

**4.1.i. Guidelines****LOCAL TRUST COMMITTEE  
CHAIRPERSON GUIDELINES**

Trust Council: September 12, 1992

Amended: June 10, 2004

**A: PURPOSE:**

1. To delineate the dual roles and functions of the Local Trust Committee (LTC) Chairperson in accordance with Section 23(3)(a) of the *Islands Trust Act* and Regulations, Trust policies and procedures and Local Trust Committee policies and procedures and/or other legislation.

**B: REFERENCES:**

1. Policy Manual: Model LTC Meetings Procedures Bylaw (4.1.iii.)
2. LTC Specific Procedural Bylaws, Policies & Procedures

**C: GUIDELINE:****1. LOCAL TRUST COMMITTEE PROCEDURAL ROLE**

- 1.1. To facilitate the LTC's scheduling of regular LTC meetings, public meetings and public hearings.
- 1.2. To oversee staff's preparation of meeting agendas in consultation with Trustees for such items as: standardized agenda format, list of agenda-specific items, agenda notices, complete agenda information packages, meeting location/teleconference confirmation and proper public notice posting.
- 1.3. To oversee staff's follow up to meetings, follow up action list monitoring, minutes of decisions made, decisions to affected parties, and subsequent approval of minutes.
- 1.4. To conduct meetings in accordance with the LTC's Procedural Bylaw and related policies, procedures and guidelines. In the absence of any LTC specific "procedural" documentation the Chairperson will be guided by Trust Council "procedural" bylaws, policies and guidelines. In the absence of relevant rules of order in either of the above documents, Robert's Rules of Order will be used.
- 1.5. To ensure that any person speaking to any motion, question and/or comment shall address the Chairperson.

- 1.6. To recognize persons desiring to speak and to name the person who is to have the floor.
- 1.7. To preserve order, and to prohibit the use of offensive language and behaviour.
- 1.8. To rule on all points of order which may arise, subject to an appeal by another member of the LTC. To recognize that if an appeal is made by a Trustee regarding the Chairperson's ruling on a point of order, the Chairperson must immediately call a vote to determine whether the LTC sustains the Chairperson's ruling. In the event of votes being equal, the Chairperson's ruling is sustained.
- 1.9. To ensure that the LTC and/or Trust Council procedural bylaws, policies and procedures and the procedural decisions of the Chairperson are adhered to. Should an individual resist the Chairperson's enforcement of procedures, the meeting shall be adjourned or recessed by the Chairperson (or the meeting shall be continued and the Trustee expelled.)
- 1.10. To ensure that motions put are duly seconded, clearly put, adequately discussed to the satisfaction of Trustees and voted on, and that only one motion is dealt with at any given time.
- 1.11. To ensure that Local Trustees, when a motion is put, vote thereon unless a conflict of interest is declared by a Trustee and accepted by the Local Trust Committee. A Trustee who refrains from voting for any other reason shall be regarded as having voted in the affirmative and his/her vote shall be recorded accordingly.
- 1.12. To acknowledge that the Chairperson has a duty to vote on each motion and is deemed to have voted in the affirmative if he/she does not vote.
- 1.13. To restrict discussion to the question before the meeting and to warn speakers who violate this rule.
- 1.14. To deal with points of procedural privilege (a matter dealing with the rights of the LTC as a whole or of a Trustee personally) immediately before resuming regular business.
- 1.15. To guide each speaker to speak to any motion within as otherwise determined by the LTC, unless otherwise with the leave of the Local Trust Committee.
- 1.16. To acknowledge any declarations by Trustees regarding conflicts of interest or bias regarding a matter and to ensure that any Trustee who has made such a declaration is not present at any part of a meeting while the matter is considered.
- 1.17. To acknowledge any withdrawals that Trustees make of their declarations regarding conflict of interest or bias and to ensure that the Trustee explains the basis on which he or she has determined their entitlement to participate in consideration of a matter.

**2. ISLANDS TRUST LEGISLATIVE ROLE**

- 2.1. To ensure that duties as assigned by Trust Council (*Islands Trust Act 24(1)(b)*) are carried out.
- 2.2. To ensure that LTC's procedural processes, activities and decisions are consistent with Trust Council policies, procedures and guidelines.
- 2.3. To assess and determine the motion's inadmissibility and give reasons for the Chairperson's decision in relation to consistency with the Islands Trust mandate, Trust Council policy and/or LTC policy.
- 2.4. To oversee staff's timely processing of bylaw review reports through Executive Committee and to convey the LTC's rationale for the bylaw.
- 2.5. To oversee staff's timely processing of Executive Committee bylaw review comments to the LTC.
- 2.6. To oversee staff's timely processing of bylaws for approval consideration to the Executive Committee, to convey the LTC's rationale for bylaw approval and the provision of opportunities as requested by the LTC for direct representation to the Executive Committee.

## ATTACHMENT A - RULES OF ORDER

This document is Attachment A to Policy 4.1.i – Local Trust Committee Chairperson Guidelines and is inserted for reference.

### Meeting Procedure Rules of Order

1. Every member of the Local Trust Committee wishing to speak to a question or motion shall address himself or herself to the Chairperson. A member of the Local Trust Committee may speak after the Chairperson has recognized the member. If two or more members indicate at the same time a desire to speak, the Chairperson may designate the order in which each is to speak. If the Chairperson wishes to speak in a meeting, the Chairperson need only address the meeting.
2. No member may interrupt a member who is speaking except to raise a point of order. No member may cause a disturbance at or disrupt a meeting.
3. A member may debate any motion other than a motion to table a matter.
4. Any person attending a meeting may address the Local Trust Committee on any item of business on the agenda, but only if the Local Trust Committee resolves to allow that person to address the matter and/or the Trust Committee.
5. The Chairperson is to preserve order at every meeting and has the power to make such rulings as are necessary to do that, including the power to rule on all points of order.
6. At the time any ruling is made by the Chairperson on a point of order, the Chairperson must inform the Local Trust Committee of the ground or grounds on which the ruling is made.
7. Every motion shall be presented in concise form, beginning with the phrase "I move that..." and the member making the motion shall not speak to the motion until the motion has been seconded.
8. On a vote being taken, the members present shall indicate their vote by a show of hands, or a voice vote during a telephone conference call. When it has been requested that the members be polled, the Chairperson shall individually call the name of each member present who shall state whether he or she votes in the affirmative or the negative.
9. When a member abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the member abstaining, or the Chairperson, the abstention must be recorded in the minutes of the meeting. When a member leaves the meeting temporarily after declaring a conflict of interest, the member shall not be regarded as having abstained.
10. When a member so requests, the names of those who vote for and those who vote against a question must be recorded in the minutes of the meeting.
11. When the question under consideration contains distinct propositions, the vote on each proposition shall be taken separately, should any member so request.
12. Every question that comes before the Local Trust Committee, except where otherwise expressed in a statute, regulation or bylaw, must be decided by a majority of the members present.
13. A reference in this section to the Chairperson includes the person presiding.