



Hamilton

# Advisory Committee Policy/Procedure Review

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CITY OF HAMILTON

# Role of the Chair

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## **Know your group:**

Find out what your members' skills are and what they can do. Make sure all members understand their roles and responsibilities.

## **Help members get started:**

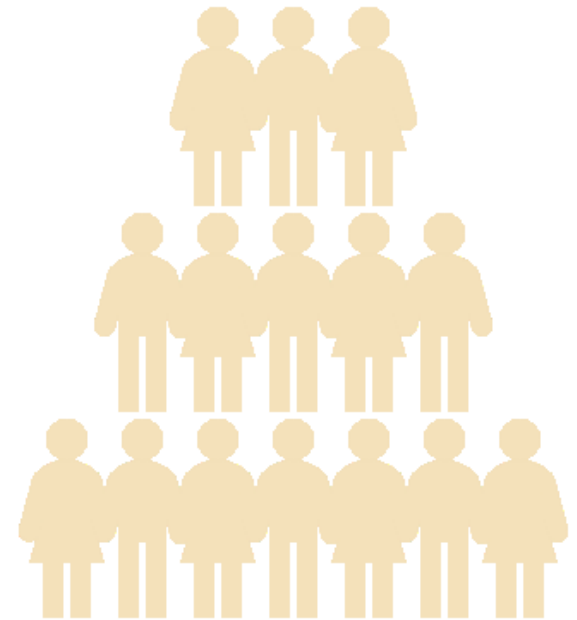
Involve and motivate your group members. Be sure your members understand their purpose, responsibilities, timelines and budgetary restraints.

## **Prepare for meetings:**

Help plan your agenda and check on all pre-meeting arrangements.

## **Preside at meetings:**

Establish your guidelines or rules of order. Follow your agenda; involve the members; manage the discussion.



# Role of the Secretary

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**Providing relevant information, ideas and opinions as a participant in the meeting**

**Records without note or comment all resolutions, decisions and other proceedings at the meeting**

**Keeping an accurate set of minutes of each meeting**

**Keeping an up-to-date membership/contact list**

**Distributing minutes to members and notifying them of upcoming meetings**

**Keeping a list of all advisory committees and members**

**Helping the chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records**

# Role of the Staff Liaison

- Coordinate; develop and deliver the Orientation Session for the Committee
- Liaise with the Committee providing technical advice from the host department for the preparation of reports; correspondence, etc.
- Submission of the Committee's reports, correspondence, etc. to the Director of the host department prior to finalization for review
- Liaise with all City staff for advice and information required by the Committee, including procedural advice from Legislative Coordinator in the Office of the City Clerk
- Arrange for printing of agendas, minutes, reference material and distribution required by the Committee
  - Arrange for booking of the meeting room

## Role of the Staff Liaison (cont.)

- Coordinate the annual review of the Committee's Terms of Reference and Mandate
- Coordinate the preparation of the Roles, Responsibilities and Expectations of New Members prior to the end of the Committee's term
  - Arrange for parking passes, if required
- Forward completed Committee Member Resignation Forms to the Legislative Coordinator for inclusion in the appropriate Standing Committee agenda

**Be familiar with the Terms of Reference, the Roles, Responsibilities, and Expectations of New Members and mandated activities of the Committee**

**Required to attend and participate fully in meetings (members who miss more than 3 meetings without Committee approval during their term, may be subject to replacement on the Committee and may not be eligible for re-appointment)**

**Required to acknowledge and sign a Committee Member Acknowledgement Form, provided by the Office of the City Clerk, prior to attending their first meeting. Such declaration will remain on file for the duration of a member's appointment**

**Bound by the *Municipal Conflict of Interest Act***

**Comply with the Hamilton Advisory Committee / Task Force Code of Conduct**

# Roles & Responsibilities of Committee Members

# Citizen Committee Reports

## When is a Citizen Committee Report Required?

- When an Advisory Committee wishes to move a motion that requires approval
  - Use of budget funds on expenditures outside of approved expenditures
  - Recommendations with financial implications to the City
    - Changes to the Terms of Reference
- Delegations to other Advisory Committees, Sub-Committees, and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other levels of Government and the media
- Events or actions that the Committee wishes to take, that fall outside the Committee's Terms of Reference

# Citizen Committee Reports (cont.)

## When is a Citizen Committee Report Not Required?

- Delegations to Advisory Committee's respective Standing Committee
  - Approved budgetary items
  - Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (ex. a speakers' event)
- Providing feedback to staff on City services and programs
- Inviting members of the community to speak at Committee Meetings.



# Citizen Committee Reports (cont.)

## **What is included in a Citizen Committee Report?**

- Some background information
- The motion that was approved by the Advisory Committee

## **What is the process?**

- The Citizen Committee Report is prepared with the assistance of the Staff Liaison
- Once completed, they should be sent to the designated Legislative Coordinator for review
- Once reviewed, the Citizen Committee Report is signed by the Chair and forwarded to their respective Standing Committee in a timely fashion, as these requests are usually time-sensitive requests.

# Code of Conduct

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## Why is there a code of conduct?

- To assist Committee's in performing their duties in a manner which will promote the public's confidence in these Advisory Committees operating with integrity, transparency and courtesy.

## Good Conduct

- Appointees shall act with honesty and integrity including:
  - Acting in a manner that contributes to the public's confidence in the Advisory Committee
  - Not engage in conduct that may, or may appear to, constitute an abuse of their position as an Appointee

# Code of Conduct (cont.)

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## Meetings

- Appointees shall maintain proper control over meetings, demonstrating respect for everyone who is involved in a proceeding
- Appointees shall attend all meetings

## Collegiality

- Appointees shall respect and co-operate with other Appointees and Advisory Committee staff

# Code of Conduct (cont.)

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## **Gifts/Benefits**

- Appointees shall not accept a gift/benefit that may appear as being offered because they are an appointee

## **Confidential Information**

- Appointees shall not disclose to any member of the public any confidential information acquired by virtue of their position

# Code of Conduct (cont.)

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## Communication

- Appointees should accurately communicate a recommendation or direction
- Appointees may provide their own personal opinion on a matter, provided that it is made clear to the party they are speaking to that the comments are their own and are not being made on behalf of the Committee
- Appointees may refer the media or others making inquiries to the Chair, or, in the absence of the Chair, to the Vice-Chair

## **The Role of the Committee:**

To provide “advice” to Council through the appropriate Standing Committee on matters that are related to the specific mandate of the Committee (not for the purposes of lobbying for special causes on behalf of the City or themselves).

**Rules for a meeting are designed to achieve the following basic principles:**

- (1) Every member rights equal to every other member
- (2) The will of the majority must be carried out
- (3) Only one topic will be considered at a time

# Meeting Procedures

(1) Moved: a proposal from the floor.




(2) Seconded: another member feels the proposal is worth discussing.

(3) Stated: by the Chair or Secretary.  
Wording is recorded properly and everyone understands the intent of the proposal.


(4) Discussed: every member who wishes to speak addresses the Chair and must speak only to the motion/amendment on the floor.

## Sequence of Steps to Vote on a Motion


(5) Amended: if required, changing the wording of the motion by adding or deleting words; replacing words.



(6) Called: after sufficient discussion, either a motion to end debate or a vote (If amended, the amendment first and then the main motion as amended) is called at the discretion of the Chair.



(7) Restated (if necessary): ensures everyone understands what is being voted on.



(8) Voted: Chair calls each option: "all in favour", "opposed".



(9) Declared: results of the vote are announced by the Chair "carried" or "defeated".

## Sequence of Steps to Vote on a Motion (cont.)





Hamilton

Questions?