

Community Development Forum (CDF), Halfmoon Bay

Some Working Protocols

A. Committee Member Roles

Chair

1. Prepares for meetings:
 - a. Calls for agenda items, prepares agenda (including lead, time allocation) and circulates agenda at least 3 days in advance of meeting
 - b. Considers agenda items proposed by volunteers and community members
 - c. Ensures Director of Area B is invited to meetings and receives related documents
2. Chairs meetings:
 - a. Promotes a respectful tone
 - b. Ensures a quorum (a majority of current Committee members constitutes a quorum) if a vote is to be taken
 - c. Identifies the meeting recorder (rotating) at the outset
 - d. Ensures good time management of agenda items
 - e. Ensures agenda discussions end with clear actions/conclusions as needed, and that actions are assigned with a timeline. Summarize these for the recorder at the end of the item.
3. Convenes ad hoc community meetings on significant issues as needed, to share information and facilitate public engagement.
4. Liaises with and reports to the HBCA Board as required.

Deputy Chair

1. Assists Chair with agenda preparation
2. Assists Chair with managing the agenda items
3. Counts votes as required
4. Acts as the meeting time-keeper when the Chair is present
5. Chairs meeting (with related tasks) when Chair is absent

Communication Coordinator

1. Monitors content of webpage to ensure it is up to date.
2. Coordinates preparation of announcements, signage, letters, external correspondence, meeting any deadlines and shares with Chair, Committee and volunteers as appropriate.

B. Meetings

1. **Committee members send their regrets** to the Chair in advance if they are unable to attend a meeting.
2. **Volunteers, and community members with agenda items** will be invited to attend meetings. Community members should provide background information to the Chair to be circulated to the CDF at least one week prior to the scheduled meeting and will have a maximum of ten minutes for presentations.
3. A **majority of the current Committee members** constitutes a quorum for a meeting, in particular when a decision is required.
4. **Recorder:** If a standing recorder is not available, rotate the role of minute taking using the [CDF template](#).
 - a. By Day 3 following the meeting, the recorder posts the draft minutes for comment by meeting participants onto Google Docs.
 - b. On Day 6, the recorder reviews and finalizes the minutes on a 'no objection' basis and forwards them to the webpage focal point for posting.
 - c. The finalized minutes are posted on the webpage no later than 7 days following the meeting.
5. **Decisions will be made by agreement of a majority of the Committee members present at the meeting (this requires a quorum, see (3) above)**, with minority objections recorded in the minutes if requested. Volunteers, community members and the Area B Director will not participate in decision-making.
6. When engaging with others in dialogue or debate, all meeting participants will keep their **dialogue respectful** (see this [useful guide](#)).

C. Handling issues put forward to the CDF

1. A Committee member, volunteer or community member can present any significant issue related to land use and community development in Halfmoon Bay to the Chair for consideration (please consult the [CDF TORs](#)). The request should be summarized in an email to cdf@halfmoon-bay.ca.
2. If the issue meets the basic CDF criteria (see TORs), the Chair (or Deputy Chair) shares it with the CDF Committee and replies to the requester that it will be considered at the next CDF meeting. The community member should provide background information to the Chair to be circulated to the CDF at least one week prior to the scheduled meeting. The community member will have a maximum of ten minutes for a presentation at the upcoming meeting. The presentation should include what is being asked of the Forum.
3. The issue is added to the CDF agenda for discussion and decision on next steps. This may include:
 - a. Agree by majority vote of the Committee that a Committee member or volunteer should take the lead and investigate the issue, propose actions as necessary and keep the Committee informed; or
 - b. Agree by majority vote of the Committee that is not an issue to be dealt with at this time.
4. If the CDF agrees to monitor an issue, it will require at least one 'lead' by a Committee member or volunteer who agrees to track the issue. This includes collecting and sharing information about the issue and any related process, facilitating community engagement and keeping the CDF and broader community informed. The 'lead' may also propose actions to the CDF for discussion and a decision, as relevant.
5. The CDF lead can consult with the CDF Communication Coordinator on when and how an issue may be communicated.