

Agricultural Advisory Committee Orientation

Legislative Services



Topics to be covered

- FAQ's
- Robert's Rules of Order
- Motions
- Rules of Decorum
- Agendas and Minutes
- Role of the Chair
- Role of Committee Members
- Managing Information /Freedom of Information
- Conflict of Interest



Frequently Asked Questions



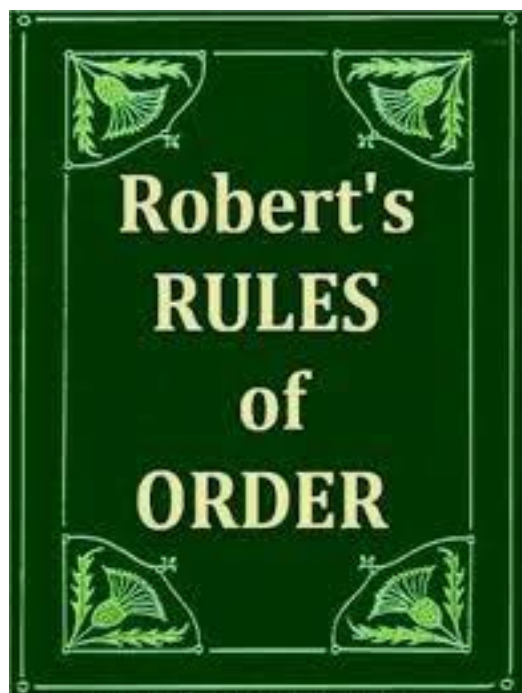
Meeting Dates and Times

What if I am unable to attend a meeting?

Are the meetings open to the public?

Who prepares the reports, agendas and minutes?

Robert's Rules of Order



Purpose: to help facilitate efficient meetings while protecting the rights of its members

It is the recognized guide to smooth, orderly, and fairly-conducted meetings

Six Steps to a Motion

1. Member **makes** a motion - obtains the floor
2. Member **seconds** a motion
3. Chair **places** question – on the floor
4. Members **debate** question – if debatable
5. Members **vote** on question – put by chair
6. Chair **announces** result – adopted / defeated

Amending a Main Motion

MOTIONS

- Main Motion
- Secondary Motions
- Sequence of Voting (Last in, first out (LIFO))



Main Motion: THAT the AgAC orders a pizza for each meeting.

Secondary Motion: THAT the main motion be amended by adding the word “pepperoni” before the word pizza.

Main Motion, as amended: THAT the AgAC orders a pepperoni pizza for each meeting.

Commonly Used Motions



Receive for information

Approve

Refer

Table

Postpone

Rules of Decorum

- Remarks must be confined to the motion
- Be courteous and void of personal attacks
- Remarks addressed through the Chair



Agendas



Agendas are distributed 3 days prior to the meeting

No debate via email

Late Items should be avoided

Minutes

- Adopted by the Committee at the next meeting
- Do not include debate or items not pertinent to the decision
- Be succinct and accurate
- Contain enough information so minutes have meaning in the future

Role of the Chair

Works with Staff
Liaison to set the
agenda

Presides and
ensures meeting
rules are followed

Establishes order
and decorum

Respects member's
views

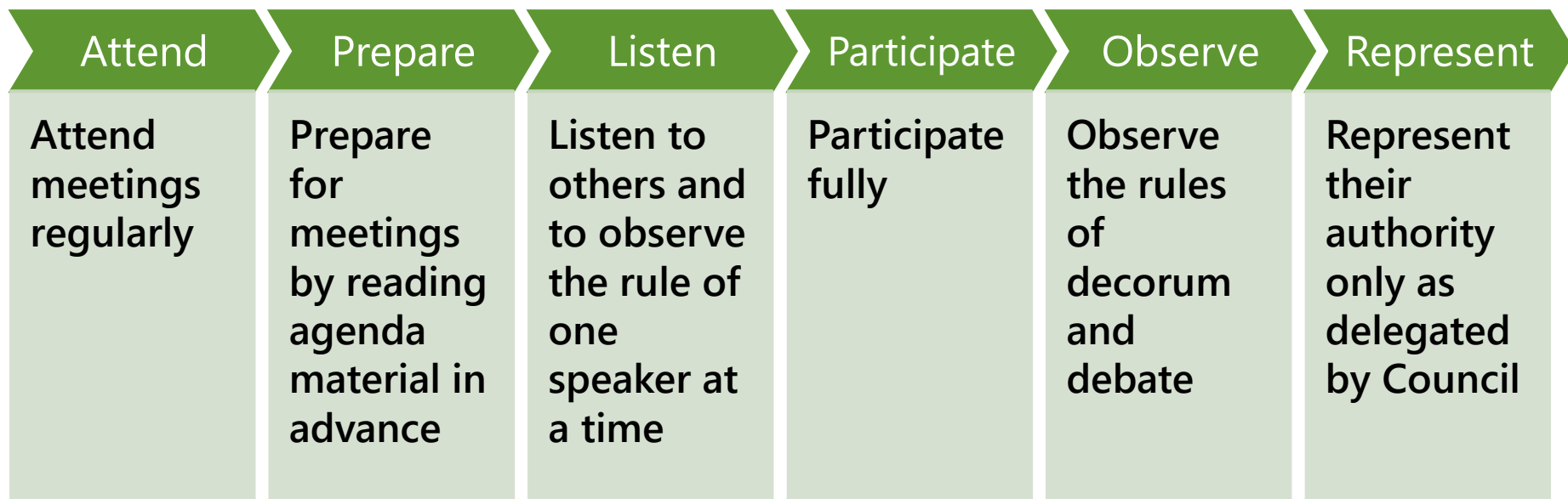
Remains open-
minded

Seeks agreement
and builds
consensus

Guides the group to
resolution

Ensures all members
are provided equal
opportunity to
participate

Role of Individual Members



Managing Communications / FOI

- Emails are subject to access requests (Freedom of Information "FOI")
- *Freedom of Information and Protection of Privacy Act* (FIPPA) provides:
 - right of access to information, and
 - privacy protections



Conflict of Interest



Always disclose why you are absenting yourself from the vote

If you have a contract with North Cowichan, you must report it

Questions?

