

Advisory Committee Chair and Vice-Chair Role and Responsibilities

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Responsibilities of the Chair

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

Agenda Planning

- Review agendas with the staff liaison and City Clerk's Office prior to publication on Guelph.ca
 - A planning meeting is scheduled with the staff liaison, AAC Chair and Vice-Chair approximately 2 weeks ahead of an AAC meeting
- Ensure proposed agendas can be completed during the allotted time, prioritize agenda items, etc.

Procedural By-law

- The purpose of the [Procedural By-law](#) and the [Advisory Committees of Council Meeting 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

Meeting Flow and Etiquette

- It is the Chair's job to keep the meeting moving
- It is the Chair's job to ensure that the behaviour of all meeting participants is in keeping with the Code of Conduct and Procedural By-law

Appropriate Behaviour (1 of 2)

- Committee members may not:
 - Use offensive words or speak disrespectfully of members of the Committee, the public or City staff
 - Speak on any subject not under debate
 - Speak in contempt of any decision of the Committee
 - Disobey a ruling or decision of the Chair, Council or Committee
 - Interrupt or enter into debate with a delegate
- If a member violates these rules, they should be called to order by the Chair.

Appropriate Behaviour (2 of 2)

- Delegates and the public may not:
 - Address the Committee without permission
 - Engage in any behaviours which affect Committee deliberations (jeering, shouting, clapping, etc.)
 - Bring any signs or placards to the Committee meeting, distribute leaflets, etc.
 - Make detrimental comments or malign the integrity of Committee members, staff or other members of the public
- If an individual violates these rules, they should be called to order by the Chair.

Procedural Rulings

- The Chair rules on all questions regarding the application of the [Procedural Bylaw](#)
- This includes discretionary rulings (such as calling a member to order for disrespectful behaviour) and required rulings in response to a point of order or privilege
- The meeting clerk can provide procedural advice before, during and after meetings but does not make procedural rulings

No Surprises, No Ambushes

- Committee agendas are circulated about a week in advance
- This provides the public, Committee members and staff time to review materials, ask questions and prepare answers
- To the extent possible, questions of staff should be raised prior to the meeting
- Proposed amendments and resolutions should always be submitted in writing to the staff liaison in advance
- Surprise resolutions lead to ineffective and inefficient meetings

Open Communication

- The staff liaison and City Clerk's Office are available to the Chair and Committee members to answer questions
- Work with staff in advance of meetings when needed and the debate and discussion at Committee will be more effective
- Staff will not surprise the Committee with last minute changes or information