

Committee/Commission Meetings

Agendas

- Meeting agendas are set by the Commission Chair in consultation with the Area Director, and must be provided to Regional District staff in advance of the meeting for posting on the Regional District website.
- An RDOS meeting agenda template will be provided to the Chair to help with consistency of the agenda.

Meetings Open to the Public

- Unless a meeting or part of a meeting is authorized to be closed to the public under the *Community Charter*, all meetings of the commission shall be open to the public. (copy of s. 90 attached)
- Should a closed, or in-camera, meeting be held by the committee, members must keep in confidence any information considered in any part of the meeting until such time as the information is released to the public as lawfully authorized or required.
- Delegations and members of the public are not permitted at an in-camera meeting.

Quorum

- As soon after as the time specified for a committee/commission meeting as there is a majority of the members present, the meeting is to be called to order. If the Chair is not present, the committee/commission must elect, for that meeting, a Chair from among the members present
- If there is no quorum within 15 minutes of the designated start time, the minute taker is to record the names of those members present, those absent and adjourn the meeting to the next scheduled meeting date.

Minutes

- At the committee and commission level, the minutes of a regular meeting should be recorded using an anecdotal method. Anecdotal minutes contain objective and concise point-form summaries of discussion without attributing comments to individuals. The brief summary is following by decisions made or recommendations voted on. Verbatim or detailed minutes are not used at the RDOS.
- The minute taker is responsible to ensure that a copy of the minutes is forwarded to Community Services as soon as they are approved by the committee/commission Chair. Those minutes will be included on the next Board agenda and posted on the RDOS website. The minutes are to be signed off by the Chair and Minute taker at the next committee/commission meeting.

- Any recommendations for action must be clearly noted in the minutes and those recommendations will be considered by the Board at their next business meeting. This is an important step to ensure that the Board is receiving the information they need to consider a committee/commission recommendation and to help ensure that they are then able to clearly direct staff based on those recommendations.
- Minutes of in-camera meetings are to capture the essential details of a discussion only, and are to be forwarded for inclusion on the next in-camera Board agenda.
- A copy of the RDOS meeting minutes template will be provided to the minute taker to help with consistency of minutes and all minute takers will be provided training on Regional District standard minute taking procedures

Following Up

- Regional District administration is committed to ensuring that the communication loop is closed on any items which a committee or commission forwards to the Board for consideration. A copy of the Board minutes, along with any action proposed by the Board will be returned to the committee/commission so that they can be assured it was received and be notified of any action the Board may be taking in relation to the matter identified.

Rules of Procedure

- Rules of Procedure were developed to help the Chair maintain order during a meeting. During discussion, members of the committee/commission may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Committee/commission members, particularly the Chair will want to familiarize themselves with the RDOS Board Procedure bylaw and Robert's Rules of Order.

Voting at Meetings / Conflict of Interest

- All votes at a committee/commission meeting are unweighted, meaning one vote per member.
- If a committee/commission member considers that he or she is not entitled to participate in the discussion of a matter and/or to vote in respect of a matter because of a conflict of interest, they are required to make this known prior to any discussion on the matter.
- The member must state to the committee/commission that they believe they may be in conflict, state the reason why, and remove themselves from the room. No vote of the committee is required, and no other committee member will make a determination as to whether or not a conflict exists.