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**To:** "Direct to Mayor and Council - DL"  
**CC:** "City Manager's Correspondence Group - DL"  
**Date:** 3/12/2019 11:30:42 AM  
**Subject:** Clarification of meeting procedures

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Dear Mayor and Council,

At recent Council and Committee meetings, there has been some confusion with respect to Points of Information, Points of Order and Points of Parliamentary Procedure. The City Clerk provides some further information on this matter below.

**Point of Information**

A **Point of Information** (called Request for Information in the latest version of Robert's Rules) is a request for factual information relevant to the business at hand but not related to parliamentary procedure. The request is directed to the chair, through the chair to another member, or through the chair to the City Manager. Once acknowledged by the chair, the member requests their information in **the form of a question** and anything else should be very limited. For example, "This motion calls for a large expenditure. Will the City Manager state if these funds are available?"

Point of Information is not the time to make statements which would be considered debate. It is also not to be used to clarify one's position or intent. It is only to request information about the business at hand in the form of a question.

**Point of Order**

A **Point of Order** is used when a member thinks that the rules of Council are being violated (ex. Rules in the Procedure By-law). Point of Order is not normally in the form of a question and, when acknowledged by the chair, the member would state the rule breached and the chair would rule on the Point of Order.

**Point of Parliamentary Procedure**

A **Point of Parliamentary Procedure** (or Parliamentary Inquiry) is a question directed to the chair to obtain information on rules of Council affecting the business at hand. It is the chair's responsibility to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or the effect of a motion. The chair is not obligated to answer hypothetical questions and the chair's reply is an opinion not a ruling so there is no appeal process.

Please contact Katrina Leckovic, City Clerk, at 604.879.7998 or [Katrina.leckovic@vancouver.ca](mailto:Katrina.leckovic@vancouver.ca) for further information on this matter.

Best,  
Sadhu

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