- Procedural Rulings
- Overall Meeting Efficiency and Effectiveness
- Open Dialogue with Support Staff and the Clerk's Office

Procedural By-law

- The purpose of the Procedural By-law and the Advisory Committees of Council Procedures is to guide the order and dispatch of Council and committee business
- Focus on working through the agenda using basic procedures, procedures enable the chair and committee to keep the meeting moving
- Chairs can't put forward motions and, as a best practice, should present their opinion last or simply through their vote in order to facilitate broader discussion amongst the members

Basic Meeting Procedures

- ACOCs must abide by the City's Procedural Bylaw and the ACOC Meeting Procedures.
- Parliamentary procedure ensures fair and equitable decision making.
- ACOCs can only formally advise staff and City Council through resolutions.
- The City Clerk's Office is your resource if meeting procedures are becoming cumbersome or confusing at ACOC meetings.
- 90% of parliamentary procedure is as simple as:
 - A member moves a motion
 - A member seconds the motion
 - Debate and discussion take place.
 - Members vote on the motion, 50% + 1 is required for the resolution to be approved.

Motions

Purpose of motions:

Proposes an action regarding an item that is currently before the committee and was listed on the agenda.

Motions can be:

- Debated (discuss the motion);
- Amended (change the motion, amendments which are contrary to the main motion are not in order);
- Referred or deferred (referrals send an item to another person or body and deferrals send it to another time)
- Carried (a majority of the committee agreed with the motions);
- Defeated (a majority of the committee disagreed with the motion); or
- Withdrawn (motions that have been moved and seconded can only be withdrawn with the consent of the committee)

How to Write Resolutions

Good Resolutions

- That the Fantastic Guelph Transit Strategy, included as Attachment-1 to the Future of Guelph Transit Report, dated January 1, 2023, be approved.
- That the feedback provided by the Transit Advisory Committee regarding the draft Fantastic Guelph Transit Strategy, included as Attachment-1 to the Future of Guelph Transit report, dated January 1, 2023, be considered by staff for inclusion in the final report.

How to Write Resolutions

Not So Good Resolutions

- That the Fantastic Guelph Transit Strategy report be endorsed.
- That the feedback provided by the Transit Advisory Committee be considered by staff.
- The worst resolution of all - is no resolution at all!

We're Here to Help!

- You can email clerks@guelph.ca anytime
- The Legislative Services team can provide procedural advice, review agendas, review minutes, provide additional training – or anything else needed to ensure an ACOC is successful.
- The legislative Services team can attend meetings to provide additional support by request or as required.