

Meeting Processes and the Rules of Procedure

City Clerk's Office

June 15, 2026



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

Role of the Chair

- Presides at 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 Vice 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 and Theatre Officials or other City employee, or City Council
- Respect the rules of the procedures
- Speak only on the matter under debate or related motions during debate
- Respect the confidentiality of matters discussed in closed session and not disclose the subject or substance of these discussions

Role of the Board Secretary

- Provides notice of meetings
- Prepares agendas
- Maintains the record of meetings and issues minutes
- Assists Members with the wording and writing of motions
- Provides procedural advice to the Chair, but the Chair will rule on a question

Agenda Overview

- The deadline to submit agenda items to the Board Secretary is 10 business days before the meeting
- Agendas are published and made publicly available five business days before the meeting
- Any confidential materials are provided only to Members and select City officials
- Agendas are a “live” document once published – revisions are updated in real time

Agenda Overview – *continued*

- Items may be placed on an agenda by the following:
 - Members of the Board
 - City Council or Council Committees
 - City and Theatre Officials
- Written communications about agenda items are also included on the agenda

Agenda Overview – *continued*

Adding Items to a meeting agenda:

- To add an item to an agenda, agenda items must be:
 - within the mandate of the TO Live Board
 - submitted to the Board Secretary by the agenda closing deadline
- Late Items:
 - Items submitted after the agenda closing deadline are considered late
 - If the late item supplements regular agenda business, the Board Secretary may add the item to the supplementary agenda
 - If the late item is new business, it may be added to the agenda with the consent of the Board

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 Chair will review the agenda to determine which items can be approved without debate.
- The Chair will hold any items with a presentation from officials or registered public speakers.
- Members may “hold” items they wish to ask questions on and/or debate
- After the review of the agenda, the Board will considers held Items one at a time

Phases of debate on an Item

- Chair identifies the Item
- Presentation from officials (if there is one)
- Public speakers (if there are any)
- Members may ask questions of public speakers
- Members may ask questions of officials
- Members may speak and move motions
- Members vote

Phases of debate on an Item – *continued*

Public Speakers

- Any person may speak to the Board on any matter on the agenda
- Public speakers are asked to register in advance with the Board Secretary, though the Board may also hear from public speakers who did not register in advance
- A public speaker has up to 5 minutes to speak to the Board
- Members may ask questions of a public speaker for up to 5 minutes

Phases of debate on an Item – *continued*

Questions of Officials

- Members indicate to the Chair their intention to ask questions of officials.
- Members have up to 5 minutes to ask questions
- The Board may opt for additional rounds of questions once the Chair has determined that each Member has had the opportunity to ask questions

Phases of debate on an Item – *continued*

Speaking and Moving Motions

- After questions are completed, Members debate the item
- Each Member has up to 5 minutes to speak to the item and may introduce motions at the beginning of their speech
- Motions must be submitted to the Board Secretary before the Member begins speaking
 - 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.
 - The Chair will rule motions which are not within the mandate of the Board out of order.

Phases of debate on an Item – *continued*

Motion Types

- In making a decision, the Board may, by motion, decide to:
 - **Adopt** – Approve the recommendations
 - **Amend** – Change or add to the recommendation(s)
 - **Receive** – Acknowledge the Item and take no further action
 - **Refer** – Send the Item to a person or Committee
 - **Defer** – Postpone consideration of an item
 - Indefinitely
 - Until a specific time or meeting
 - Until a specific event
 - Until a report or communication presented

Phases of debate on an Item – continued

A good motion should:

- State the action to be taken
- Make clear who to take the action
- State the timeline, if possible
- Leave no room for interpretation
- Be able to stand alone
- Recommend actions that are within the Board's mandate and jurisdiction
- Be written in the active voice
- Use plain language
- Avoid acronyms

Making a Decision and Giving Advice

- The TO Live Board must make a decision on every agenda item
- The TO Live Board may:
 - Make recommendations to Theatre Officials on matters within their jurisdiction
 - Make recommendations to City Officials or City Council
- A recommendation that requires action by City Officials or City Council must first be considered by the Board and, when necessary, by the appropriate Standing Committee before City Council.
- A decision is made by voting on a proposal contained in a motion

Making a Decision and Giving Advice – *continued*

Voting

- All Members present must vote (unless prevented by law or have declared an interest)
- 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

Making a Decision and Giving Advice – *continued*

- Some decisions may be made at the Board level, and some decisions may go on to City Council for a final decision
 - The Board oversees the business and affairs of the Civic Theatres
 - Annual operating budget and annual audited financial statements are submitted to City Council
 - Amendments to the Procedural By-law and Records Retention By-law are submitted to City Council for approval
 - Any other matters shall be reported to Council at the discretion of the Board

Confidential Items

- Items marked as confidential must meet one of the reasons set out in the TO Live Board procedural by-law.
- The Board *may* meet in closed session. If the Board would like to meet in closed session, a Member must make a motion to do so and provide the reason why the Board has to meet privately.
- Any discussion in closed session must pertain to the confidential portion of the item.

Committees of the Board

- The Board may establish Committees, appoint Committee Members and assign duties to the Committees
- The reports of all the Committees, unless otherwise decided by the Board, are forwarded to the Board for consideration.
- The Board considers a Committee's recommendation as the main motion on the item under discussion.
- Committees will consist of at least 3 persons and be chaired by a Member.
- The Board, as soon as practicable, establishes the Committees and designates the Chairs of the Committees.

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