

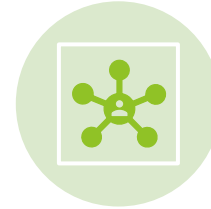


Parliamentary Procedure and Meeting Procedure

Robert's Rules of Order / Meeting Decorum



Members are expected to preserve order, decorum, and promote a respectful, productive environment when conducting City business.



Always refer to colleagues respectfully. Speak to the body on the topic and never directly to an individual or member.



The Chair of the meeting calls on a member to speak. Only one member may speak at a time. Never interrupt or speak over another member. Wait to be called and speak when it is your turn.



Only address items on the agenda. Follow agenda order as published. You must complete each topic before moving on to the next as the audio is tagged to the topic on the agenda.



Do not reply to public comment.



Refrain from speaking on a prior action not currently pending before the board.

M O T I O N S

- ▶ Fully state your motion with clarity. We are recording your exact words.
- ▶ Include all key points in the stated motion. If it isn't in the stated motion, then it isn't being voted on even if you discussed it. Stating "I so move" after discussion is not a sufficient or acceptable motion. You must state it with clarity for the record. Utilize the recommended motion language in your order of procedure to ensure all key points are included.
- ▶ Verbally second the motion. Once the motion has been made and seconded, the mover and seconder is restated by the Chair. The motion now belongs to the body, and the motion may be discussed, amended or voted on.
- ▶ If amending a motion, make another motion to amend the main motion. The amendment is voted on first and if passes then the original motion is voted on as amended on the floor. If it fails, another amendment may be made, or the original motion may be voted on as it stands.
- ▶ If voting by voice vote, the Chair must ask for the ayes first and then for the nays before stating the outcome numerically for and against, respectively.
- ▶ If the Chair wishes to make a motion, they should pass the gavel to the Vice Chair or another member before doing so for the duration of the item.

MEETING PROCEDURES



Public hearings are advertised, and open to the public to attend and make comment.



Ex-parte Communications and Conflicts of interest.

Do not discuss items that the board will foreseeably be making a decision on with another board member outside of meetings. You may only discuss these matters in an official published meeting of the board which is open to the public. This includes items that have been continued to a later date.
If you have made site visits or had discussions with the public or an involved party on a quasi-judicial item, you must disclose such communications when asked by the City Attorney during the public hearing.



You are required by statute to vote on all matters before you, unless you have a financial conflict of interest. You must disclose the conflict before discussion and abstain from voting if you, a family member, or a business that you are a part of has a financial interest in the matter before you. You must also complete and submit an Ethics Form 8B to the Clerk's Office



Arrive to the meeting at least 10 minutes before the start of the meeting.



Review applications and supporting documents on the agenda before the meeting.



Follow your Order of Procedures.



Board discussion takes place after a motion has been made and seconded.

WORKING IN CHAMBERS

- ❖ Turn on your microphone when speaking and off when done speaking.
- ❖ Be mindful of creating background noise such as tapping your fingers, clicking a pen or shuffling papers.
- ❖ Address comments, questions, responses to questions, etc. during the appropriate agenda segment by pressing your request to speak button. The Chair will call your name when your turn in queue comes up. Speak one at a time.
- ❖ Even if addressing staff or members that may be seated next to you, face forward and speak into your microphone.
- ❖ Keep focus on the current agenda item. Address the agenda items one at a time and in order of the published agenda.
- ❖ The broadcast starts a minute before the meeting and takes about 30 seconds to stop at end of meeting. **Assume the microphone is always on!**

Questions?

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is plain white.