

A close-up photograph of a hand placing wooden blocks on a dark wood surface. The blocks are arranged to spell out the words 'KNOW THE RULES' in a slightly curved, descending line. The lighting is warm, highlighting the texture of the wood and the smooth surface of the blocks.

## Rules of Order and Meeting Processes

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Have you ever wondered why some municipal council meetings are concise, lasting only 40-50 minutes, while others drag on for 4-5 hours? Do you question why some meetings run smoothly, efficiently, and professionally while others resemble heated debates? The key to these differences is the skillful application of rules of order and meeting processes. Effective governance and decision-making rely on well-prepared staff reports, precise motions, and thorough issue reviews by elected officials prior to council meetings. Both staff and Council share the responsibility for ensuring these essential elements are in place.

### Workshop Objectives

- Understand the rationale behind rules of order and meeting processes.
- Learn how to effectively initiate meetings, establish agendas, and determine quorums.
- Explore the role of ex-officio members and the process of crafting clear motions and amendments.
- Gain insight into handling reports, conflict of interest situations, and changing terms of appointments.
- Review protocols for approving minutes, maintaining basic decorum, and preparing for unexpected situations.
- Discuss voting procedures, and basic decorum in depth.
- Engage in interactive simulation exercises using real-life examples from Nova Scotia municipalities to reinforce learning.
- Experience hands-on learning without PowerPoint slides, focusing on practical experiences and active participation, as well as meeting videos.

# Rules of Order and Meeting Processes

Choose from two options for our upcoming session:

## Option 1:

Date: Friday, May 31, 2024

Time: 9:00 a.m. – 3:30 p.m. *\*lunch included*

Location: Truro, Nova Scotia

## Option 2:

Date: Friday, June 14, 2024

Time: 9:00 a.m. – 3:30 p.m. *\*lunch included*

Location: Bridgewater, Nova Scotia

## Registration Fee:

- AMANS Members: \$350
- Non-Members: \$425



*For **Non-AMA Members**, has your municipality considered using one of their Event Vouchers to send a Non-Member to an AMANS Event at the AMA Rate? For more information email [lzhang@amans.ca](mailto:lzhang@amans.ca)*

## Who Should Attend?

- Municipal administrators and managers responsible for organizing and facilitating meetings.
- Committee members involved in decision-making processes within the municipality.
- Staff members who assist in preparing agendas, taking minutes, and ensuring compliance with meeting protocols.
- Any individual involved in governance, decision-making, or administrative tasks within the municipal government structure.

**Registration:** To register for the workshop please complete the following registration form:

[Rules of Order and Meeting Processes Registration Form](#)

**NOTE:** if you are registering multiple individuals, please complete one registration form per individual

**Cancellation Policy:** Please visit the [AMANS website](#) to review our Training and Events Cancellation Policy.

**Facilitated by:** Chris McNeill, former Registered Parliamentarian, Chief Administrative Officer, Municipality of the County of Annapolis