

YOUTH COMMITTEE MEETING PROCEDURE

- The Committee considers each agenda item in the minutes for the meeting. The Chair introduces the item.
- Members then discuss the issue and if they agree on an action a motion must be passed.
- A member other than the Chairperson moves the recommendation. They are also responsible for wording the motion. The Youth Development Officer or delegate or any other member can of course help with this.
- The Chairperson then asks the Committee for another member to second the motion.
- The Chairperson puts the recommendation to a vote of the meeting.
- Voting is done openly, such as by voice or the show of hands.
- There must be a majority of votes to pass a motion. If not, it will be recorded in the minutes that the Committee does not support the recommendation.
- When voting on a motion is equal, the Chairperson has a casting vote.
- The minute secretary records the recommendation along with the names of the mover and seconder.
- A summary of the minutes and any other relevant information will be forwarded to councillors through the Youth and Family Officers report to the Community Services Committee.
- The minutes are presented at the beginning of the next meeting and received as an accurate record of what happened.
- The minutes are circulated after the meeting to the committee.
- An agenda is circulated to the committee before the next meeting.

Terms explained

What is an agenda?

- An agenda is a list of the issues (usually called items that will be discussed at Committee meetings as well as a time for "general business".
- It also gives the time, date and place for the meeting.
- An agenda for Committee meetings will be sent out to all members prior to the meeting.
- If members would like to add any items to the agenda for the Committee meetings, they need to contact the Youth Development Officer or delegate a couple of weeks before the meeting, who will then organise this.

In a meeting, what is "general business"?

- General business is the time set aside in a meeting where members can discuss additional issues not covered in the agenda items.
- It is a good idea for any members who wish to raise an issue in general business to tell the Chair at the beginning of the meeting to ensure there is enough time to discuss everything. If there is not enough time, the Committee may decide to put these items on the agenda for the next meeting.
- The Committee may make a recommendation from any items discussed during general business, which may be as simple as requesting more information so that the issue can be discussed at the next meeting.

What are minutes?

- Minutes are the official recording of a meeting
- The minutes are not a word for word report of what was said in the meeting, but a record of motions.
- They include the names of those members present, details of each recommendation passed by a motion and the names of the mover and seconder.

What is a motion?

- Committee members make a motion in order to make a formal decision of the Committee as a whole on an issue or in relation to a recommendation.
- A motion is moved by one Committee member and seconded by another, which is recorded in the meeting minutes.
- When a motion is made, it is "passed" and if the Committee cannot agree to pass a motion the motion is "lost".

What is a quorum?

- A quorum is the minimum number of Committee members present at Committee meetings to pass motions.
- Having a quorum means that decisions are not made by only 1 or 2 members, but enough members to be representative of the whole Committee.
- If there are not enough members present to make a quorum, the Committee meeting may continue informally. This means that no motions can be passed and therefore another meeting should be organised as soon as possible.

WHO DOES WHAT?

What does the Chairperson do?

The Chairperson (sometimes called the "Chair" or short) maintains order at a meeting, keeping discussions to the point and asking for votes on proposed motions of the Committee. They must also ensure that discussion proceeds in accordance with the agenda and that everyone has a fair chance to give their input.

Who keeps minutes of Committee meetings?

Council has provided a staff member to record the minutes. They will type up minutes, put together business papers and send everything out to members. The Committee also has a file within Council's records where all information about the Committee is kept.

What does the Youth Development Officer or delegate do?

They will be present at all meetings, as well as doing the following -

- ✓ Support young people on the Committee
- ✓ Co-ordinate preparation of meeting agenda with Administrative Officer
- ✓ Deal with enquires about the Committee
- ✓ Coordinate projects undertaken by the Committee
- ✓ Act as liaison between the Committee and divisions of Council on projects