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## **Fact Sheet No. 8**

### **THE ROLE AND FUNCTIONS OF THE TABLE PROCEDURAL STAFF**

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Looking down from the Gallery, you will notice a table at the center of the Chamber occupied by two or three black-gowned persons. These are the Table Staff. Their presence facilitates the smooth operations of the Legislative Assembly.

#### **The role of Table Staff is to:**

- Monitor House proceedings.
- Advise the Speaker and Members of the Rules, Practices and precedents of the Legislative Assembly of Manitoba.
- Prepare draft procedural rulings based on practice and precedent for approval by the Speaker of the House.
- Keep accurate records of House Proceedings, time Question Period (which does not exceed 40 minutes) and the House and Committees debates.

When the House is not in session, the Table Staff attend to a wide variety of administrative tasks, carry out research, and, in the case of an election, prepare orientation manuals and seminars for newly elected Members.

#### **THE CLERK**

The Clerk of the Legislative Assembly is the senior permanent employee of the Legislature. They are responsible to the Legislative Assembly through the Speaker for maintaining records of the Assembly, and for the custody of all legislative documents i.e. Order Paper, Votes and Proceedings, Debates and Proceedings (Hansard). The Clerk also serves as manager of the non-political staff of the Legislature based in the Legislative Building.

The Clerk provides advice and assistance relating to parliamentary procedure to the Speaker, the Deputy Speaker, the Deputy Chairperson, Committee Chairpersons and all MLAs. They answer questions and provide clarification respecting the Rules of the House. They also provide information regarding the Order Paper and the admissibility of proposed motions and amendments.

They also direct the activities of the Office of the Clerk (Deputy Clerk, Office Manager, and Secretary) and other offices of the Assembly including the Clerk's Office, Legislative Internship Program, the Members' Allowances Office and the Visitor Services Program for the Legislative Assembly.

The Clerk is also the Secretary to the Legislative Assembly Management Commission; the Program Administrator for the Legislative Assembly Internship Program, and is the Secretary for the Manitoba Branch of the Commonwealth Parliamentary Association. The Clerk also serves on the Legislative Assembly Audit Committee, the Pandemic Leadership Management Group and on the Business Continuity Team.

## **DEPUTY CLERK**

The Deputy Clerk assists the Clerk in the above duties, and performs the Clerk's duties when they is absent. They directs the provision of services offered by the Journals Branch, including the production of:

- ◆ Order Paper
- ◆ Notice Paper
- ◆ Votes and Proceedings and
- ◆ Journals of the Assembly

They also manages the provision of procedural and administrative services by the Committees Branch to the Committees of the Assembly. The Deputy Clerk directs the services provided by the Research Officer to Standing and Special Committees.

The Deputy Clerk is also responsible for security in the Legislative Chamber and Committee Rooms, manages the Assembly website and live broadcasting of Legislative Proceedings. They also directs the Chamber Branch, the Hansard Branch, the Digital Media Branch and the Assembly IT Branch.

The Hansard Branch reports directly to the Deputy Clerk, as do the broadcast technicians and moderators who make it possible for Members to participate virtually, and to broadcast gavel to gavel coverage of proceedings.

## **CLERK ASSISTANTS**

There are four Clerk Assistants in the Manitoba Legislative Assembly.

The duties of the Clerk Assistants/Clerk of Committees include working as Clerks-at-the-Table and as Clerks of the Standing Committees.

In Committees, they provide procedural and administrative support, and maintain Committee files. They also clerk the sections of the Committee of Supply that meet in the Committee Rooms.

The Clerk Assistant/Journals Clerk works as a Clerk-at-the-Table on a rotational basis. They, as head of the Journals Branch, produces the daily Order Paper (agenda), Votes and Proceedings (minutes), motions, scripts and written procedures required for the conduct of the House Business. The Journals Branch maintains procedural files, House statistics and original House documents and records.

The Clerk Assistant/Research Officer works with Standing and Special Committees of the House and undertakes research at the committee's direction. They also assists MLAs in preparing presentations to parliamentary conferences. They coordinates the formulation of briefing books for Manitoba's parliamentary delegations.

The Research Officer works with the Journals Clerk on specific Journals Branch aspects to help ensure documentation is correct. They works as a Clerk-at-the-Table on a rotational basis and the Research Officer provides back-up as a Committee Clerk when workload requires.

The Clerk Assistants intersessionally carry out a variety of administrative and procedural tasks, including preparing briefing notes for and accompany some Parliamentary delegations attending out-of-province conferences.