



STATEMENT: Guidelines on Council Meeting Decorum

(January 15, 2018) - Council, the Chair, CAO and City Clerk each have roles and responsibilities at public meetings. Specifically, the Mayor or Acting Mayor, as Chair, has the authority and duty to take all measures necessary to ensure meetings comply with the *Community Charter*, Council Procedure Bylaw and workplace laws.

Council meetings are open to the public and are both a political/democratic forum and a workplace.

Council duties are to ensure that members of the public have a reasonable opportunity to express their views or concerns. Proper rules of order are:

1. Only one speaker at a time will have the floor, as directed by the Chair of the meeting. Please do not interrupt or call out comments while another has the floor. Anyone speaking out without having been acknowledged by the Chair will be found out of order. If that person does not refrain from speaking without having been acknowledged by the Chair, then he or she will be required to leave.
2. For the members of the public speaking, the comments need to be respectful and constructive. Discriminatory or defamatory comments or comments that are in the nature of harassment will not be tolerated and anyone engaging in such communications will be found out of order. If a speaker is found to be out of order and does not refrain from that commentary, then that speaker will be required to leave.

This is a public meeting, so all comments can be considered publication.

1. Harassment: In terms of comments about City employees, employees of the City of Nanaimo have a right not to be subjected to discriminatory or defamatory comments or personal attacks against their competency or character. All speakers must refrain from such comments about identifiable staff. Comments should be limited to issues regarding the City's policies or operations;
2. Discriminatory comments: Section 7 of the *Human Rights Code* prohibits a discriminatory publication because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. Discriminatory comments will not be tolerated;
3. Defamation is publication about a person that tends to hurt the person's reputation. Defamatory comments will not be tolerated. Please stick to known facts and keep the dialogue respectful and constructive.

Contact:

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City of Nanaimo

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