

Mayors' Council on Regional Transportation
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS

Adopted: June 26, 2025

1. DEFINITIONS

In these Rules of Procedure for the Conduct of Meetings:

“Act” means the *South Coast British Columbia Transportation Authority Act*;

“Board” means the Board of Directors of TransLink;

“Board Chair” means the Chair of the Board, appointed by the Board;

“Board Designates” means the three Council Members, elected as the Mayors’ Council Designates to the TransLink Board of Directors, by the Mayors’ Council, who attend Board meetings at the invitation of the TransLink Board;

“Chair” means a Council Member, elected as Chair by the Mayors’ Council;

“Chief Executive Officer” means the person appointed as Chief Executive Officer of TransLink;

“Committee” means a committee of Council Members established by the Mayors’ Council;

“Committee Chair” means the Committee member appointed as chair by the Mayors’ Council;

“Corporate Secretary” means the Corporate Secretary of TransLink or his/her designate;

“Council Member” means a member of the Mayors’ Council;

“Delegate” means a person appointed by a Council Member to attend and act on his/her behalf, in his/her absence, at a meeting of the Mayors’ Council or a Committee, which person must be:

- (a) In the case of a mayor, a member of the mayor’s municipal council,
- (b) In the case of the head of a treaty First Nation, a member of the governing body of the treaty First Nation, and
- (c) In the case of the Electoral Area A Director, an alternate appointed in accordance with section 201 of the *Local Government Act*;

“Director” means a member of the Board;

“Executive Director” means the Executive Director of the Mayors’ Council on Regional Transportation Secretariat appointed by the Mayors’ Council to so act;

“In-Camera Meeting” means a meeting of the Mayors’ Council where attendance is restricted to Council Members, Delegates and invited attendees;

“Mayors’ Council” means the Mayors’ Council on Regional Transportation established under the Act;

“Presiding Member” means the person chairing a Mayors’ Council meeting;

“Public Meeting” means a meeting of the Mayors’ Council where the public is invited to attend;

“TransLink” means the South Coast British Columbia Transportation Authority;

“Vice-Chair” means a Council Member, elected as Vice-Chair by the Mayors’ Council; and

“Workshop” means a meeting of the Mayors’ Council, a Committee, or two or more Council members convened for the purpose of sharing information or discussion and at which no decisions are to be made.

2. ELECTION OF CHAIR, VICE-CHAIR AND BOARD DESIGNATES

2.1 The Chair, Vice-Chair and Board Designates are elected at the last meeting of each year of the Mayors’ Council.

2.2 Any Council Member may be nominated for the positions of Chair, Vice-Chair and Board Designates at the Mayors’ Council meeting where the election of the Chair, Vice-Chair and Board Designates is to be considered. The nomination must be seconded by another Council Member and must be accepted by the Council Member so nominated.

2.3 If more than one person is nominated for the position of Chair or Vice-Chair, a vote by secret ballot will be taken to determine the outcome at the meeting when the nominations are made. The person who receives the most votes, as determined by the Executive Director and Corporate Secretary, will be the Chair or Vice-Chair.

2.4 If more than three people are nominated for the position of Board Designates, a vote by secret ballot will be taken to determine the outcome at the meeting when the nominations are made, using the following voting procedure:

(a) Each Mayors’ Council member will be requested to cast votes for three nominees; and

- (b) To be considered valid, all ballots must show votes for three nominees; and
 - (c) The three nominees who receive the most votes, as determined by the Executive Director and Corporate Secretary, will be the Mayors' Council Designates.
- 2.5 The election of Chair, Vice-Chair and Board Designates will be determined on the basis of one (1) vote per Council Member and Delegate present at the meeting.
- 2.6 The Chair, Vice-Chair and Board Designates will hold office for a one (1) year term, commencing on January 1 and ending on December 31 of the ensuing year.
- 2.7 The Chair, Vice-Chair and Board Designates should declare their intention to seek re-election by notifying the Council Members by email no later than November 15.
- 2.8 If the office of the Chair or Vice-Chair or Board Designates becomes vacant, the Mayors' Council will elect a new Chair or Vice-Chair or Board Designate(s) at its next meeting, to hold office until December 31.

3. REGULAR MEETINGS

- 3.1 The Chair will establish a schedule of regular meetings.
- 3.2 At the request of the Chair, the Executive Director will provide notice of the meeting to Council Members at least five (5) clear calendar days before the date of the meeting and:
 - (a) The notice will state the general purpose of the meeting and the day, hour and place of the meeting; and
 - (b) Notice of the meeting will be sent to the email address provided by each Council Member.
- 3.3 If the regular meeting is to be a Public Meeting, the Executive Director will provide public notice of the day, hour and place of the regular meeting, by way of notice posted on the TransLink website at least five (5) calendar days before the date of the meeting.
- 3.4 Meetings may be held via teleconference at the direction of the Chair or Committee Chair, and all resolutions will be valid as if passed at an in-person meeting.
- 3.5 Annex 1 provides guidelines for electronic meetings and participation by Council Members.

4. URGENT MEETINGS

- 4.1 In an emergency, the Chair, or any three (3) or more Council Members upon written request, may call a meeting with less than five (5) clear calendar days notice.
- 4.2 The notice of an urgent meeting will indicate the agenda items to be dealt with at the meeting and only those matters will be dealt with at the meeting except where a resolution to place an additional item on the agenda has been passed unanimously by those Council Members and Delegates present at the meeting.
- 4.3 The Executive Director will provided notice of the urgent meeting as soon as practicable and:
 - (a) The notice will state the purpose of the urgent meeting and the day, hour and place of the meeting; and
 - (b) Notice of the urgent meeting will be sent to the email address provided by each Council Member.
- 4.4 If the urgent meeting is to be a Public Meeting, the Executive Director will provide public notice of the day, hour and place of the urgent meeting, by way of notice posted on the TransLink website as soon as practicable.
- 4.5 Urgent In-Camera Meetings may be held via teleconference and all resolutions will be valid as if passed at an in-person meeting.

5. ATTENDANCE AT MEETINGS

- 5.1 A Council Member may appoint a Delegate to attend a meeting and to act on his/her behalf at that meeting.
- 5.2 The Chair, Vice-Chair and Board Designates may not appoint a Delegate to act as Chair or Vice-Chair or attend Board meetings on their behalf, respectively.
- 5.3 Council Members and Delegates must attend regularly scheduled meetings in person or via teleconference if the meeting is held electronically as per Annex 1.
- 5.4 The Corporate Secretary will attend all meetings and record the business and proceedings thereof.
- 5.5 Attendance of individuals at In-Camera Meetings, with the exception of the Executive Director and Corporate Secretary, requires the approval of a majority of the Council Members and Delegates present at the meeting.

6. IN-CAMERA MEETINGS

- 6.1 A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) A request under the *Freedom of Information and Protection of Privacy Act*, if the Mayors' Council is designated as head of the local public body for the purposes of that Act in relation to the matter;
 - (b) The consideration of information received and held in confidence relating to negotiations between the Mayors' Council and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and
 - (c) A matter that under the provisions of another enactment is such that the public must be excluded from the meeting.
- 6.2 A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Mayors' Council or another position appointed by the Mayors' Council;
 - (b) The security of the property of the Mayors' Council;
 - (c) Labour relations or other employee relations;
 - (d) The acquisition, disposition or expropriation of land or improvements, if the Mayors' Council considers that disclosure could reasonably be expected to harm the interests of the Mayors' Council;
 - (e) Law enforcement, if the Mayors' Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (f) Litigation or potential litigation affecting the Mayors' Council;
 - (g) An administrative tribunal hearing or potential administrative tribunal hearing affecting the Mayors' Council, other than a hearing to be conducted by the Mayors' Council or a delegate of the Mayors' Council;
 - (h) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (i) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (j) Negotiations and related discussions respecting the proposed provision of a Mayors' Council service that are at their preliminary stages and that, in the view of the Mayors' Council, could reasonably be expected to harm the interests of the Mayors' Council if they were held in public;
 - (k) Relations or negotiations between the Mayors' Council and other levels of government and/or agencies;
 - (l) A matter that under the provisions of another enactment is such that the public may be excluded from the meeting;
 - (m) The consideration of whether a meeting should be closed under a provision of this Item or Item 6.1; and
 - (n) A vote on whether particular individuals may attend the part of a meeting that is closed to the public.
- 6.3 If the only subject matter being considered at a meeting is one or more matters referred to in Items 6.1 or 6.2, the applicable subsection applies to the entire meeting.
- 6.4 The Executive Director or Corporate Secretary will circulate the proposed agendas for the Public and In-Camera Meetings to all Council Members seven (7) days prior to the scheduled meeting date. Upon receipt of the proposed agendas, the Council Members may request the Chair to move items from the Public meeting agenda to the In-Camera meeting agenda and vice versa, prior to the agendas being finalized.

7. QUORUM

- 7.1 The quorum necessary for the transaction of the business of the Mayors' Council will be a majority of the Council Members.
- 7.2 Delegates will be included in the determination of quorum.

8. PUBLIC DELEGATIONS

- 8.1 The Mayors' Council will allot a maximum of one (1) hour on the day of a Public Meeting to receive public delegations.
- 8.2 Where circumstances warrant, the Mayors' Council, at its sole discretion, may extend the length of time allotted to receiving public input.

- 8.3 Meetings of the Mayors' Council may be held for the express purpose of receiving public input and Item 8.1 will not apply. The meeting will be called by the Executive Director at the request of the Chair and notice of the meeting will be delivered to Council Members at least ten (10) clear calendar days before the date of the meeting.
- 8.4 Policies and processes for receiving and considering applications and hearing from public delegates is found in Annex 2, *Public Delegate Policy at Regular Mayors' Council Meetings* and applies to all delegates and Council Members.

9. RULES OF CONDUCT

- 9.1 The Chair will preside at all meetings. In the absence of the Chair, the Vice-Chair will preside.
- 9.2 In the absence of the Chair and Vice-Chair, the Council Members and Delegates present will elect a Council Member to act as chair for the meeting.
- 9.3 The Presiding Member will preserve order and decide all points of order that may arise during the meeting.
- 9.4 The Presiding Member may expel or exclude any person from a meeting for improper conduct.
- 9.5 Any Council Member or Delegate may appeal a decision of the Presiding Member. On an appeal, the question "Will the Chair be sustained?", will be immediately put by the Presiding Member and decided without debate and:
 - (a) The Presiding Member will not be entitled to vote on an appeal;
 - (b) Each Council Member or Delegate will have one (1) vote;
 - (c) In the event of the votes being equal, the decision of the Presiding Member is sustained; and
 - (d) The Presiding Member will be governed by the vote of the majority of those present at the meeting.
- 8.3 If the Presiding Member refuses to put the question "Will the Chair be sustained?", the Council Members and Delegates will immediately appoint another Council Member to chair the meeting and to proceed in accordance with Item 9.5.

10. MOTIONS

- 10.1 A motion must be moved and seconded before the subject of the question is debated or determined.
- 10.2 A motion that has been moved and seconded may be withdrawn at any time by the mover, with the approval of a majority of those present at the meeting.
- 10.3 During the debate on a motion:
 - (a) The only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question; and
 - (b) Motions to defer or refer the motion or to adjourn the meeting will be decided without debate or amendment.
- 10.4 Any Council Member or Delegate may request that a motion that contains multiple parts be divided and that the question on each be called separately.
- 10.5 A motion to adjourn will always be in order, but no second motion to the same effect will be made until some intermediate proceeding will have been taken.

11. RULES OF DEBATE

- 11.1 Where there is a motion under debate, a Council Member or Delegate will not speak other than on that motion under debate and the matters relating to that motion as set out in Item 11.3.
- 11.2 No Council Member or Delegate will speak on any question for longer than five (5) minutes without leave of the Mayors' Council.
- 11.3 No Council Member or Delegate, with the exception of the mover of the motion under debate, will speak more than once to the same motion without leave of the Mayors' Council except in explanation of a material part of his or her speech which may have been misconceived, and in doing so, the Council Member or Delegate is not to introduce any new matter.
- 11.4 If, during debate on a motion, a motion to refer or defer that motion is put while there are Council Members or Delegates remaining who have indicated an intention to speak, the Presiding Member will, at his/her sole discretion, refuse to accept the seconding of such a motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names will be added to the speakers list, and following the hearing of those entitled to speak, the Presiding Member will ask if there will be a seconder to the motion to defer or refer and, receiving an affirmative response, will call the question on such motion without debate or amendment.

- 11.5 Item 11.4 does not apply to the mover of the motion under debate and the mover will be permitted to speak a second time, for a maximum of five (5) minutes, immediately before the question is finally put by the Presiding Member.
- 11.6 After the question is finally put by the Presiding Member no Council Member or Delegate will speak to such question nor will any other motion be made until after the result is declared.

12. VOTING

- 12.1 Questions arising at any meeting will be decided by a majority of votes of those present.
- 12.2 Questions relating to the following items must be decided by a weighted vote as calculated using the table in Annex 3, *Weighted Voting at Mayors' Council*:
 - (a) Approving or rejecting a long-term strategy;
 - (b) Approving or rejecting an investment plan; and
 - (c) Approving, rejecting or altering an application to establish a new fare or to increase an existing fare.
- 12.3 Questions relating to the following items must be decided on the basis of one (1) vote per Council Member:
 - (a) Election of the Chair and Vice-Chair;
 - (b) Appointing Directors;
 - (c) Varying Director remuneration, except that the Chair and Vice-Chair are not entitled to vote on resolutions regarding varying Director remuneration;
 - (d) Amending the executive compensation plan; and
 - (e) Approving or rejecting a proposed fare collection bylaw or amendment.
- 12.4 For questions related to items other than those set out in Item 12.2 and 12.3:
 - (a) If, prior to the question being called, no Council Members requests that a weighted vote be called, the question will be decided on the basis of one (1) vote per Council Member; and
 - (b) If, prior to the question being called, a Council Member requests that a weighted vote be called, the question will be decided by weighted vote.

- 12.5 Except as provided in Item 9.5(a) and 12.3(c), the Presiding Member will vote on all business coming before a meeting.
- 12.6 In the case of an equal number of votes for and against a question, including the vote of the Presiding Member (when he or she is permitted to vote), the question will be defeated.

13. NOTICE OF MOTION

- 13.1 Any Council Member or Delegate desiring to bring a new matter before a meeting of the Mayors' Council, other than a point of order or a point of privilege, will do so by way of motion.
- 13.2 Any new matter that requires further information than could or would normally be available to the Mayors' Council at a meeting, may be ruled by the Presiding Member as a notice of motion and will be dealt with as provided by Item 13.3(b).
- 13.3 A notice of motion may be introduced by a Council Member by:
 - (a) Providing the Executive Director or Corporate Secretary with a signed copy of such motion, no later than five (5) clear calendar days prior to the scheduled meeting, and the Executive Director or Corporate Secretary will add the motion to the agenda for said meeting; or
 - (b) Providing the Executive Director or Corporate Secretary with a signed copy of such motion during a meeting and the Corporate Secretary will, upon the Council Member or Delegate being acknowledged by the Presiding Member and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and will add the motion to the agenda of the next regular meeting of the Mayors' Council.
- 13.4 A motion may be introduced without previous notice having been given by a resolution waiving notice of motion passed by two-thirds (2/3) of those present at the meeting.

14. AMENDMENTS

- 14.1 An amendment must be moved and seconded before it is debated or determined.
- 14.2 Only two (2) amendments will be allowed to the main question and only one (1) amendment will be allowed to an amendment.
- 14.3 Every amendment must be determined before the main question is put to a vote.
- 14.4 Amendments will be voted upon in the reverse order in which they were moved.

14.5 An amendment that has been moved and seconded may be withdrawn at any time by the mover.

14.6 A question of referral, until it is decided, will preclude all amendments to the main question.

15. RECONSIDERATION

15.1 A motion to reconsider a matter that has previously been decided by the Mayors' Council may be moved at the same meeting or at a subsequent meeting by a Council Member or Delegate who previously voted with the prevailing side, provided that no steps have been taken to implement the matter previously decided.

15.2 A motion to reconsider may be seconded by any Council Member or Delegate.

15.3 After the motion to reconsider has been moved and seconded, the mover must state the justification for reconsidering the previous decision. The motion to reconsider will be decided by a simple majority of those present, without debate or amendment.

15.4 If the motion to reconsider is carried, the original motion will be reconsidered as the next item of business and all regular rules of debate and voting will apply.

16. COMMITTEES

16.1 The Mayors' Council may establish committees and delegate the powers and duties of the Mayors' Council to the committees.

16.2 Sections 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14 and 15 will apply to meetings of Committees with such modifications as are required, including the substitution of the term "Committee Chair" for the term "Chair" and the term "Committee meeting" for the term "Mayors' Council meeting".

16.3 The Chair is an ex officio member of all Committees.

16.4 The quorum necessary for the transaction of business at a Committee meeting will be a majority of the Committee members.

17. WORKSHOPS

17.1 Workshops will be considered duly constituted meetings of the Mayors' Council.

17.2 Workshops may be convened from time to time at the call of the Chair, upon written notice provided to Council Members attending the Workshop in accordance with Item 3.2.

17.3 Attendance by Council Members or Delegates at Workshops will constitute attendance at a meeting for the purposes of remuneration under s. 213(4)(b) of the Act.

17.4 The quorum for a Workshop will be those Council Members and Delegates present.

18. SUPPLEMENTARY PROVISIONS

18.1 If a situation is not contemplated by these Rules of Procedure for the Conduct of Meetings, the “Council Proceedings” Division of the Community Charter will apply.

18.2 If a situation is not contemplated by these Rules of Procedure for the Conduct of Meetings nor by the “Council Proceedings” Division of the *Community Charter*, Roberts Rules of Order will apply.

ANNEX 1

Mayors' Council on Regional Transportation GUIDELINES FOR ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS

Approved: December 3, 2020; **Effective:** January 1, 2021

These guidelines outline suggested procedures and practices related to participation by electronic means at Mayors' Council and committee meetings.

The [South Coast British Columbia Transportation Authority Act](#), together with the [Mayors' Council's Rules of Procedure for the Conduct of Meetings](#), authorizes meetings of the Mayors' Council and its committees to be organized using video-conference technology. When a video-conference meeting is organized, members are deemed to be present at the meeting, and are encouraged to follow these participation practices to facilitate the proceedings.

These practices are intended to improve the meeting experience for participants and observing members of the public and the media and will improve the accessibility of meetings by those who are hearing- or seeing-impaired.

1. Joining the Electronic Meeting

- a. Join the electronic meeting 10 minutes before the start of the meeting.
- b. Confirm with staff that you can hear and be heard prior to the start of the meeting.
- c. Turn on the video camera and keep it on throughout the meeting as appropriate, unless technology limitations affect performance.
- d. Choose a suitable location that is free from incidental noise or other background features that could interrupt the proceedings.
- e. Choose a location where the light is on your face.
- f. Look at the camera.

2. Procedural Matters

- a. Follow the rules of order and decorum, and address remarks through the Chair and generally conduct the proceedings in a respectful manner.
- b. Seek recognition by the Chair by using the electronic "raise hand" function.
- c. Notify the Recording Secretary when leaving the meeting, even temporarily, via the in-app chat function or email.
- d. Vote on motions by way of voice vote, or if inconclusive, by way of roll-call vote.
- e. Secret ballot voting is subject to the process outlined in the "Voting procedures for 2021 Chair and Vice-Chair Elections"
- f. During a closed meeting, ensure that only you alone can listen and watch the proceedings to ensure confidentiality.

3. Etiquette

- a.** Wear attire appropriate for a Council or committee meeting.
- b.** Refrain from multi-tasking during the proceedings.
- c.** Remember to mute your microphone when you no longer have the floor.

4. Technology Issues

- a.** Connect to the meeting using a suitable device to facilitate optimum participation, such as a desktop or laptop computer, or a tablet.
- b.** If you experience technical problems that prevent you from hearing or being heard, communicate with staff to resolve the issue, knowing that if you must leave the meeting, quorum may be affected.

ANNEX 2

Mayors' Council on Regional Transportation

PUBLIC DELEGATE POLICY AT REGULAR MAYORS' COUNCIL MEETINGS

Approved: February 27, 2020

1. Every regularly scheduled Mayors' Council meeting will include a Public Delegates agenda item, with sufficient time allocated to hear from no more than ten (10) public delegates.
2. Where circumstances warrant, the Mayors' Council Chair may extend the length of time and/or the number of permitted presenters allotted to the Public Delegates agenda item at regular meetings.
3. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.
4. Each delegation will be given a maximum of three (3) minutes to address the Mayors' Council. Questions to or discussion with Council are generally not permitted.
5. The application process for prospective public delegates is as follows:
 - a. Any person or organization wishing to appear before the Mayors' Council must submit an application to the Executive Director no later than 8:00 a.m., two (2) business days prior to the scheduled meeting.
 - b. The application must indicate the agenda item or issue the applicant wishes to address, the name of the designated speaker and the specific action that is being requested of the Mayors' Council. Only applications from public delegates wishing to speak to matters that are within the authority of the Mayors' Council to decide are deemed to be qualified applicants.
 - c. The Executive Director will, no later than noon two (2) business days prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
 - d. The Mayors' Council will receive one representative from an organization at each meeting. If an organization wishes to appear as a delegation, one person should be selected as a designated speaker for the organization. If more than one individual from an organization submits an application, the individual who registered first with the Executive Director will be deemed to be the designated speaker for the organization. Additional representatives from the organizations will be received, time permitting within the time allotted to receiving public input, in accordance with Item 7(c) of the Public Delegates Policy.

6. Applications to appear as delegations will be prioritized in accordance with the following process:
 - a. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) speaking on an agenda item to be considered at the meeting will be received first. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the agenda item of interest.
 - b. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) speaking on issues not included on the agenda for the meeting and on a matter that is within the authority of the Mayors' Council will be received next. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the issue of interest.
 - c. Representatives, other than the designated speaker of an organization that has already been heard at the meeting, will be received next in the order in which they register with the Executive Director, if time permits within the time allotted by the Mayors' Council to receive delegations, and up to a maximum of four (4) in total from each organization.
7. Where the number of applicants exceeds the time allotted to receiving public input, the applicants that are not accepted will be invited to submit written input to the Mayors' Council.
8. Public Delegates scheduled to appear before the Mayors' Council may use a presentation or written submission to supplement their oral presentation. Presentations will be provided to the Mayors' Council in hardcopy only and will not be electronically shared or projected on screen.
9. Presentations and submissions as per Item 7 and 8 can be provided either by the Public Delegate (25 copies should be supplied) or by the Mayors' Council Secretariat upon request. In cases when the Secretariat is asked to provide copies on behalf of the Public Delegate, the following conditions apply:
 - a. The document must be received by the Secretariat no later than noon one (1) business day prior to the scheduled meeting.
 - b. The document to be copied cannot exceed 10 letter-sized pages.
 - c. Copies produced by the Secretariat will be double-sided and corner-stapled.
 - d. The Secretariat will produce copies of the document only for members and staff of the Mayors' Council; additional copies are the responsibility of the Public Delegate.