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MEMORANDUM

TO: Members of the Youth Advisory Committee
CC: Rebecca Bishop, Community Developer, Youth Section
FROM: Annie Sherry, Legislative Assistant, Office of the Municipal Clerk
DATE: April 21, 2022
SUBJECT: **Overview of the Role of the Chair**

Members of the Youth Advisory Committee,

The purpose of this memo is to outline the roles and responsibilities of the Chair of the Committee. This is intended to act as a supporting document from the March 31, 2022 Orientation, and to provide members of the Committee with information to consider prior to the May meeting where the election of Chair and Vice-Chair/Co-Chair will take place.

The Chair and Vice-Chair are elected by the members of the committee. In order for a member of the Committee to be considered for the position of Chair, a motion is required by the Committee. This motion must then be seconded by another member of the Committee. The nominee will accept or decline the nomination, and the Committee will then vote on the nominee being put forward.

Example:

Committee Member 1: I move that X NAME be nominated for the position of Chair.

Committee Member 2: Seconded!

Legislative Assistant: That has been moved and seconded. X name, do you accept the nomination?

X NAME: Yes, I do.

Legislative Assistant: Hearing that the nomination will be accepted, we will call a vote. All those in favour of the motion? Opposed? The motion passes and X NAME is officially nominated for the position of Chair.

If there are other Committee members interested in being considered for the position of Chair, the process above continues until all Committee members wishing to be considered for the position of Chair are nominated. The Committee will then vote (virtually) to decide who will be Chair. The Legislative Assistant will let the Committee know who has been chosen, and a final motion to elect the Chair will be put forward by the Committee. Once the Chair is nominated, the same process is repeated for the Vice-Chair.

Office of the Municipal Clerk

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Chair Responsibilities:

The Chair is responsible for leading meetings of the YAC and working with the Legislative Assistant and Staff Liaison between meetings.

During a Meeting the Chair:

- Calls the meeting to order
- Leads the Committee through the agenda
- Seeks motions as appropriate
- Directs the vote
- Ensures all members have an opportunity to have input in a respectful and appropriate manner
- Adjourns the meeting with a motion from the membership

Outside of a Meeting the Chair:

- Works with the Legislative Assistant and Staff Liaison to develop and approve the agenda at a monthly agenda review meeting.
- Represents the Committee with Council (e.g. signs reports) and handles media inquiries with input from HRM Corporate Communications

The Vice-Chair is responsible for assuming the role of the Chair if the Chair is absent, and also attends the monthly agenda review meetings.