# Sample Rules of Meeting Procedure for HSC

**Meeting Ground Rules**

* Be prompt and regular in attendance
* Enter discussion enthusiastically
* Give freely of your experience
* Allow and encourage others
* Listen attentively, take accurate notes
* Ask questions
* Appreciate other viewpoints
* Provide constructive feedback
* Receive feedback willingly
* Keep confidences
* Stick to the topic

**Presiding a Meeting**

1. The co-chairs are responsible for conducting a well-organized and effective meeting of the committee in accordance with the following rules of order.
2. The co-chairs shall conduct a meeting in a fair and impartial manner and give every member an opportunity to participate and speak at a meeting.
3. Prior to every meeting, a co-chair shall ensure that the person who is to record the minutes of the meeting is present or request a member present to record the minutes.
4. At the opening of every meeting, a co-chair shall
5. call the meeting of the committee to order;
6. note if a quorum exists, in accordance with these rules of procedure and if there is no quorum, adjourn the meeting to another time;
7. call for a motion to adopt the agenda for the meeting after requesting if any changes or additions are proposed to the agenda;
8. after discussion of the motion to adopt the agenda, call for a vote to adopt the agenda as proposed or as amended;
9. call for a motion to adopt the previous minutes of the committee, if any, after requesting if any corrections or additions are needed to the minutes;
10. after a discussion of the motion to adopt the previous minutes, call for a vote to declare the minutes, with corrections or additions, if any, to be adopted;
11. proceed with the succeeding agenda items;
12. call for a motion to adjourn the meeting if all the agenda items have been dealt with or no more time is available; and,
13. after discussion of the motion to adjourn, call for a vote to adjourn the meeting.

**Motions**

1. A member may make a motion by
2. raising a hand or standing; and,
3. after being recognized by the co-chair, by moving a proposal as clearly and as simply as possible.
4. The co-chair may rule the motion of a member in order or temporarily out of order if it does not conform to the order of business.
5. For a motion which is in order, a co-chair shall call for a second to the motion.
6. If no member seconds the motion, the co-chair shall state that the motion is dropped for want of a second.
7. After a motion has been seconded, the co-chair shall restate the motion and ask for discussion.
8. The co-chair shall allow adequate time for discussion before voting.
9. A member may move an amendment to a motion on the floor.
10. If seconded, discussion and a vote shall be held on the motion as amended prior to discussion and vote on the main motion.
11. A member may raise a point of order involving these rules of procedure and the rights of a member at any time during the meeting.
12. The co-chair shall make a decision on the point of order before a motion or amendment to a motion is acted on.
13. A member may make a motion

* to adjourn,
* to recess, or
* to raise a personal privilege at any time during the meeting.

1. A motion to adjourn or to recess, requires a second, is not debatable and shall be voted on prior to any other motion pending.
2. If more than one motion referred to in sub-rule (1) is made, it shall be acted on in the order set out in sub-rule (1).
3. The co-chair shall declare the meeting adjourned if the motion to adjourn carries.

**New Member Orientation**

To assist new members and help the committee during the transition, an orientation for new committee members just makes sense. It’s respectful and practical. It improves committee effectiveness and overall functioning. All new members will receive an orientation that prepares them to make informed decisions and take appropriate actions before attending a meeting or becoming involved in committee work.

* The pre-meeting orientation package includes:
  + copy of the Act and Regulations;
  + a list of committee responsibilities;
  + committee process documents (e.g. Terms of Reference, rules of procedure, time allowed for committee activities policy);
  + work site health and safety materials/ documents/ reports (including the program);
  + copies of minutes from the last year;
  + a conversation with the co-chairs about the committee’s role, activities and current topics/issues/plans;
  + a list of other committee members and how to reach them (personal introductions would be best);
  + information about the Alberta Government Ministry responsible for Safe and Healthy Workplaces; and,
  + information about upcoming health and safety workshops.

Documents included in the above pre-meeting orientation package are in the orientation binder and are provided to the new committee member by the co-chairs or another committee member. A good orientation has on-going check-ins with new members, mentoring (e.g. for inspections, investigations, “chatting up” people about hazards and symptoms), opportunities for shadowing, etc. New members are encouraged to ask questions or take on tasks (with someone else, if possible). The chair or someone else can spend time explaining the background to items on the agenda. Finally, new members need to evaluate the orientation. Their feedback can improve the orientation program and, therefore, the committee’s effectiveness.