



## Corporate Training Workshop

# Rules, Conduct & Process Within Meetings

### Description of the workshop:

BY THE RULES – let's talk business and best practices to ensure that the conduct of your meetings, are effective, informative and best of all productive. Newly elected or returning members of Council, as well as members of the Administration will be transforming into another four years of procedures.

The workshop will assist you to focus on the critical components of good governance, orientation information, essentials of a good procedural Bylaw. You will also learn the basic tools to guide you through the process of parliamentary ethics and procedures as you manoeuvre the many stages of meetings and information sharing and Council/Administration relationships.

### What you will learn:

- What are your expectations following a municipal election?
- This particular workshop focuses on the importance of Parliamentary Procedures
- Chairing meetings, Motions – preparing them and voting, reconsiderations, resolutions, by-laws, procedural by-laws, Committees and their functions.
- Why do we have to have meetings and what are their requirements. This workshop is built to offer both Administration and Elected Members alike with questions they want to have answers to, but never stopped to ask.

### Why Attend

With the ever evolving pressures on elected officials and municipal staff, there is a greater demand by the public for better transparency and accountability on all of its business and this workshop will focus on how you can gain a better understanding of the importance of tightened the rules surrounding meeting protocols. This workshop is full of interaction offering templates for scripting and exercises for various processes and will provide a better knowledge of what meetings and their requirements can offer.

### Who Should Attend

This workshop is designed to provide Members of Administration, such as CAO's, Clerks, Management, who attend meetings of Council, as well Members of Council both seasoned, new or individuals who might be interested in running in the upcoming municipal election - who wish to obtain a better understanding of the inner functions of meetings what is required in so far as Parliamentary Procedures and what they will be expected to provide as Elected Members of Council.