

Meeting Processes and the Simplified Rules of Procedure

City Clerk's Office

March 26, 2021



Principles of the Rules of Procedure: the Rights of Members

- The majority of members have the right to decide
- The minority of members have the right to be heard
- All members have the right to the same information to help make decisions
- Members have a right to an efficient meeting
- All members have the right to be treated with respect and courtesy
- All members have equal rights, privileges and obligations

Open Meetings

- All meetings are open to the public
- Advance notice of the meeting and all agenda items must be given
- All consideration and debate of agenda items takes place at the meeting
- Meetings are held in a public location, during regular business hours
- The Advisory Committee may close a meeting to the public if the subject of debate falls under one of the exceptions to the open meeting rules in the City of Toronto Act
- Examples:
 - personal matters about an identifiable individual, including a city employee or a local board employee
 - acquisition or disposal of land

Role of the Chair

- Presides at the meetings
- Maintains order and decorum in the meeting
- Makes procedural rulings
- Determines the order of questioning or speaking
- Rules on whether motions are in order
- Determines when all members who wish to speak have spoken and are ready to vote, and ensures members understand what they are voting on
- May call, cancel or reschedule meetings

The Co-chair has all the powers and performs all the duties of the Chair in the Chair's absence

Responsibilities of Members

- Attend scheduled meetings
- Carefully consider and make decisions about meeting business
- Vote on motions put to a vote
- Speak respectfully, listen attentively, and not interrupt the proceedings
- Refrain from using any offensive, disrespectful or unparliamentary language about any member, City Officials or other City employee, or City Council
- Speak only on the matter or motions under discussion
- Respect the confidentiality of matters discussed in closed session and not disclose the subject or substance of these discussions
- Obey the Chair's rulings and Council's decisions

Order of Business at a Meeting

- The Chair calls the meeting to order once quorum is present
- Declarations of Interest under the Municipal Conflict of Interest Act
- Confirmation of Minutes
- The Committee considers each Item one at a time
- Once the agenda is complete, the Chair adjourns the meeting – no motion required

A meeting agenda

- Prepared by the Committee Secretary
- Closes ten business days before meeting
- Published five business days before meeting, and distributed to members (via weblink)
- Is a “live” document once published – revisions are updated in real time



Agenda

Regular

Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit Advisory Committee

Meeting No.	1	Contact	Sylvia Przedziecki, Administrator
Meeting Date	Friday, March 26, 2021	Phone	416-338-5089
Start Time	1:30 PM	E-mail	lgbtq2s@toronto.ca
Location	Video Conference	Chair	Councillor Kristyn Wong-Tam

Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit Advisory Committee		
Councillor Kristyn Wong-Tam (Chair) Councillor Paul Ainslie Jc Elijah Bawuah Monica Forrester Ashante Fray	Susan Gapka Berkha Gupta Jad Jaber Ranjith Kulatilake Laura McPhie	Samantha Peters Terrence Rodriguez Lori Ross Jennifer White leZlie lee kam

This meeting of the Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit Advisory Committee will be held by electronic means and the proceedings of the Committee will be conducted publicly.

Agenda Items

- Items must be within the Committee's Terms of Reference, and submitted to the Secretary by the agenda closing
- Staff from the Clerk's Office and People and Equity are able to assist you, if you wish to put an item on the agenda

Who can add Items to an Agenda?

- A member of the Advisory Committee
- City Council
- A Council Committee
- A local board of the City
- A City official

EX11.11	ACTION			Ward: All
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Creation of a Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit (LGBTQ2S+) Council Advisory Body

Origin

(November 27, 2019) Report from the Chief People Officer, People and Equity

Recommendations

The Chief People Officer, People and Equity recommends that:

1. City Council establish a Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit (LGBTQ2S+) Council Advisory Body, in accordance with the Terms of Reference in Attachment 1, for the term ending November 14, 2022 or until their mandate is completed within the 2018 to 2022 term.

Summary

This report responds to 2017 EX28.9 Developing Terms of Reference for a Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit (LGBTQ2S+) Council Advisory Body. It seeks approval of the proposed terms of reference and appointment process outlined in this report.

- Every item has a unique identifier
- Some items are Ward-specific
- Some items originate with a report or letter
- Some items have recommendations for the Committee to consider

On Each Item

- Chair identifies the Item
- Staff presentation (if there is one)
- Public Speakers – Members may ask questions of public speakers
- Members may ask questions of Staff
- Members may make remarks and move motions
- Members vote on motions

How do Council Advisory Bodies give advice?

- The Advisory Committee may:
 - Make recommendations to City Officials on matters within their jurisdiction
 - Make recommendations to a Council Committee
 - Make recommendations to City Council on a matter on the Council agenda
- The Advisory Committee must make a decision on every agenda item
- Through its decisions, the Committee fulfills its role as a Council Advisory Body
- A recommendation that requires action by City Officials or City Council must first be considered by the appropriate Council Committee and, when necessary, approved by City Council.

Motions

- A decision is made by voting on a proposal contained in a motion
- The Committee may, by motion, decide to:
 - **Receive** the Item for information
 - **Defer** the item to a future meeting
 - **Adopt** the recommendation(s)
 - **Amend** or add new recommendation(s)
- City Clerk's Office staff will assist members with preparing their motions
- Motions are typed and displayed and should be read aloud so that all members hear and understand the proposal.
- Motions do not need to be seconded
- The Chair will rule motions which are not within the mandate of the Committee out of order.

Voting

- All members present must vote (unless prevented by law)
- Majority vote is required to pass a motion
- Motion fails if the vote is tied
- Members may vote by a show of hands or may ask to have the vote recorded in the minutes

Other Meeting Matters

- Quorum
 - The minimum number of members required to be present to conduct business at the meeting
 - In our case: a majority of the total membership
 - Quorum must be present within 30 minutes of the scheduled start time of the meeting
 - If no quorum present, the meeting cannot take place
- Absence
 - Let the Clerk and the Chair know in advance
 - Chair will move to excuse absent members at the end of the meeting
 - If you are absent from 3 meetings in a row, without being excused by motion, your seat becomes vacant and you are no longer a member

Minutes & How to Follow Decisions

- Minutes are prepared without note and comment, they include motions, votes, decisions and attendance
- Agendas, Minutes and all meeting information are posted online <http://www.toronto.ca/council>
- Subscribe to e-updates to receive notification about any Council, Committee or Board agendas and minutes <https://www.toronto.ca/legdocs/e-updates/subscribe.htm>

Contact:

City Clerk's Office

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