

Glossary - City of Greater Sudbury Council Procedure

Advisory Panel: a group set up by Council, to help staff advise on a particular issue. An advisory panel is made up mainly of stakeholders and citizens.

Chair & Vice Chair: a *Chair* is the Mayor or officer at a Council or Committee meeting. The *Vice Chair* will act on behalf of the Chair when he/she is not available.

Clerk: the Clerk of the City of Greater Sudbury, or that person's delegate.

Committee: a group set up by Council and made up only of Members of Council to perform a function. *Standing Committees* meet on a regular basis. They are assigned specific responsibilities based on subject matter. *Permanent Committees* meet on an as-needed basis.

Closed Meeting: a meeting of City Council, or part of that meeting, that is not open to the public. The Municipal Act permits closed meetings in particular circumstances, some of the more common of which are when Council discusses items related to specific municipal employees, labour relations, and matters of client-solicitor privilege.

Consent Agenda: items on a Council or Committee agenda which are of a routine or repetitive nature and are unlikely to require debate. Items on the Consent Agenda are dealt with in one motion.

Council: Greater Sudbury City Council is a group of elected representatives comprised of 12 ward councillors and one Mayor for a four year term.

Mayor & Deputy Mayor: the *Mayor* is the head of Council and Chief Executive Officer of the City of Greater Sudbury. Two *Deputy Mayors* are appointed by Council, to act on behalf of the Mayor when the Mayor is not available. The Deputy Mayors act in alternate months.

Member: a Member of Council or a Committee.

Motion: an action that is brought forward to Council to vote upon. If a motion is *deferred*, the item is moved to another Council meeting for discussion and decision. If a motion is *referred*, Council is referring the matter to another group, as for example to a committee for more discussion and review before a decision is reached.

Motion to Reconsider: is presented by a member of Council who has changed their mind on an item that has already been decided and is requesting to Council to reconsider or reopen the item.

Recommendation: an action suggested by a Committee or City staff that requires a final decision by Council.

Resolution: a motion that Council has voted on.

Tabled: an item brought to the table on the day of the meeting.

Vote: votes are usually conducted using a *show of hands* method, whereby Councillors raise their hands to indicate either a yes or no vote. If a member of Council requests a *recorded vote*, the Clerk asks each member of Council how they wish to vote and records each member's vote in the minutes. There are three possible results to each vote. A motion is *carried* if the majority of members vote in favour and is *defeated* if the majority of members vote against the motion. A tie vote is *lost*; it is neither defeated, nor carried.