

Election Compliance Audit Committee Rules of Procedure

BACKGROUND

On March 23, 2022, Ottawa City Council established the Election Compliance Audit Committee (the “Committee”) pursuant to section 88.37 of the *Municipal Elections Act, 1996* (the “MEA”).

Subsection 88.37(6) of the MEA provides that the City Clerk of the municipality shall establish administrative practices and procedures for the Committee. The Clerk of the City of Ottawa established these *Rules of Procedure* in accordance with that requirement. These *Rules of Procedure* are approved by the Committee and shall apply to the matters which they contemplate.

1. DEFINITIONS

“Applicant” means an eligible Elector who makes an application under Sections 88.33 or 88.35 of the MEA.

“Application” means an application for a compliance audit made to the City Clerk as contemplated by the MEA.

“Auditor” means an auditor contemplated in Sections 88.33 to 88.37 of the MEA.

“Candidate” means the candidate whose election campaign finances are the subject of an Application.

“Chair” means the chair of the Committee elected pursuant to Section 4 of these *Rules of Procedure*.

“City Clerk” means the person referred to in Subsection 1(1) of the MEA as the Clerk, and appointed pursuant to Section 228 of the *Municipal Act, 2001*, and any designates.

“City Clerk’s Report” means a report prepared by the City Clerk pursuant to Subsections 88.34(2) or 88.36(2) of the MEA identifying a Contributor who appears to have contravened the contribution limits of the MEA.

“Committee” means the Election Compliance Audit Committee of the City of Ottawa.

“Committee Counsel” means the independent legal counsel available to the Committee to provide legal advice to the Committee from time to time, including advice and assistance in their deliberations which is all subject to solicitor-client privilege.

“Committee Meeting” means an open meeting of the Committee to conduct business, including the review and consideration of any Matter arising from its jurisdiction under the MEA.

“Contributor” means a person who has made contributions to a Candidate or Registered Third Party Advertiser within the meaning of the MEA.

“Council” means the Council of the City of Ottawa.

“Elector” means a person entitled to vote at a municipal election in the City of Ottawa under the MEA.

“Matter” means all the proceedings, deliberations and decisions, relative to an Application and Auditor’s Report, or to a City Clerk’s Report, pursuant to the MEA.

“MEA” means the *Municipal Elections Act, 1996*, SO 1996, c 32, Schedule, as amended.

“Parties” means,

(i) with respect to an Application, the Applicant and either the Candidate or Registered Third Party Advertiser who are subject to the Application,

(ii) with respect to a City Clerk’s Report, the Contributor.

“Registered Third Party Advertiser” means an individual, corporation or trade union registered under Section 88.6 of the *MEA*.

“Representative” means a person authorized under the *Law Society Act*, RSO 1990, c L.8 or its By-laws to represent a Party before the Committee, including legal counsel or individuals authorized to provide legal services.

“Vice-Chair” means the Committee Vice-Chair elected under Section 4 of these *Rules of Procedure*.

2. COMMITTEE PROCEDURAL DISCRETION

(1) The proceedings of the Committee, the conduct of its Members and the calling of meetings shall be governed by the provisions of these *Rules of Procedure*;

(2) Despite Subsection 2(1), a procedural requirement under these *Rules of Procedure* may be varied or suspended, as appropriate, to ensure that the real questions in issue are determined in a just manner. Such suspension of the *Rules of Procedure* shall require a vote of three-quarters of the Committee Members present and voting.

(3) Despite Subsection 2(2) the Chair may unilaterally decide whether to extend or abridge a designated person’s speaking time under Subsections 18(2) and 18(6) of these *Rules of Procedure*.

3. QUESTIONS NOT DEALT WITH IN THE RULES OF PROCEDURE

If a procedural issue arises in a Committee Meeting that these *Rules of Procedure* do not contemplate, the Committee shall decide the issue in consultation with Committee Counsel. The Committee may make whatever procedural ruling it deems necessary and permitted by law to enable it to effectively and completely deal with Committee business. Unless otherwise required by these *Rules of Procedure*, the Committee’s determinations, and decisions as to procedure pursuant to this rule shall be determined by simple majority vote.

PART I – THE COMMITTEE

4. DUTIES OF THE CHAIR

- (1) At its first Committee Meeting, the Committee shall elect one of its Members as Chair and one of its Members as Vice-Chair for the 2022-2026 Term of Council and until a successor is appointed. When the Chair is absent or otherwise unable to act, the Vice-Chair shall preside and shall have all the powers and duties of the Chair.
- (2) If the Chair or Vice-Chair of the Committee resigns as a Committee Member or resigns as the Chair or Vice-Chair of the Committee, the Committee shall elect another Member as Chair or Vice-Chair for the balance of the Term of Council and until a successor is appointed.
- (3) The Chair is the liaison between the Committee Members and the City Clerk.
- (4) The Chair shall enforce the observance of these *Rules of Procedure* as well as order and decorum among the Committee Members, Parties and the public at all Committee Meetings.
- (5) The Chair shall receive and submit, in the proper manner, all motions presented by the Committee Members.
- (6) The Chair shall put to a vote all motions, which are moved or necessarily arise in the course of the proceedings, and shall announce the result.
- (7) The Chair shall adjourn the Committee Meeting when the business of the Committee is concluded.

5. DUTIES OF COMMITTEE MEMBERS

- (1) Each Committee Member shall have the following duties:
 - (a) to deliberate on the business submitted to the Committee;
 - (b) to be present throughout a Matter;
 - (c) to vote when a motion is put to a vote; and
 - (d) to respect the *Rules of Procedure* and any guidelines for Committee Members.
- (2) A Committee Member who is absent during any part of a Matter may not participate further in that Matter, or any part thereof, including related deliberations or decisions, but the Member may participate in any unrelated question, Matter(s) and/or any other business that may be listed on that Committee Meeting's agenda.

6. DUTIES OF THE CITY CLERK OR DESIGNATE

It shall be the duty of the City Clerk or designate to:

- (1) Give notice of each Committee Meeting together with an agenda of the items to be considered;
- (2) Record in the Committee Meeting minutes the motions, resolutions, directions, votes, a concise summary of oral submissions and any actions to be taken on items;
- (3) Attach to and publish with the minutes any written decision and reasons issued;
- (4) Provide a copy of the Committee's decisions under Section 25 of these *Rules*, as well as brief written reasons by the Committee to the Parties as required by the MEA; and,
- (5) Perform such other functions as may be required from time to time in order to facilitate the Committee Meeting and to implement the decisions of the Committee.

7. DUTIES OF COMMITTEE COUNSEL

- (1) At the request of the Committee Chair during a Committee Meeting, or as otherwise may be required before or after a meeting, it shall be the duty of Committee Counsel to provide legal and/or procedural advice to the Committee Chair.
- (2) The Committee Counsel shall provide advice:
 - (a) as directed by the Committee or requested by the Chair during a Committee Meeting; or,
 - (b) when requested in writing by a majority of the Committee Membersand such advice shall be circulated to all Committee Members.
- (3) Nothing in Subsection 7(2) prevents a Committee Member other than the Chair from seeking information directly from the Committee Counsel during the Committee's deliberations.
- (4) All communications solely between Committee Counsel and the Chair or any Committee Member, exchanged pursuant to Section 7(2), or exchanged in private deliberations, shall be solicitor-client privileged.
- (5) All communications between Committee Counsel and the Chair or any Committee Member relating to or in connection with Committee business, including but not limited to any Matter, may be provided during private deliberations.

8. APPLICATIONS FOR A COMPLIANCE AUDIT

- (1) This section applies to complete Applications, meaning Applications meeting the requirements of Subsection 8(2).
- (2) Applications for a compliance audit shall be made:

- (a) in writing to the City Clerk at the Elections Office during regular business hours on any regular business day pursuant to timelines prescribed by Subsection 88.33(3) or 88.35(3) of the MEA; and,
 - (b) using a form prescribed by the City Clerk, and shall include the Applicant's name, a qualifying address within the City of Ottawa, and a signed declaration stating that the Applicant:
 - i. is an eligible Elector in the City of Ottawa; and
 - ii. has reasonable grounds to believe that the Candidate or Registered Third Party Advertiser referenced in the Application has contravened a provision of the MEA relating to election campaign finances.
- (3) An Application shall concisely state the reasonable grounds upon which it is based and the provisions of the MEA the Applicant says have been violated.
- (4) The City Clerk shall provide the Application to the Committee within the time provided in the MEA with a covering report, which sets out, in a summary/bullet point manner:
- (a) Whether the residence or land at the Applicant's qualifying address is within the City of Ottawa; and,
 - (b) The deadline dates referred to in Subsection 88.33(7) of the MEA by which the Committee must consider the Application and decide whether it should be granted or rejected.
- (5) The City Clerk shall acknowledge receipt of the Application by email or regular mail delivered to the Applicant as soon as possible after receiving an Application.
- (6) Any acknowledgement of receipt by regular mail shall be sent to the Applicant's qualifying address provided in their application, unless the Application designates a different address for notice purposes.

9. INCOMPLETE APPLICATIONS FOR A COMPLIANCE AUDIT

- (1) This section applies to incomplete Applications, meaning Applications that do not meet the requirements of Subsection 8(2).
- (2) Where a written Application is submitted to the City Clerk that does not meet the requirements in Subsection 8(2), the City Clerk shall provide the Application to the Committee within the time provided by the MEA with a covering report setting out in a summary/bullet point manner:
- (a) Whether the Elector's name is identified on the Application;
 - (b) Whether the residence or land at the Applicant's qualifying address is within the City of Ottawa;

- (c) Whether the declaration of the Elector contained in the form is duly completed and signed;
 - (d) Whether the Application is in the prescribed form; and
 - (e) Whether the Application was filed after the deadline set out in the MEA for filing an Application.
- (3) The City Clerk shall acknowledge receipt by email or regular mail delivered to the Applicant as soon as possible after receiving the incomplete Application.
- (4) Any acknowledgement of receipt by regular mail shall be sent to the Applicant's qualifying address provided in their application, unless the Application designates a different address for notice purposes.

10. COMMITTEE MEETINGS

- (1) The Committee shall meet at the request of the City Clerk.
- (2) The City Clerk shall summon a Committee Meeting when there are Applications made to the City Clerk or Reports delivered by the City Clerk to the Committee which have not previously been considered by the Committee.
- (3) Committee Meetings shall be held at Ottawa City Hall or such other location as the Clerk deems appropriate.
- (4) For greater certainty, a Committee Meeting may be held in-person, virtually or in a hybrid in-person/virtual format.
- (5) Committee Meetings shall commence at a time and date set out in the notice and agenda pursuant to Sections 11 and 12 of these *Rules of Procedure* and shall be adjourned by the Chair on a majority vote of the Committee.
- (6) Committee Meetings under Sections 88.33, 88.34(8), 88.35 and 88.36(5) of the MEA shall be open to the public, but the Committee shall deliberate in private.

11. AGENDA

- (1) Seven calendar days before each Committee Meeting, the Clerk shall provide an agenda to each Committee Member.
- (2) The City Clerk shall provide, together with the agenda, a copy of any Application(s), Auditor's Report(s) and City Clerk's Report(s) to be considered at the Committee Meeting.
- (3) The first item of business on each agenda shall be the declaration of any pecuniary interest pursuant to the *Municipal Conflict of Interest Act*.

- (4) Memorandums issued by the City Clerk to the Committee may be listed on the agenda under "Communications." Committee may discuss and ask questions of staff on Communications listed on the meeting agenda.

12. NOTICE

- (1) The City Clerk shall give reasonable notice to the Parties, and public, of the time, place and purpose of the Committee Meeting and of the fact that:
 - (a) if any of the Parties fails to attend the Committee Meeting, the Committee may proceed in the absence of any such Party, and
 - (b) any Party that failed to attend will not be entitled to further notice in relation to the Matter or subsequent meetings at which the Matter is considered.
- (2) For Applications for audits considered by the Committee relating to a Candidate or Registered Third Party Advertiser, the City Clerk shall provide a copy of the Application to the Candidate or Registered Third Party Advertiser who is the subject of the Application at or about the same time that the Applications are forwarded to the Committee, and they shall be given a reasonable opportunity to respond in writing and/or orally at a Committee Meeting. The written response, if any, shall be submitted to the City Clerk as soon as possible prior to the Committee Meeting at which the Application will be considered, and no later than the business day preceding the Committee Meeting.
- (3) For Auditor Reports considered by the Committee relating to a Candidate or Registered Third Party Advertiser:
 - (a) The Auditor shall submit the report to the Candidate or Registered Third Party Advertiser, who shall be given the opportunity to respond in writing and/or orally at a Committee Meeting, and to the City Clerk. The written response, if any, shall be submitted to the City Clerk as soon as possible prior to the Committee Meeting at which the Auditor's Report will be considered, and no later than the business day preceding the Committee Meeting.
 - (b) The City Clerk shall provide a copy of the Application and Auditor's Report to the Committee.
- (4) For City Clerk's Reports on over-contributions to Candidates or Registered Third Party Advertisers, the City Clerk shall provide a copy of the report to the Contributor at or about the same time that the Report is forwarded to the Committee, and they shall be given a reasonable opportunity to respond in writing and/or orally at a Committee Meeting. The written response, if any, shall be submitted to the City Clerk a minimum of one business day prior to the Committee Meeting at which the City Clerk's Report will be considered.
- (5) Notices under this Section shall be provided to:

- (a) The Applicant by email, if an email address is provided in the Application, or alternatively by regular mail to the mailing or other address provided in the Application;
- (b) To the Candidate, Registered Third Party Advertiser, or Contributor by personal service, or by email, if an email address was provided in their nomination form and receipt of the email is acknowledged; and,
- (c) To the public, by posting the Committee Meeting agenda on ottawa.ca.

13. QUORUM

- (1) Three Committee Members constitutes a *quorum* at Committee Meetings.
- (2) The Committee shall not consider any business if a *quorum* is not present.
- (3) If no *quorum* is present 30 minutes after the time fixed for a Committee Meeting or the resumption of a Committee Meeting after an adjournment, or should a *quorum* at a Committee Meeting be lost for a period of 30 consecutive minutes, the City Clerk shall record the names of the Committee Members present and the Committee Meeting shall stand adjourned until the next meeting day scheduled by the City Clerk.
- (4) If neither the Chair nor the Vice-Chair has arrived 30 minutes after the time the Committee Meeting is to start and, if a *quorum* is present, one of the other Committee Members may be appointed as Presiding Officer for the duration of the Committee Meeting or until the arrival of the Chair or Vice-Chair.
- (5) The Committee Member to be appointed as Presiding Officer under Subsection 13(4) shall be elected by a majority of the Committee Members present.
- (6) If the Committee Members referred to in Subsection 13(5) cannot reach a majority vote to appoint a Presiding Officer, the Committee Meeting shall stand adjourned until the next meeting day scheduled by the City Clerk.

PART II – COMMITTEE PROCEDURES

14. OPENING STATEMENT

Where the agenda includes consideration of an Application, City Clerk's Report or Auditor's Report, the Chair, Vice-Chair or Presiding Member, as the case may be, will read an opening statement outlining the procedure and format of the Committee Meeting.

15. MOTIONS

Following the opening statement and before considering the substance of agenda items, any Committee Member may make preliminary motion with respect to any business properly before the Committee, including motions to change the order of business or to defer an agenda item.

16. COMMITTEE BUSINESS

Prior to consideration of an item on the Committee agenda, the Chair will identify for those present the agenda item to be considered.

17. INTRODUCTION AND RECORDING OF PARTIES PRESENT

Prior to consideration of an Application, City Clerk's Report or Audit Report, the Chair shall request that any Parties present identify themselves and that they provide their names and contact information to the City Clerk during the meeting.

18. CONSIDERATION OF AN AGENDA ITEM

(1) The following designated persons, in relation to an agenda item, shall be permitted to make written and/or in-person submissions to the Committee:

- (a) The Applicant;
- (b) The Candidate;
- (c) The Registered Third Party Advertiser;
- (d) The Contributor;
- (e) A Representative of an Applicant, Candidate, Registered Third Party Advertiser or Contributor;
- (f) Any individual who has been designated by the Applicant, Candidate, Contributor, or Registered Third Party Advertiser, and who can give an account of something seen, heard, or experienced relevant to the agenda item;
- (g) The City Clerk, with respect to City Clerk's Reports;
- (h) City of Ottawa staff or external consultants retained by the City;
- (i) Committee Counsel; and,
- (j) A Committee-appointed Auditor.

(2) Each designated person shall register with the City Clerk prior to the Committee Meeting commencing and may speak to the item for up to ten minutes.

(3) Despite Subsection 18(2), if an Applicant, Candidate, Registered Third Party Advertiser or Contributor has a Representative present, that person and his or her Representative shall share a single ten minute period, which they may divided between them at their discretion.

(4) The City Clerk shall transmit any written submissions received from designated persons under Subsection 18(1) in advance of the Committee Meeting to the Committee as

soon as reasonably possible after receipt. If the submission is received from any other person, the City Clerk will advise them to register to speak and bring their written submissions to the Committee Meeting, and the Chair shall make a ruling on whether the Committee will receive the submissions.

- (5) Written submissions to the Committee shall be listed in the minutes and shall be available for public inspection at the City Clerk's Elections Office during regular business hours.
- (6) The Committee Members may ask questions of anyone who speaks at the Committee Meeting. Any such question and answer period shall be:
 - (a) Solely for the purposes of receiving clarifications on the submission or any documents or other evidence tendered; and
 - (b) Above and beyond the designated person's speaking time-limit referenced in Subsection 18(2).
- (7) Despite Subsection 18(2), City of Ottawa staff or external consultants retained by the City, Committee Counsel and/or a Committee-appointed Auditor may, with leave of the Committee, speak for more than ten minutes when required to answer questions, offer clarifications and/or provide advice to Committee, either on procedure or on the item under discussion.

19. ADJOURNMENTS

- (1) In order to respect paragraph 5(1)(b) (duty of Committee Members to be present throughout the Matter and to allow Parties to fully present evidence and/or submissions, there may be occasions where an adjournment may be required. Accordingly, a Committee Meeting or Matter may be adjourned from time to time by the Committee of its own motion or upon the request of a Party.
- (2) Any adjournment under Subsection 19(1) shall require the Committee to first afford the Applicant (or Representative), the Candidate (or Representative), the Registered Third Party Advertiser (or Representative), and/or the Contributor (or Representative), the opportunity to make submissions on a potential adjournment.

20. VOTING IN OPEN SESSION

- (1) This section applies to votes that are held during Committee Meetings in open session.
- (2) Once the process set out in Section 18 (consideration of agenda items) has concluded, Committee Members may speak to each item for a maximum of five minutes, make motions and vote.
- (3) In the case of a tie vote, the motion or question shall be deemed to have been lost.

- (4) Every Committee Member present at a Committee Meeting when a question is put shall vote on the question, unless prohibited by law, in which case the fact of the prohibition shall be recorded in the minutes of the Committee Meeting.
- (5) No vote in open session shall be taken in Committee by ballot or by any other method of secret voting.
- (6) Any Committee Member, before the question is decided, may require that the vote be recorded.
- (7) If a vote is to be recorded as herein provided, the City Clerk shall call the vote, announce the division, and shall record them in the minutes.
- (8) Despite subsections 20(2) and (4), a Committee Member may only participate in debate and vote on an item if he or she was present throughout the Matter.

21. RULES OF DEBATE

- (1) When two or more Committee Members wish to speak, the Chair shall designate the Committee Member who first requested to speak as the Committee Member who speaks first.
- (2) No Committee Member shall:
 - (a) Speak disrespectfully of the Reigning Sovereign, or of any member of the Royal Family, or of the Governor General or the Lieutenant-Governor of any province, or of a fellow Committee Member, Committee Counsel, or Auditor, or of staff, or of any Party or their Representative appearing before Committee;
 - (b) Use offensive words or unparliamentary language;
 - (c) Speak on any subject other than the subject in debate; or
 - (d) Disobey the *Rules of Procedure*, or a decision of the Chair or of the Committee on questions of order or practice or upon the interpretation of the *Rules of Procedure*.
- (3) A Committee Member may ask a question only of:
 - (a) Any designated person who has already spoken on the item under discussion, pursuant to Subsection 18(5);
 - (b) Committee Counsel;
 - (c) The Chair;
 - (d) An official of the City of Ottawa; and

- (e) Any other person addressing the Committee pursuant to these *Rules of Procedure*.
- (4) A Committee Member may ask a question only for the purpose of obtaining information or clarification relating to the item under discussion.
- (5) Subject to Section 25 (decisions made by motion submitted in writing by the mover), any Committee Member may move a motion on the item then under consideration, and the City Clerk shall record the motion in writing.
- (6) If there is more than one motion with respect to an item, the City Clerk shall record all motions in writing and read the various motions to the Committee Members prior to the vote being taken.
- (7) The following are deemed to be procedural motions and shall be subject to consideration in the following order:
 - (a) To change the order of business (not debatable);
 - (b) To adjourn, and amendments thereto (not debatable);
 - (c) That the vote be now taken (not debatable); or
 - (d) To defer (debatable).

PART III – DELIBERATIONS AND RENDERING A DECISION

22. DELIBERATIONS

- (1) The Committee shall consider each Application or report at a Committee Meeting open to the public.
- (2) The Committee may reserve its decision and deliberate in private at a later time or date. The Committee, by motion or the Chair, may recess a meeting until called to order by the Chair in order to permit the Committee to deliberate in private on a Matter or Matters. The Committee may hear all Matters scheduled for the Committee Meeting and/or adjourn the Committee Meeting before deliberating on any or all of the Matters on the agenda.
- (3) If the Committee deliberates in private, any Committee Member is entitled to receive notice of the time and place of the deliberations, and, subject to Subsection 5(2) (duty of Committee Members to be present throughout all proceedings and deliberations related to a Matter), to participate in the deliberations. A *quorum* of Committee Members must be present in order for the Committee to issue a decision under Section 25 in private deliberations. Committee Counsel may attend the private deliberations to provide legal advice and guidance to the Committee. No other person may attend private deliberations.

- (4) Recordings of deliberations are not permitted. Other than a written decision and reasons of the Committee issued following private deliberations, Committee Meeting minutes shall not incorporate a record of the Committee's deliberations.
- (5) Despite subsection 22(4), Committee Members and Committee Counsel may take personal written notes, which shall be covered by deliberative secrecy.
- (6) During private deliberations, the Committee may only consider evidence presented at an open meeting, or written submissions received by the Committee pursuant to Section 18. Should the Committee require additional information, it shall resume an open meeting.

23. COMMITTEE DECISIONS RESPECTING APPLICATIONS FOR A COMPLIANCE AUDIT OF A CANDIDATE OR REGISTERED THIRD PARTY ADVERTISER

- (1) In accordance with Subsections 88.33(7) and 88.35(4) of the MEA, within 30 days of receipt of an Application, the Committee shall consider the Application and decide whether to grant or reject the Application.
- (2) If the Committee decides to grant the Application, it shall, by resolution or as part of its written decision and reasons, appoint an Auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate or Registered Third Party Advertiser's election campaign finances.
- (3) In accordance with Subsections 88.33(17) and 88.35(4) of the MEA, within 30 days after receiving a report of an Auditor prepared under Subsection 88.33(12) of the MEA, the Committee shall consider the report and decide whether to commence legal proceedings.

24. COMMITTEE DECISIONS RESPECTING A REPORT FROM THE CLERK RESPECTING CONTRIBUTORS

In accordance with Subsection 88.34(8) or 88.36(5) of the MEA, within 30 days after receiving a City Clerk's Report prepared under Subsections 88.34(2) or 88.36(2) of the MEA, the Committee shall consider the City Clerk's Report and decide whether to commence legal proceedings.

25. DECISION

- (1) The Committee shall make decisions, as contemplated by the MEA as applicable, in its discretion.
- (2) For any decisions under Subsection 25(1), the Committee shall provide brief written reasons.
- (3) Any decisions under this section issued during a Committee Meeting shall be confirmed by motion, submitted in writing by the mover, and the motion shall include brief reasons for the decision.

- (4) A decision of the Committee issued following private deliberations shall be in writing, shall include brief written reasons for the decision, and shall identify any Committee Members dissenting or not present. All Committee Members present and not dissenting are deemed to support the majority decision and reasons. The Committee shall provide its written decisions (including brief reasons) to the City Clerk.
- (5) The City Clerk shall record the decisions (including brief reasons) of the Committee issued under this section and provide a copy of such decisions to the Parties, as required by the MEA, as soon as practicable.

PART IV – OTHER PROCEDURES

26. MEDIA COVERAGE - PHOTOGRAPHIC, AUDIO OR VIDEO RECORDING

Any person who takes or attempts to take a photograph, motion picture, video recording, or other recording capable of producing visual or oral representations by electronic means, or otherwise, at any proceedings of the Committee otherwise open to the public, shall ensure that the proceedings of the Committee will not be disrupted or delayed.

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