

Immediate Council Meeting Management Optimization Opportunities

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1	Optimization Description	Current Practice	Impact
	Adhering to existing procedure bylaw rules as supplemented and explained by the City of Calgary Reference Manual: City of Calgary Council and Committee Meetings.	At times, departing from procedure by the following: • Citizens to speak in excess of 5 minutes (Section 99) • At Council, members making verbal inquiries instead of submitting a formal written Administrative Inquiry (Section 101) • Council considering motions not seconded (Section 106) • Accepting amendments on referral motions, except as to time (Section 110) • Debate and questions on tabling motions except as to time (Section 110) • Members speaking more than once on a motion (Section 114) • Members speaking longer than five (5) minutes on a motion, three (3) minutes on an amendment and/or closing (Section 115) • Debate after vote is called on the motion (Section 116) • Moving motions that are out of order (Section 121) • Allowing items to return to council for consideration after a decision has already been made without consideration of the time controls in place on how soon a matter can be considered again (Section 121, 124) • Use of Correct Motion Type (le. Table/Refer)	Failure to adhere to current procedure bylaw rules prolongs Council Meetings. For use of the correct motion, adhering to the general guideline that: Tabling motions are best used to gather more information within a meeting or to postpone to a future meeting. The item remains the property of Council. Referral motions are best used when control of the item should be released from Council's property to Administration in order to undergo additional engagement or investigation with the anticipated outcome of potentially presenting new recommendations to Council.
2	Participant actions	At times, the following actions by meeting participants detract from Meeting Management Optimization: • Members asking questions of material not contained in the agenda	• Prolongs meetings • Failure to empower committees in decision making by re-engaging debate at Council

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		• Members asking administration detailed questions on administrative matters that could have been responded to prior to the meeting • Hearing from Citizens or organizations at Regular Council Meetings on material previously presented at Committee level • Continuing similar debate that took place at the Committee level during the Council meeting • Members debating during time devoted to questions of clarification • Use of electronic devices for activities unrelated to meeting decision making.	prolongs consideration of individual items and diminishes the value of sharing the work in a committee structure.