

Report to/Rapport au:

**Built Heritage Sub Committee
Sous comité du patrimoine bâti**

**March 20, 2013
20 mars 2013**

**Submitted by/Soumis par:
Joel Monfils, Committee Coordinator**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE	Reference Number: ACS2013-CMR-BHSC-0001
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SUBJECT:	ELECTION OF A VICE-CHAIR
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OBJET:	ÉLECTIONS D'UN(E) VICE-PRÉSIDENT(E)
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REPORT RECOMMENDATIONS

That the Built Heritage Sub Committee elect a vice chair to serve until the end of the current term of Council.

RECOMMANDATIONS DU RAPPORT

Que le Sous comité du patrimoine bâti élise un(e) vice-président(e) qui seront en poste jusqu'à la fin du terme du conseil municipal

BACKGROUND

The role of the Vice Chair is to act for the Chair in absentia.

The role of the Chair is as follows:

- (1) to open the meeting of the Committee by taking the chair and calling the members to order;
- (2) to announce the business before the Committee and the order in which it is to be acted upon;
- (3) to receive and submit, in the proper manner, all motions presented by the members of the Committee;
- (4) to put to a vote all motions, which are moved, or necessarily arise in the course of the proceedings, and to announce the result;
- (5) to vote on all matters, which are moved, or necessarily arise in the course of the proceedings;
- (6) to decline to put to a vote, motions which infringe upon the Rules of Procedure;
- (7) to enforce the Rules of Procedure;
- (8) to restrain the members, when engaged in debate, within the Rules of Procedure;

- (9) to enforce on all occasions, the observance of order and decorum among the members;
- (10) to call by name any member persisting in a breach of the Rules of Procedure and order the member to vacate the meeting room;
- (11) to permit questions to be asked through the Mayor of any officer of the Corporation in order to provide information to assist any debate when the Mayor deems it proper;
- (12) to provide information to members of the Committee on any matter touching on the business of the Committee;
- (13) to receive all petitions and communications and announce them to the Committee;
- (14) to authenticate, by signature, all minutes of the Committee;
- (15) to rule on any points of order raised by members of the Committee;
- (16) to inform the members of the Committee of the proper procedure to be followed;
- (17) where it is not possible to maintain order, the Chair may, without any motion being put, adjourn the meeting to a time to be named by the Chair; and,
- (18) to adjourn the meeting when the business is concluded.

Should more than one member be nominated for the positions of Vice-Chair, each candidate will be allowed two minutes to offer a statement to fellow Committee members before the voting process takes place. The votes will be recorded, as outlined in the Procedural By-law.

DISPOSITION

The member elected as Vice-Chair will serve in the role until the end of the term of Council.