

# Accessible Public Transit Service Advisory Committee Meeting Protocols Effective July 1, 2026

## Administrative Procedure

The following provides the RULES OF ORDER AND PROCEDURE FOR THE ACCESSIBLE PUBLIC TRANSIT SERVICE ADVISORY COMMITTEE Meetings

## PART 1 – GENERAL PROVISIONS

### 1.0 Definitions

#### Advisory Committee – defined

“advisory committee” shall mean a committee appointed by the Commission to provide recommendations, advice and information to the Commission.

#### Amend – defined

“amend” shall mean to alter or vary the terms of a main motion without materially changing its purpose, and amendment shall have a corresponding meaning.

#### APTSAC- defined

Acronym for Accessible Public Transit Service Advisory Committee

#### Chair - defined

"Chair" shall mean the person presiding at an APTSAC meeting.

#### Closed session - defined

"closed session" shall mean a closed session of the APTSAC not open to the public, held in accordance with section 239 of the *Municipal Act, 2001*.

#### Commission – defined

“Commission” shall mean the collective group of members appointed to the London Transit Commission by Municipal Council.

#### Corporation - defined

"Corporation" shall mean the London Transit Commission as defined in the City of London Act.

#### Defer - defined

“defer” shall mean to delay consideration of a matter by the APTSAC.

#### Deferred Matter – defined

“deferred matter” shall mean any matter for which the APTSAC has directed future debate or consideration by the Commission.

#### Meeting - defined

“meeting” means any regular, special or other meeting of the APTSAC:

- (a) a quorum of members is present; and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the APTSAC.

#### Member - defined

"member" shall mean a member of the APTSAC.

#### Motion - defined

“motion” shall mean a proposal by a member for the consideration of the APTSAC that is moved by a member and seconded by another member.

#### Notice of Motion - defined

“notice of motion” shall mean a notice of motion provided to the Secretary, in writing, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of the APTSAC in accordance with sections 11.1 and 11.2 of this procedure.

#### Point of Order - defined

“point of order” shall mean a question by a member with respect to any rules or practices.

#### Point of Privilege – defined

“point of privilege” shall mean a question affecting the rights or privileges of the APTSAC collectively or the position and conduct of Members as appointed representatives where the Chair is asked to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of APTSAC Members or of the APTSAC as a whole, despite other pending business currently before the APTSAC.

**Published – defined**

"published" shall mean the provision of documents in print and/or electronic formats.

**Recorded Vote – defined**

"recorded vote" shall mean the recording of the name and vote of every member on a motion during a meeting, by either electronic or manual means.

**Secretary - defined**

"Secretary" shall mean the Committee Secretary or their designate.

**Year - defined**

"year" shall mean the year commencing December 1st and ending November 30th of the calendar year thereafter.

## *2.0 General*

**2.1 Rules - regulations - observed - at all times**

The rules and regulations contained in this procedure shall be observed in all proceedings of the APTSAC.

**2.2 Parliamentary procedure - proceedings**

Those proceedings of the APTSAC not specifically governed by the provisions of this procedure shall be regulated in accordance with the Robert's Rule or Order.

**2.3 Absence – Chair – authority**

In the absence of the Chair, or if they refuse to act or if the office is vacant, the Vice Chair shall carry out their duties and/or act in place of the head of the APTSAC

**2.4 Meeting Location**

All meetings of the APTSAC shall be held at the London Transit Commission, 450 Highbury Avenue North, London, Ontario. Members may choose to attend in person or virtually.

## *3.0 Schedule of Meetings*

**3.1 Annual Schedule of Meetings – prepared by Secretary**

The Secretary shall submit an annual schedule of the meetings for consideration and adoption by the APTSAC.

**3.2 Annual Schedule of Meetings - qualifications**

Annual schedule of meetings will be held following a regular municipal election and appointment of APTSAC members by the Commission, the inaugural meeting shall be held at a date and time chosen by the Secretary based on availability of members.

## *4.0 Notice of Meetings*

**4.1 Agenda - delivered – 3 Business Days in Advance**

The Agenda for regular meetings shall be delivered by courier or sent by mail to the residence or place of business of each member or sent electronically to each member, so as to be received not later than two business days prior to the scheduled meeting date.

## *5.0 Meetings*

**5.1 Meetings – open to public**

Except as otherwise provided by Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, all meetings shall be open to the public.

**5.2 Meetings – when closed**

An APTSAC meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;

**5.3 Meetings – when closed – education or training**

An APTSAC meeting may be closed to the public if the following conditions are both satisfied:

- (a) the meeting is held for the purpose of educating or training the members; and
- (b) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the APTSAC.

#### **5.4. Meetings – resolution required**

Before holding a meeting or part of a meeting that is to be closed to the public, the APTSAC shall state by resolution:

- (a) the fact of the holding of a closed meeting;
- (b) the general nature of the matter to be considered at the closed meeting; and,
- (c) in the case of a meeting under section 5.3 of this procedure, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section of the procedure.

#### **5.5 Meetings - not closed during vote**

Except as provided in sections 5.2, 5.3 and 5.4 of this procedure, an APTSAC meeting shall not be closed to the public during the taking of a vote.

#### **5.6 Quorum - majority - required**

A quorum shall be a majority of the members constituting the APTSAC.

#### **5.7 Call to order - quorum present**

As soon after the hour fixed for an APTSAC meeting and a quorum is present, the meeting shall be called to order by the Chair.

#### **5.8 Adjournment - quorum not present - names recorded**

If there is no quorum present within one-half hour after the time appointed for the meeting, the APTSAC shall stand adjourned until the date and time of the next regular or special meeting, and the Secretary shall record the names of the members present upon such adjournment.

## **PART 2 – ACCESSIBLE PUBLIC TRANSIT SERVICE ADVISORY COMMITTEE**

### **6.0 APTSAC Agenda**

#### **6.1 Composition - prepared by Secretary**

The Secretary shall prepare the APTSAC Agenda for all regular meetings consisting of the following:

- I Disclosures of Pecuniary Interest
- II In Closed Session
- III Approval of the Agenda
- IV Approval of the Minutes of the Previous Meeting(s)
- V Communications
- VI Reports
- VII Adjournment

#### **6.2 Deadline - material inclusion**

The deadline for receipt of material by the Secretary to be included in the regular APTSAC Agenda shall be 12:00 PM/noon five business days prior to the meeting.

#### **6.3 Order of business - as specified - exception**

The business of each meeting shall be taken up in the order in which it stands in the APTSAC Agenda, unless otherwise decided by a two-thirds vote of the members present.

### **7.0 Commencement of APTSAC Meetings**

#### **7.1 Chair - to preside - all APTSAC meetings**

The Chair, if present, shall preside at all APTSAC meetings.

#### **7.2 Chair - absence**

In the absence of the Chair, the Vice Chair shall call the meeting to order 15 minutes after the hour appointed for the meeting shall preside during the meeting or until the arrival of the Chair.

#### **7.3 Chair and Vice Chair – absence**

In the absence of the Chair and Vice Chair the APTSAC member appointed by the Chair shall call the meeting to order 15 minutes after the hour appointed for the meeting.

## *8.0 Disclosures of Pecuniary Interest*

### **8.1 Pecuniary interest - disclosure - requirements**

If a member has any pecuniary interest, direct or indirect, in any matter in which the APTSAC is concerned and if they are present at a meeting at which the said matter is the subject of consideration, then they shall disclose their interest at Stage I, as identified in section 6.1 of this procedure, and they shall recuse themselves and not take part in the consideration or discussion of the said matter nor shall they vote on any motion in regard to the said matter.

### **8.2 Non-compliance - by member - validity not affected**

The failure of one or more members to comply with section 8.1 of this procedure shall not affect the validity of the meeting in regard to the said matter.

### **8.3 Disclosure - by majority - quorum - requirement**

Notwithstanding the provisions of section 8.1 of this procedure, when a majority of the members has disclosed an interest in accordance with section 8.1 of this procedure and the **Municipal Conflict of Interest Act**, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

## *9.0 Rules of Debate and Conduct at APTSAC Meetings*

### **9.1 Order - decorum - maintained - Chair**

The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Committee.

### **9.2 Chair - speaking on motion - to leave Chair**

The Chair may answer questions and comment in a general way without leaving the Chair, but if they wish to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the APTSAC to support that position, then they shall first leave the Chair.

### **9.3 Chair - leaving Chair - member designated in place**

If the Chair desires to leave the Chair for the purpose of taking part in the debate or for any other reason, they shall designate another member to fill their place until they resume the Chair.

### **9.4 Speaking - recognition by Chair - required**

Before a member may speak to any matter, they shall first be recognized by the Chair.

### **9.5 Speaking - order - determination**

When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.

### **9.6 Disruption - APTSAC - by member - prohibited**

A member shall not disturb the APTSAC by any disorderly deportment, including conduct contrary to the Code of Conduct established by the Commission.

### **9.7 Offensive language - insults - prohibited**

A member shall not use profane or offensive words or insulting expressions.

### **9.8 Disobedience - rules - points of order - prohibited**

A member shall not disobey the rules of the APTSAC or a decision of the Chair or of the APTSAC on points of order or on the interpretation of the rules of procedure of the APTSAC.

### **9.9 Leaving seat - disturbance during vote - prohibited**

A member shall not leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

### **9.10 Interruption - speakers - exception**

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

### **9.11 Leaving meeting - not to return - Chair informed**

A member shall not leave the meeting when they do not intend to return thereto without first advising the Chair.

### **9.12 Disorderly conduct - member to be removed - question**

In the event that a member persists in a breach of the rules prescribed in sections 9.6 to 9.11 inclusive of this procedure, after having been called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave their seat for the duration of the meeting?" and such question is not debatable.

### **9.13 Disorderly conduct - member to leave seat**

If the APTSAC decides the question set out in section 9.12 of this procedure in the affirmative by a majority vote of the members present, the Chair shall order the member to leave their seat for the duration of the meeting.

### **9.14 Apology - member to resume seat - by permission**

If the member apologizes, the Chair, with the approval of the APTSAC, may permit them to resume their seat.

## *10.0 Questions of Privilege/Points of Order*

### **10.1 Rights - privileges - integrity - of members - affected**

If a member believes that their rights, privileges or integrity or those of the members collectively have been prejudicially affected, they shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but they shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

### **10.2 London Transit Administration - integrity questioned - procedure**

When a member considers that the integrity of a member of the London Transit Administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the General Manager or their designate to make a statement to the APTSAC.

### **10.3 Rule of procedure - violation - raised by member**

When a member desires to call attention to a violation of the rules or practices of procedure, they shall ask leave of the Chair to raise a point of order and after leave is granted, they shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of their decision.

### **10.4 Appeal - Chair's decision - immediately - required**

Unless a member immediately appeals the Chair's decision to the APTSAC, the decision of the Chair shall be final.

### **10.5 Appeal - decision - question put - to APTSAC**

If the decision of the Chair is appealed to the APTSAC, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

## *11.0 Motions – Order – Putting Motions*

### **11.1 Notice of motion - filed with Secretary**

Notices of motion filed with the Secretary shall be directed by the Secretary to the next regular meeting.

### **11.2 Motion to adjourn - qualifications**

A motion to adjourn shall:

- (a) not be amended;
- (b) not be debated;
- (c) not include qualifications or additional statements; and
- (d) always be in order, except when a member is speaking or the members are voting or when made in closed session.

### **11.3 Motion to adjourn - rejected - procedure**

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

### **11.4 Motion to amend - qualifications**

A motion to amend shall:

- (a) be open to debate;
- (b) not propose a direct negative to the main motion; and
- (c) be relevant to the main motion.

### **11.5 Motion to amend - main motion - one at a time**

Only one motion to amend the main motion shall be allowed at one time.

## *12.0 Voting*

### **12.1 Amendment - to amendment - voted on first**

A motion to amend an amendment to a motion shall be voted on first.

## **12.2 Voting - order**

Voting on the main motion and amending motions shall be conducted in the following order:

- (a) a motion to amend a motion to amend the main motion;
- (b) a motion (as amended or not) to amend the main motion; and
- (c) the main motion (as amended or not).

## **12.3 Propositions - divided - voted on separately**

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

## **12.4 Motion to vote - immediately - after all have spoken**

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 9.5 of this procedure.

## **12.5 Speaking - after motion - before vote announced**

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

## **12.6 Mandatory vote - all members**

Every member present shall vote on every motion unless the member indicates a conflict of interest, in which case the member shall recuse themselves from the vote.

## **12.7 No vote - deemed negative**

Notwithstanding the provisions of section 12.6 of this procedure, every member who is not recused from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if they decline or abstain from voting.

## **12.8 Secret voting - on motion - prohibited**

The manner of determining the decision of the APTSAC on a motion shall not be by secret ballot or by any other method of secret voting.

## **12.9 Putting the question to vote - qualifications**

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands and then ask for those opposed to its adoption to raise their hands.

## **12.10 Result - announced - by Chair**

The Chair shall announce the result of every vote.

## **12.11 Result - disagreement - objection immediate - retaken**

If a member disagrees with the number of votes for and against a motion as announced by the Chair, they may object immediately to the Chair's declaration and, with the consent of the Committee, the vote shall be retaken.

## **12.12 Tie vote - deemed negative**

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

## **12.13 Recorded vote - required**

A recorded vote shall be taken on all motions when called for by any member or when required by law.

## **12.14 Recorded vote - called for - before - after - vote**

A member may call for a recorded vote immediately prior to or immediately after the taking of the vote.

## **12.15 Recorded vote - names - entered in minutes**

When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

## **13.0 Delegations**

### **13.1 Written request - to Secretary**

Any person desiring to be heard by the APTSAC shall submit a written request to the Secretary in accordance with the established submission deadline as set out in section 6.2 of this procedure.

### **13.2 Business - stated - matters - related to**

Persons appearing before the APTSAC shall confine their remarks to the business stated in their request.

### **13.3 Speaking – limited - 5 minutes**

No delegation shall speak on a matter longer than a 5 minute period, without leave of a majority of the Commission.

#### **13.4 Repetition - prevented - hearing declined - exception**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the APTSAC may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting of the APTSAC.

#### **13.5 Appearance - previous - limitation - new information**

Except as required by law, any person appearing before the APTSAC who has previously appeared before the APTSAC on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

### **14.0 APTSAC – In Closed Session**

#### **14.1 Chair**

Whenever a majority of the members present decide that the APTSAC should convene in closed session, the Chair shall continue to preside and maintain order during the in closed session portion of the meeting.

#### **14.2 Chair - where Chair absent**

In the absence of the Chair, the Vice Chair shall preside and maintain order during the in closed session portion of the meeting.

#### **14.3 APTSAC – in closed session - matters**

The APTSAC shall consider, in closed session, all matters contained in the in closed session agenda.

#### **14.4 Motion to rise and report - non-debatable**

A motion shall be made during the closed session of the APTSAC to rise and report in public session of the APTSAC and shall be decided without debate.

#### **14.5 Report - proceedings - immediate**

The proceedings of the in closed session portion of an APTSAC meeting, shall be reported by the Chair, to present the report of the in closed session of the APTSAC in public session of the APTSAC.

### **15.0 Communications – Petitions**

#### **15.1 Presentation - information - legibly written - signed**

Every communication intended for presentation to the APTSAC shall be legibly written or printed and shall be signed by at least one person giving their address.

#### **15.2 Listed - in Agenda - with similar matters**

The Secretary shall list in the Agenda only those communications which pertain to matters contained in the reports and other communications listed in the Agenda.

#### **15.3 Language - obscene - defamatory - prohibited**

Notwithstanding the provisions of sections 15.2 of this procedure, communications containing obscene or defamatory language shall not be listed in the Agenda.

#### **15.4 Distribution of Materials – Secretary**

No person, other than the Secretary or their designate, shall before or during a meeting of the APTSAC place on the desks of the Members, or otherwise distribute, any material whatsoever.

### **16.0 Public at Commission Meetings**

#### **16.1 Public – Proper Decorum to Be Maintained**

At all times, members of the public in attendance at APTSAC meetings shall conduct themselves with proper decorum, in order to ensure a safe and respectful meeting environment.

#### **16.2 Public – Electronic Devices – Silenced**

Members of the public in attendance at APTSAC meetings shall ensure that all electronic devices are set to silent mode. Members of the public participating virtually shall ensure their audio and video remain muted for the entirety of the meeting.

#### **16.3 Public – Disorderly Conduct**

Any person who is not conducting themselves in a manner as set out in section 16.1 or 16.2 of this procedure shall be asked by the Chair to do so. If that person continues to conduct themselves in a manner contrary to section 16.1 or section 16.2 of this procedure, then that person shall be removed from the meeting.

#### **16.4 Public – Immediate Removal**

Notwithstanding section 16.3 of this procedure, in the event a member of the public is conducting themselves in a manner which poses a threat to the personal safety of themselves or others in attendance at the meeting, they shall be removed from the meeting, without warning.

**16.5 Suspension of meeting – order restored**

The Chair may unilaterally suspend the meeting until order is restored in the meeting.

**17.0 Enquiries****17.1 Corporation - business - procedure**

Enquiries relating to any matter connected with the business of The London Transit Commission may be made by members to the Chair or, through them, to another member or to the General Manager or their designate, at Stage III, as identified in section 6.1 of this procedure.

**17.2 Argument - opinions - debate - prohibited**

When an enquiry is made in accordance with section 17.1 of this procedure, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

**17.3 Answer - response - debate - prohibited**

When a member answers a question in response to an enquiry, they shall not debate the matter to which the enquiry refers.

**18.0 Emergent Business****18.1 Emergent - congratulatory - condolatory matters**

Business that is not part of the Agenda shall not be considered by the APTSAC unless it is of an emergent, congratulatory or condolatory nature.

**18.2 Introduction - 2/3 vote - required**

Members shall introduce matters described in section 18.1 of this procedure at Stage III, as identified in section 6.1 of this procedure, but in order for such matters to be introduced two-thirds of the members present shall give leave for the introduction of such matters.

**18.3 Motion to introduce - not amendable - debatable**

Motions to give leave for the introduction of such matters shall not be amendable or debatable.