



AMCTO's Corporate Training

Rules of Procedure and the Science of Minute-Taking

1- Day Workshop

In response to enormous sector demand, this day provides attendees with a comprehensive concept of some of the most important functions in Council and Committee management.

Part 1: Rules of Procedure

This portion of the workshop provides an overview of how and why municipal business is conducted in accordance with parliamentary law, the benefits of the rules of conduct, and the consequences of non-compliance. Participants will take away some practical straightforward material for use in their jobs on a daily basis.

What You Will Learn:

Through presentation, interactive sessions, and practice activities, you will learn about:

- The fundamental principles of parliamentary law
- Role of the Chair and Presiding skills
- Classes of Motions, their order of precedence, and how motions are handled
- Decorum in Debate
- Voting methods
- How to address problems in your Procedural By-Law

Part 2: The Science of Minute-Taking

It is said that the person who scribes writes history. Municipal government history is documented in the permanent records of individual municipalities. This practical half-day workshop is to ensure that minutes are taken and recorded accurately and in an efficient expert manner.

What You Will Learn:

This workshop will help you gain knowledge and insights into what is most significant for you as a minute taker, what to expect in meetings, listening skills, preparation, and minute taking itself. You will leave the session knowing:

- The differences between Council/Board and Committee meetings
- What is included (and excluded) in minutes for Council/Board and Committees
- Wording to be used in recording decisions in Council/Board and Committees
- The skills and knowledge required of the minute-taker and how the minute-taker prepares for the meeting
- How to ensure minutes are recorded within existing legislation