



## Procedural Rules for Assembly Meetings

### Overall Approach

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1. Common sense and reasonableness will be the primary guides in determining how we conduct our meetings.
2. We will conduct ourselves in an organized but informal manner that reflects our values for working together and avoids formal “rules of order.” The Chair may decide on more formal procedures, if necessary, after hearing the views of the Assembly.
3. Members will signal their wish to speak in plenary sessions by raising their hands. The Chair will indicate to speakers if he feels they have gone over a reasonable limit, given the need to focus on objectives within timelines.
4. The Chair will ensure there are regular open forums or question periods to consider any matters of interest to Assembly members. There will be at least one such session every weekend for at least 15 minutes.

### Decision-making

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5. A quorum will be 60% of the membership. A quorum is the number of members required to be in attendance before the Assembly can function or make decisions. The final decision or decisions of the Assembly regarding what to recommend will require a majority of the Assembly—50% +1.
6. Where possible, decisions will be reached by consensus. Consensus means that, in the opinion of the Chair, a very clear majority of the members support or ‘can live with’ the decision. When the Chair summarizes a consensus position, that is the equivalent of a vote unless a vote is requested by several Assembly members. Members have the right to question the Chair on whether consensus exists and whether his summary of consensus is accurate.
7. Voting will be by a show of hands or by electronic voting. The Chair may consult with the Assembly and decide that a particular vote shall be by secret ballot.
8. The Chair can only exercise his right to vote if the Assembly members produce a tie.
9. The Chair will consult the Assembly before determining when a vote is intended to be a final decision on an issue before the Assembly.

10. The Chair will ensure that all decisions of the Assembly are recorded and provided to the Assembly in the form of meeting notes for approval. Once approved, the meeting notes will be posted on the Citizens' Assembly website.

### **Sub-groups**

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11. Smaller discussion groups will be formed each weekend with facilitators. These groups will be roughly equal in size, with adjustments to ensure the needs for French and English-speaking Assembly members are met. Discussion group membership will be changed every weekend.

12. In addition, the Chair may propose the creation of working groups to consider one or more topics and report back to the Assembly. Membership in a working group will be voluntary.

### **Openness**

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13. Meetings of the whole Assembly will be open to the public and the media.

14. Members of the public and media are observers and shall not disrupt the proceedings. Observers are not to engage in discussions with Assembly members while the Assembly is in session.

15. One discussion group at each Assembly meeting will be open to public observers and its discussions may be videotaped as a representative small group. Assembly members assigned to this group may choose to join another discussion group. Members may also decide that this group should not be open to the public if they feel they require privacy for a particular discussion.

16. The Assembly may decide by majority vote to meet privately in one or more large discussion groups to consider any particular matter.

### **Revisions**

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17. The Chair or several Assembly members may ask the Assembly to review and, if necessary, reconfirm these rules of procedure during the life of the Assembly.