

B.16 Meetings of Council

B.16.1 General Rules for Council Meetings

1. The SGPS shall follow Robert's Rules of Order except when Council enters into deliberative session. While in deliberative session Council will operate under the rules set out in P.5.2.6.

P.5.2.6 Deliberative Sessions of Council

- A. Sessions are to be organized in the following fashion.
 1. During a deliberative session Councilors will be seated in small groups of approximately 6-8, plus a Facilitator.
 2. Facilitators will be assigned from members of the SGPS Executive, Commissioners, and staff, in that order of preference until there are sufficient facilitators for the number of small groups.
 3. The Speaker will continue her/his normal functions under Robert's Rules of Order, but also function as the head Facilitator, facilitating the collective discussion at the end of any deliberative discussion.
 4. The Speaker may exercise discretion and/or act on the advice of Council to either randomize the seating arrangements of Councilors or to seat them in specific groups tied to themes relevant to the motions utilizing the deliberative session.
- B. Deliberative sessions may be initiated according the following rules.
 1. The mover of any motion may choose to designate a motion as a deliberative motion — one that will follow the procedure outlined here.
 2. If a motion is proposed as a deliberative motion, the mover must provide a short briefing note for Councilors orienting them to the issue, and outlining what should come of the discussion.
 3. Council may choose to amend the form of any motion — changing it from a deliberative motion back to a standard motion or vice versa — by the standard procedures for amendment of motions laid out in Robert's Rules of Order. In an instance where a motion is changed to a deliberative session on the floor, a briefing note is not necessary.
 4. No more than two deliberative sessions may be utilized in a single Regular Meeting of Council except by a simple majority vote. If more than two sessions are submitted, the first two will be granted permission to utilize deliberative session, again, subject to a simple majority vote in Council.
- C. Deliberative sessions will proceed according the following rules.
 1. Individual deliberative discussions occur at each small group.
 2. The conversations will be moderated by each table's Facilitator who will provide context, answer questions, and ensure opportunities for the substantive and fair participation of all in their group.
 3. The Facilitator will designate one member of each group as a note taker, and another as a group presenter, who will present the group's deliberations to the full Council at the conclusion of the group discussions.

4. Facilitators will attempt to move their group towards a clear set of reflections on the matter at hand, achieving consensus when possible, but noting dissent when it is present. The Speaker will set the time limit for this session at the outset.
5. All the small groups will report in turn back to Council via their designated presenter. The presenter must be sure to accurately express the degree of consensus and disagreement and all the key observations that the group expressed. When some are missed or absent the Facilitator may make additional comments to ensure a rounded representation of all group members' views.

D. Decision Making:

1. After each group has provided initial reflections, the Speaker will facilitate a broader conversation, under the standard Robert's Rules of Order.
2. Finally, using methods contextually suited to the type of discussion at hand, the Speaker will direct Council to resolution or summation of the matter at hand, asking for a formal vote if necessary.
3. Any motion discussed in this fashion must still end with a formal vote as per Robert's Rules of Order.
4. All notes taken by the note takers will be submitted at the end of the meeting to be added as an appendix to the Council minutes.