

## ROLES OF THE CHAIR

### RESPONSIBILITIES OF THE CHAIR

The primary role of a Chair is to preside at the meeting. This means calling the meeting to order and leading the Committee through the items listed on the agenda. The Chair is responsible to maintain order and decorum at the meeting. *(e.g. Request those present to abstain from side conversations that could interrupt the flow of business. This is necessary to ensure proper recording of the proceedings of the meeting).*

### At Meetings

Additional responsibilities of the Chair include:

1. Ensure that discussions are relevant to the items listed on the agenda.
2. Introduce each item according to the order listed on the agenda.  
(Note: the Chair can accept a request from a Member to bring an item forward for discussion. When this occurs, the Chair should seek concurrence from the other Members).
3. Watch for Members signalling with the intention to speak to the item, especially at Advisory Committee meetings, and/or when the meeting is not in the Council Chamber (where Members are expected to use the RTS – Request to Speak system). Invite the member to speak in the order you recognized their request to speak.
4. Rule upon a Point of Order, a Point of Procedure or a Point of Privilege, without debate or comment when a committee member has declared it.
  - **“Point Of Order”** means a Motion introduced by a Member with the view to calling attention to any departure from this by-law or in the practiced conduct of Council's or a Committee's business;
  - **“Point Of Privilege”** means a Motion introduced by a Member who is concerned that a matter affects the credibility, reputation, integrity or dignity of a Member individually or that of Council or Committee; or
  - **“Point Of Procedure”** means a Motion introduced to obtain information on a matter of procedure where the rules of this by-law bearing on the business at hand in order to assist a Member to make an appropriate motion, or understand the parliamentary situation or the effect of a motion.
5. Call upon the Deputants that have registered to speak with the Clerk's Office and invite them to speak at the podium or in the virtual meeting for the time permitted in the Procedure By-law, 10 minutes for Committees and 5 minutes for Council. The role of the deputant is to speak to the subject matter they have registered with the Clerk's staff and respond to questions from Committee. After a deputation is completed, the Deputant can step away from the podium and cannot debate the matter with the committee. If a deputant interrupts while a member of Committee is speaking or continues to speak after

concluding their deputation, it is important that the Chair step in and remind the deputant that they had their opportunity to speak and this is not a debate.

Members of Committee shall each have one opportunity to make a preamble statement and ask questions to the Deputant(s) or staff for clarification purposes only. The Chair may call upon staff to respond to questions that were asked during the deputation. If the appropriate staff are not present, the Committee's Legislative Coordinator will forward the questions to staff and a response will be provided directly to the deputant and Committee members for their information.

When there are no further questions from the committee, the Chair may ask the Committee to pass a motion to receive the deputation or provide direction.

6. During Public Question Period, the Chair will read the preamble wording provided in the Agenda, and ask the Clerk or Legislative Coordinator if there is anyone registered, followed by a general invitation to the audience in the meeting room. Questioners may ask one or two questions only about a matter on the agenda for a maximum duration of 5 minutes and cannot engage in debate with the committee. Staff or committee members may respond to the questions, if a question cannot be answered during the meeting, the Legislative Coordinator can forward a response to the questioner. The public cannot make a deputation during Public Question Period.
7. The Chair may provide comments about an item on the agenda after all committee members have had the opportunity to speak. On occasion, the Chair may request to step out of the role temporarily to debate a matter on the agenda or to move a motion. This may happen with controversial and/or ward specific matters. The Vice-Chair (if applicable) or another member of the Committee may Chair for the duration of the agenda item.
8. When motions are tabled, the Chair will do the following:
  - Recognize the mover and may paraphrase the motion (a seconder is not required at Committee meetings).  
  
(e.g. Councillor < name > or Jane Smith has moved approval of the staff recommendation  
  
OR direction to staff to review and report back on a matter.)
  - Recognize any motions in the following order, as per Section 75 of the Procedure By-law, the motions noted take precedence over motions listed next in the list :
    - (1) Receipt Motion;
    - (2) Motion to Refer;
    - (3) Motion to Defer;
    - (4) Motion to Amend, in the order moved; and
    - (5) main Motion.

- Call for a vote on the motion on the floor.
- Scan the Members present for their vote – usually signalled by the raising of hands or use of the electronic voting system.
- Announce the result of the vote, *e.g. Motion carried / lost, as appropriate.*

#### **Other Duties** (for Advisory Committees)

1. Encourage the Committee to remain focused on the mandate assigned by Council to the Advisory Committee.
2. As required, review agenda items with the Legislative Coordinator responsible for the respective Committee.
3. Take opportunities to recognize a Members contribution to the work of the Committee.
4. Serve as an ex-officio member of subcommittees and attend subcommittee meetings, when necessary.

#### **PROTOCOL FOR DEALING WITH DISRUPTIVE BEHAVIOUR**

In the event of a person(s) causing disruption to the meeting, the following procedure is to take place:

1. If the behaviour becomes disruptive, the Chair will request that the individual(s) refrain from disruptive behavior to allow the meeting to continue without disruption.
2. If the person(s) refuse to allow the meeting to continue, the Chair will once again request that the person refrain from disruptive behavior to allow the meeting to continue and warn the person that they will ask to leave Council Chambers.
3. If the person(s) refuse on the second request, the Chair at their discretion will request the person to leave the Council Chambers.
4. If the person(s) refuse to leave the chambers, the Chair at their discretion will request security to escort the person(s) from Council Chambers and call a recess to cease the proceeding and ask that the Chambers be cleared.