

**Comox Valley Housing Task Force
Rules of Procedure
March 2012**

1. Definitions

Task Force means the Comox Valley Housing Task Force.

Member means an appointed member of the Task Force.

Conflict of Interest means where a Task Force member or the parent, spouse, same-sex partner or any child of the member, or his or her partner, has a personal interest in the matter.

2. Agendas

The agenda for regularly scheduled Task Force meetings shall be distributed electronically five (5) days in advance of the meeting and by posting a copy of the draft agenda at the public notice posting place thereby making the draft agenda available to the public.

- a) The administrative coordinator shall prepare an agenda for each meeting of the Task Force.
- b) The chair of the Task Force shall review and approve the agenda for each meeting prior to its publication.
- c) At a meeting the Task Force may consider addendum items or any item added to the agenda by a member of the Task Force providing that such items receive a majority vote of the members present.
- d) The order of business at all regular meetings of the Task Force shall be as per the policy of the Task Force, which may be amended from time to time.

4. Attendance of the public meetings

Except where the provisions of section 90 of the *Community Charter* apply, all Task Force meetings must be open to the public.

5. Inaugural Meeting

The inaugural meeting normally occurs at the first scheduled Task Force meeting of the year, or at the first scheduled meeting following the appointment of new members of the Task Force.

The administrative coordinator calls the meeting to order and conducts the meeting until the election of the chair.

6. Election of the Chair and Vice-Chair

- a) As per the *Comox Valley Housing Task Force Terms of Reference*, the Task Force will select its chair and vice-chair from among the four members who are elected officials.
- b) The chair is elected by the Task Force members present by majority vote. The administrative coordinator shall call for nominations for the position of chair of the Task Force.
- c) At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3) minutes to outline why he/she should be chosen for the position.
- d) In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the administrative coordinator.
- e) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary until a candidate with a clear majority emerges.
- f) An election of vice-chair shall then be conducted pursuant to subsections a) through f) above.

7. Delegations

An individual or group wishing to appear before the Task Force shall so advise the administrative coordinator prior to five (5) business days before the meeting.

The request to appear before the Task Force shall be in writing and shall state the nature of the matter to be presented and the name of the spokesperson.

No person other than the designated spokesperson may speak on the matter and for not more than a total of ten (10) minutes.

An individual or group not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the members present.

8. Quorum

A quorum for a meeting of the Task Force shall be a majority of its members.

At the commencement of the meeting, the chair or in the absence of the chair, the vice-chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the chair nor the vice-chair is present within fifteen (15) minutes after the time appointed for the meeting, the administrative

coordinator shall call the meeting to order, ascertain that a quorum is present and if so, the Task Force shall appoint an acting chair who shall preside during the meeting or until the arrival of the chair or vice-chair. Such person appointed, as acting chair, shall have all the powers and be subject to the same rules as the chair.

Should there be no quorum with one-half hour after the time appointed for the meeting the names of the members present shall be recorded and the meeting adjourned.

9. Motions

- a) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- b) The presiding member may divide a motion containing more than one subject if the presiding member feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- c) A motion to terminate the meeting or to terminate the debate shall always be in order but should the resolution fail the same member may not present it again during that meeting.
- d) Written motions may or may not be provided in advance to the members.
- e) Any motion shall be addressed to the subject matter currently before the Task Force and that motion shall be seconded before debate occurs on the motion.
- f) With the consent of the Task Force, the motion may be withdrawn at any time before decision or amendment.
- g) When the presiding member is of the opinion that a motion offered to the members is contrary to this bylaw or relates to matters beyond the powers of the members, the presiding member may inform the members immediately, giving reasons for that opinion, and the presiding member may request the support of his/her decision by the members by resolution.
- h) A motion to refer the subject matter to a sub-committee, until it is decided, shall preclude all amendment of the main question.
- i) The first person entitled to speak in any debate is the member who proposed the motion.
- j) Except when a motion to terminate or adjourn has been made, a member may make a motion to table but shall not debate the content of the motion that is the subject of the tabling motion, however, the tabling motion itself is debatable. A motion to table can only be made when some other emergent matter must be considered prior to the motion being considered and must have the matter brought back before the board during the same meeting at which the motion to table is made.
- k) Other than in respect of a motion to postpone to a time within the same meeting, members may debate a motion to postpone.
- l) A motion to refer or postpone a matter must state the time and date at which the referred or postponed matter is to be further considered.

10. Minutes

Minutes of all meetings must be approved by the chair or other member presiding at the meeting.

It shall be the duty of the administrative coordinator to record and distribute the minutes.

The following shall be contained in the minutes of the Task Force:

- a) Date and time of the meeting;
- b) A list of members present; and
- c) The resolutions that are debated upon and the results of the vote for each resolution.

11. Conflict of Interest

Section 100 of the *Community Charter* applies to all areas of conflict of interest.

12. Sub-Committees

Sub-committees may be established to advise the Task Force on specific issues and/or areas of concern as decided by the Task Force.

A sub-committee must have at least one Task Force member and may include members of the public who have professional or personal experience specific to the role of the sub-committee. Non-Task Force membership on a sub-committee shall be determined by the Task Force.

Sub-committees will be provided by the Task Force with a clear objective and timeline and will operate with the same rules of procedure as the Task Force, outlined herein.

Sub-committees will report regularly to the Task Force by way of the appointed member. All communication with Task Force will go through that same member.

13. Robert's Rules of Order

All matters of order or privilege not provided for in the Bylaw are governed by the rules of the latest edition of Robert's Rules of Order.