



Agenda
Planning Commission Meeting
7:00 P.M. on Tuesday, February 23, 2010
Hoyer Hall, 6125 Clayton Road, Clayton

CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG

Administrative

- 1A. Review of agenda items.
- 1B. Chair Armstrong to report at the City Council meeting on March 2, 2010.

Public Comment

Approval of Minutes

- 2. Approval of minutes from the meeting of February 9, 2010.

Public Hearings

- 3. None.

Old Business

- 4. None.

New Business

- 5. Study session regarding Planning Commission Meeting Procedures and Protocol.

Communications

- 6A. Staff.
- 6B. Commission.

Adjournment

- 7. The next regular meeting of the Planning Commission is scheduled for **Tuesday, March 9, 2010.**

Most Planning Commission decisions are appealable to the City Council within ten (10) calendar days of the decision. Please contact Community Development Department staff for further information immediately following the decision. If the decision is appealed, the City Council will hold a public hearing and make a final decision. If you challenge a final decision of the City in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s), either in oral testimony at the hearing(s) or in written correspondence delivered to the Community Development Department at or prior to the public hearing(s). Further, any court challenge must be made within 90 days of the final decision on the noticed matter. If you have a physical impairment that requires special accommodations to participate, please contact the Community Development Department at least 72 hours in advance of the meeting at 925-673-7340. An affirmative vote of the Planning Commission is required for approval. A tie vote (e.g., 2-2) is considered a denial. Therefore, applicants may wish to request a continuance to a later Commission meeting if only four Planning Commissioners are present. Any writing or documents provided to the majority of the Planning Commission after distribution of the agenda packet regarding any item on this agenda will be made available for public inspection in the Community Development Department located at 6000 Heritage Trail during normal business hours.

Minutes
City of Clayton Planning Commission Meeting
Tuesday, February 9, 2010

Call to Order

Chair Bob Armstrong called the meeting to order at 7:00 p.m. at Hoyer Hall, 6125 Clayton Road, Clayton.

Present: Chair Bob Armstrong, Vice Chair Sandra Johnson, Commissioner Ted Meriam, Commissioner Dan Richardson

Absent: Commissioner Tuija Catalano

Staff: Community Development Director David Woltering
Assistant Planner Milan Sikela, Jr.

Administrative

1A. Review of agenda items.

1B. Commissioner Richardson to report at the City Council meeting on February 16, 2010.

Public Comment

None.

Approval of Minutes

2. Approval of minutes from the meeting of January 26, 2010.

Commissioner Richardson moved and Vice Chair Johnson seconded the motion to approve the minutes from the meeting of January 26, 2010, as amended. The motion passed 4-0.

Public Hearings

3. **SPR 11-07, Extension of Site Plan Review Permit, Ramon Velasquez, 1816 Ohlone Heights, APN 118-392-001.** A request to extend for an additional six (6) months (from March 17, 2010 to September 17, 2010) and amend a Site Plan Review Permit to modify an existing retaining wall, screen fence atop the retaining wall, and landscape and related improvements in the exterior side yard of the subject property. The proposed amendments include adding a lower retaining wall and setting back by three (3) feet the existing six (6) foot high solid board fence atop the existing retaining wall, instead of replacing the solid board fence with a five (5) foot high open type, wrought-iron fence which would be set back three (3) feet from the back of the existing retaining wall.

The public hearing was opened. Director Woltering presented the staff report.

Vice Chair Johnson asked if what exists at the project site now will remain? Director Woltering answered "no" and added that it is expected that the fence and landscaping will be modified and a lower retaining wall being proposed may be approved for installation.

The applicant, Ramon Velasquez, indicated his biggest concern is privacy and safety. A wrought iron (open type) fence will not provide the privacy and safety he desires for his family. A solid wood fence would address these concerns.

Commissioner Meriam asked Mr. Velasquez what is his opinion of including Chinese Pistache trees in his landscape plan? Mr. Velasquez answered that he liked Chinese Pistache trees and that they are included in the proposed plantings of his Preliminary Landscape Plan.

Vice Chair Johnson said that a wrought iron fence would be more costly to install and agreed that it would not provide the privacy desired.

Mr. Velasquez said he spoke to eight of his neighbors and they were in support of his proposed modifications to the property.

Commissioner Richardson asked if shifting the solid wood fence back by three feet would be allowed by the Municipal Code. Director Woltering answered "yes".

Commissioner Meriam indicated that planting vegetation in front of the solid wood fence would soften the look of the fence.

Diana Kostik, representing Tom Stubblefield (also in the audience) from Stubblefield Landscape Inc., indicated that 90% of the solid wood fence would be covered with vegetation over time.

Tom Castle, engineer for Mr. Velasquez, indicated the following:

- It is better to leave the lower retaining wall at its proposed height because increasing the height would require a larger footing which would impact the sidewalk.
- The best scenario for the issues on-site is being proposed.

Commissioner Richardson asked if there was a footing on the existing retaining wall. Mr. Castle answered that there is no footing.

Commissioner Richardson asked if a soils report was done. Mr. Castle answered no, that Uniform Building Code standards with a safety factor of 1.5 was used.

Commissioner Richardson asked if there were any utilities in the areas of the existing and proposed retaining wall. Mr. Castle answered "no".

Chair Armstrong indicated he agreed with Vice Chair Johnson regarding retaining the solid wood fence as long as it would be located three feet behind the existing retaining wall.

Commissioner Richardson concurred and added that landscaping in front of the fence would provide screening. The Commission also indicated ongoing maintenance of the proposed landscaping will be very important to the success of this proposal.

Commissioner Meriam indicated he was pleased with the plan.

By consensus, the Commission agreed that Condition 1 should be eliminated, Conditions 2 modified to retain but set back by three feet the solid wood fence, and that Condition 3 should be modified to remove the Camphor tree and accept the Chinese Pistache tree as the accepted tree for the project.

Commissioner Meriam moved and Vice Chair Johnson seconded a motion to approve an additional six-month extension (from March 17, 2010 to September 17, 2010) to amend a Site Plan Review Permit to to modify an existing retaining wall, screen fence atop the retaining wall, and landscape and related improvements in the exterior side yard of the subject property, with removal of Condition 1 and amendment of Conditions 2 and 3. The proposed amendments include adding a lower retaining wall and setting back by three (3) feet the existing six (6) foot high solid board fence atop the existing retaining wall, instead of replacing the solid board fence with a five (5) foot high open type, wrought-iron fence which would be set back three (3) feet from the back of the existing retaining wall.

Old Business

4. Discussion regarding Draft Water Efficient Landscape Ordinance.

Director Woltering presented the staff report.

Vice Chair Johnson asked if this ordinance is in compliance with State requirements. Director Woltering answered, yes, the objective is to be equally effective, but less complicated and easier to understand and implement.

Vice Chair Johnson agreed that the revised draft version appears easier to understand.

Commissioner Meriam asked if this would replaced Chapter 17.80. Director Woltering answered yes, it would.

What impact will the 5,000 to 2,500 square foot threshold for applicability for homeowners have in the real world? Director Woltering indicated that, although most residential lots in Clayton are 10,000 square feet in area or greater, staff anticipated that more developments, such as the one proposed for Hurd Ranch, will be using smaller lots at 5,000 square feet in area or less in the future. Consequently, the actual impact for Clayton may not be significant.

Chair Armstrong asked which type of water meter will be required for irrigation systems. Director Woltering answered that CCWD-approved water meters would likely be used.

Chair Armstrong indicated that a landscape auditor would have to be used to monitor project compliance.

Commissioner Richardson asked if it mattered where the source of water came from. Director Woltering indicated that source of water is not specified in the ordinance. The objective is to use water more efficiently for landscape applications, regardless of the source.

New Business

5. None.

Communications

6A. Staff.

6B. Commission.

Review regarding Planning Commission Meeting Procedures and Protocol.

By consensus, the Commission moved the item to the meeting of February 23, 2010 as study session.

Adjournment

7. The meeting was adjourned at 8:10 p.m.

Submitted by
David Woltering, AICP
Community Development Director

Approved by
Bob Armstrong
Chair

Plng Comm\2010\Minutes\0209

Memorandum

To: Chair Armstrong and Planning Commissioners

From: David Woltering, Community Development Director 

Date: February 23, 2010

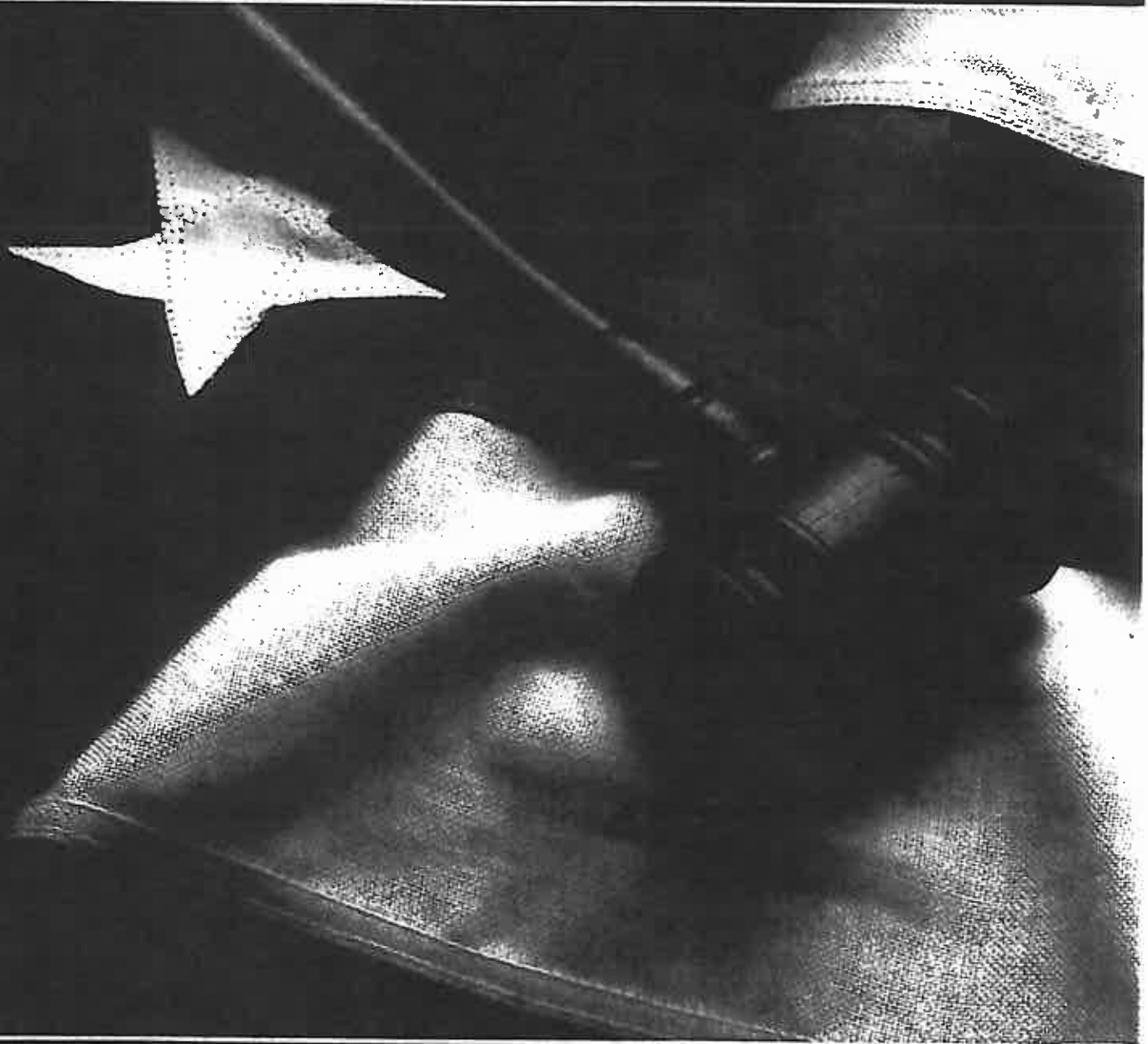
Subject: Agenda Item 5 Study session regarding Planning Commission Meeting Procedures and Protocol

At the January 26, 2010 Planning Commission meeting, various commissioners indicated an interest in reviewing standard procedures and protocol for conducting our meetings. Attached are useful guides that we will review as part of this Agenda Item.

Exhibits:

- A Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century
- B Successful Meetings
- C Parliamentary

Rosenberg's Rules of Order:
Simple Parliamentary
Procedures for the 21st Century



Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Related Reading from CAI:

Be A Volunteer!

\$1.25 single copy price; bulk prices available

The Phone Rings on Both Sides of the Bed: A Guide for the Spouses and Families of Community Association Offices

\$4.00 single copy price; bulk prices available

Community Association Leadership: A Guide for Volunteers

\$4.00 single copy price; bulk prices available

So Now You're On The Board-Cassette Package

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The Homeowner and the Community Association

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How to have SUCCESSFUL MEETINGS



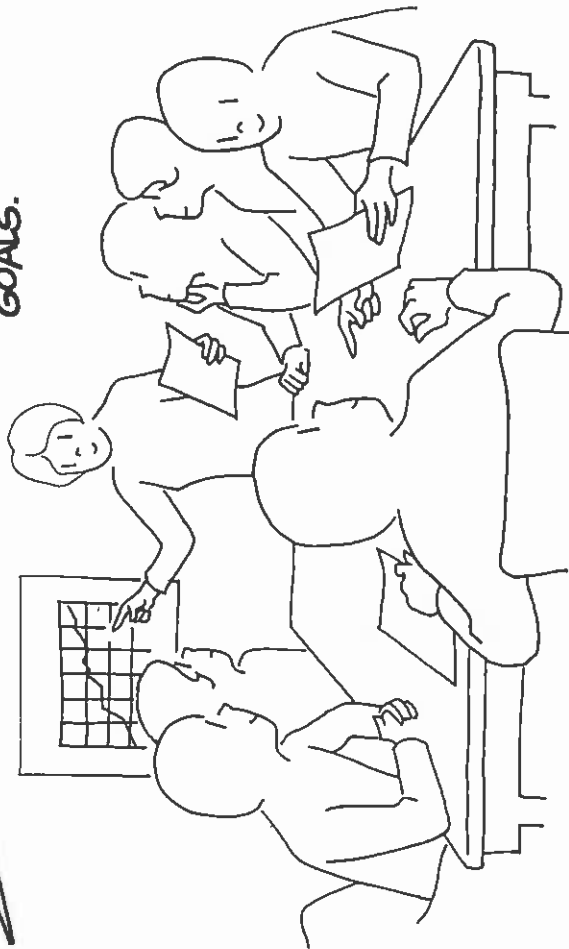
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**EXHIBIT
B**

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What
makes a meeting
SUCCESSFUL
?

It takes a team
of people who
ACTIVELY
EXCHANGE IDEAS
to **ACCOMPLISH**
GOALS.



To help ensure success, group members should:

UNDERSTAND THE MEETING'S PURPOSE

A lot can be accomplished when people have a clear sense of direction. Some of the common goals of meetings are to:

- EXCHANGE information
- SOLVE problems
- MAKE decisions
- SHARE concerns
- EXPLAIN issues.

POOL THEIR KNOWLEDGE

Meetings bring together people with different ideas and experiences. Members have an opportunity and a responsibility to:

- EXPRESS thoughts
- REACT to others' ideas
- COMBINE their skills to reach solutions.

Why is my
PARTICIPATION
IMPORTANT
?

Because your **IDEAS, COMMENTS** and
SUGGESTIONS can benefit:

YOUR ORGANIZATION

Active and positive participation helps to:

- **ACHIEVE** the goals of the meeting
- **PROMOTE** the group's objectives
- **IMPROVE** teamwork and morale.

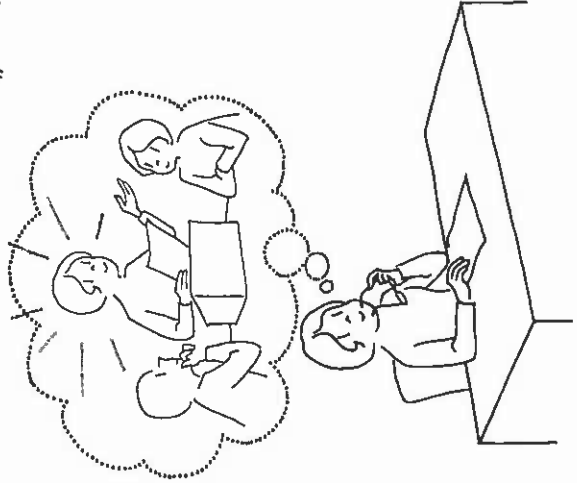
All in
favor...



YOU

Your involvement can help you polish your skills in:

- **COMMUNICATION**, because meetings allow you to gain experience in expressing yourself.
- **LEADERSHIP**, since you can learn a great deal by observing and following the examples of successful group leaders.



Learn how you
can become a more
effective participant

BE PREPARED

You can help the meeting run smoothly if you
DO YOUR HOMEWORK!

KNOW

THE PURPOSE

of the meeting so you can determine how you can contribute to the meeting's success.

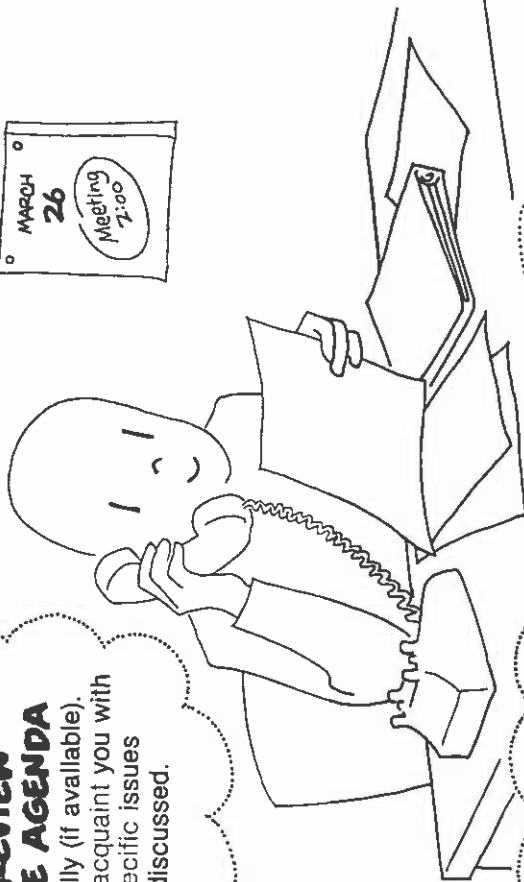
RESEARCH

any available background information before the meeting so you can be a more knowledgeable, valuable meeting member.

REVIEW

THE AGENDA

carefully (if available). It will acquaint you with the specific issues to be discussed.



ASK QUESTIONS

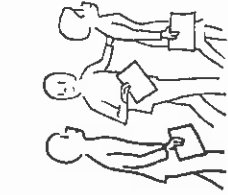
before the meeting about anything you don't understand. Questions show your concern for the meeting's success.

UNDERSTAND

why you've been invited. You're more likely to participate actively if you know what's expected of you.

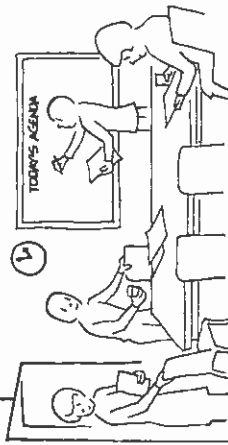
PRACTICE GOOD MEETING MANNERS

Proper etiquette can help ensure that goals are met according to schedule.



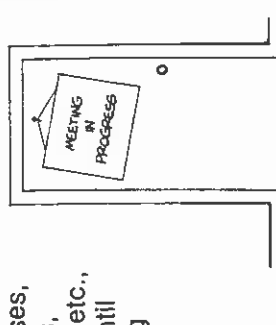
ARRIVE ON TIME

Latecomers may delay the meeting, create confusion or break the flow of progress.



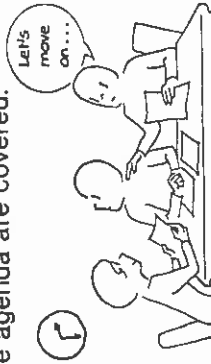
AVOID UNNECESSARY INTERUPTIONS

In most cases, phone calls, messages, etc., can wait until the meeting is over.



OBSERVE SPECIFIED TIME LIMITS

This will allow others a chance to speak and helps ensure that all issues on the agenda are covered.



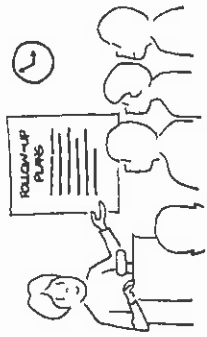
REFRAIN FROM DISTRACTIONS

This includes whispering to your neighbor, doodling, shuffling papers, etc.



STAY UNTIL THE END

Important follow-up plans are often made during the final minutes of a meeting.

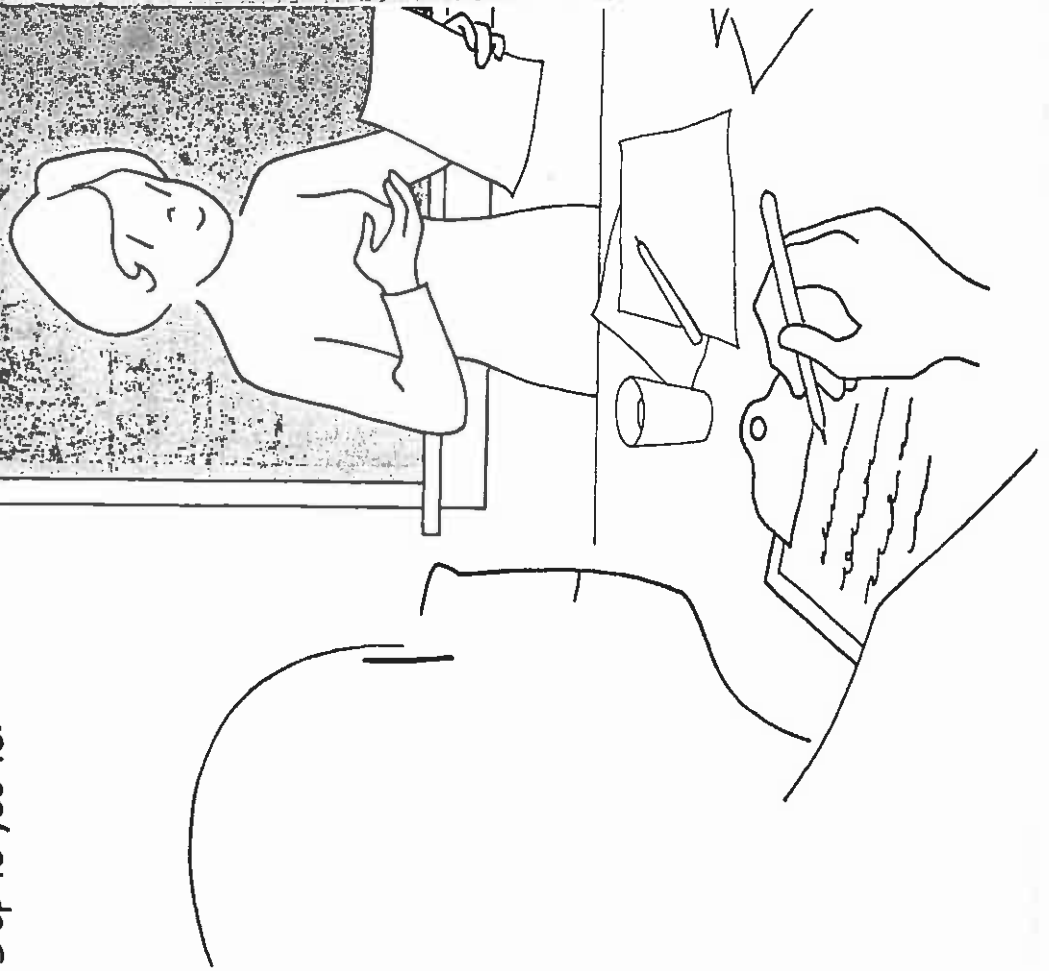


YOUR PARTICIPATION DOES MAKE A DIFFERENCE

As part of a team working to reach carefully planned goals, it's up to you to:

SUPPORT THE GROUP'S EFFORTS

Commitment to the goals of the group is the most important ingredient for a successful meeting. Combine forces with others by focusing your talents and energy on the issues at hand.



GET INVOLVED IN DISCUSSIONS

You really can influence the direction the meeting will take.

- Speak when you have something worthwhile to say (but keep your remarks to the point and as brief as possible).
- Encourage others to stick to the issues.

BE CREATIVE

Group members usually welcome innovative ideas that are supported by sound reasoning. To help promote an imaginative plan, try to think of answers to possible criticisms before you present your ideas.

EXPRESS YOUR FEELINGS

Differences of opinion expose people to other points of view. Let others know how you feel about their ideas. But be careful that your remarks do not become a personal attack.

SHARE YOUR THOUGHTS

Holding back when you have an idea robs the group of your knowledge. It also prevents you from further developing your idea. Have confidence in yourself, and speak up!

TAKE NOTES

Brief, accurate notes can be helpful during and after a meeting. Someone may be appointed to keep the minutes, a formal record of discussion and decisions.

TAKE A POSITIVE APPROACH

Keep an open mind. When a group member shares an idea, look for the value in that idea.

Above all, be enthusiastic. Enthusiasm can be contagious!



GOOD COMMUNICATION IS A SKILL WORTH BUILDING

Ideas can be shared more effectively if you keep these basics in mind.

WHEN OTHERS SPEAK

LISTEN CAREFULLY

Each speaker deserves your full attention. But being attentive isn't just a matter of politeness. Careful listening prevents you from missing valuable information and allows you to take accurate notes.

BE COURTEOUS

Treat all members in the same way you'd like them to treat you. Don't interrupt speakers. Never distract others with inappropriate remarks or actions.

RESPECT OPINIONS

Everyone has the right to express an opinion. Avoid making hasty judgments of others' ideas. Allow others to express their ideas completely before you offer comments.

CONSIDER SUGGESTIONS

Don't become defensive when others express ideas that conflict with yours. Instead, use their suggestions to refine and develop your own ideas.

WHEN YOU SPEAK

EXPRESS YOURSELF CLEARLY

Good pronunciation (saying sounds correctly) and enunciation (saying sounds distinctly) will be appreciated by your listeners. Proper volume and tone also enhance delivery. Be sure that you face the group (don't speak when drawing on board, etc.).

SUMMARIZE AS NEEDED

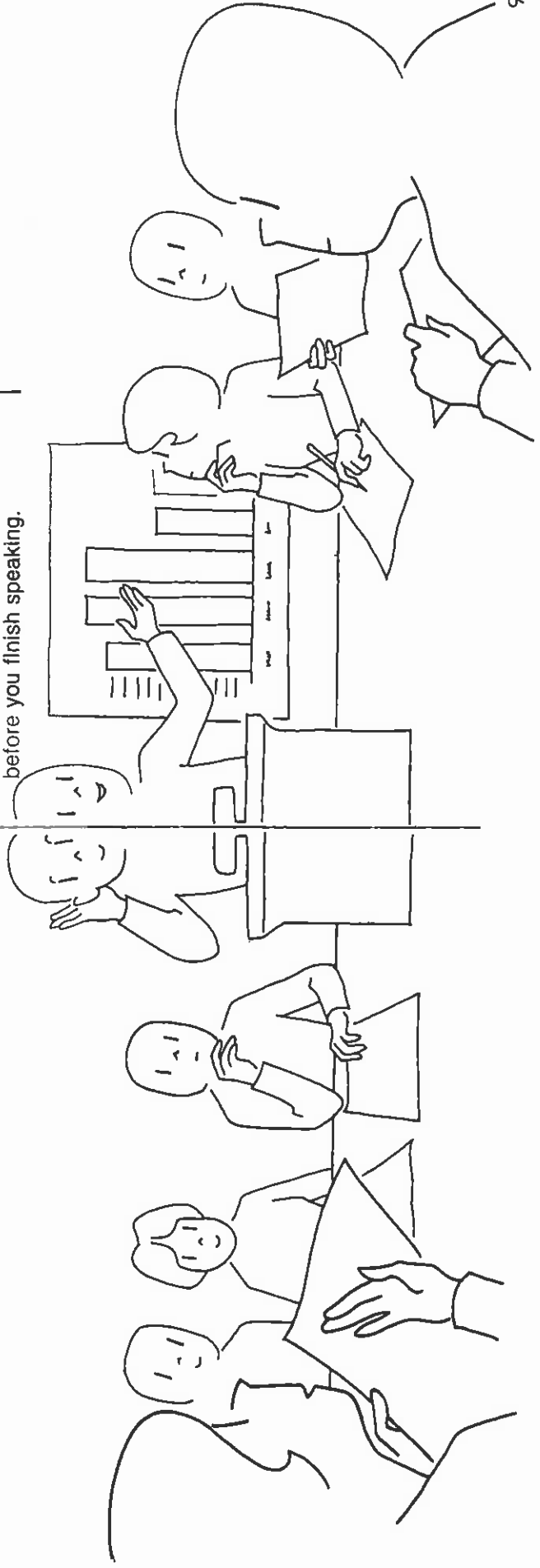
Sometimes your remarks may be long and complex because of the topic of discussion. In such cases, you can help your listeners by summarizing your main points before you finish speaking.

INCLUDE EVERYONE

Make all group members feel that you're speaking to each of them. Never direct your comments only to the person beside or opposite you.

OFFER SUGGESTIONS

Most people welcome good advice. Don't hesitate to make suggestions, but offer them at an appropriate time and in a positive manner.



PRESENTATION

Share your knowledge to the group.

MAKING AN EFFECTIVE

This is your special chance to on a subject of importance

PREPARATION

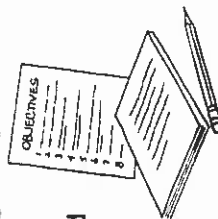
YOUR AUDIENCE

must be considered when you prepare your speech. What they need to know, how much they already know, etc. are important factors.



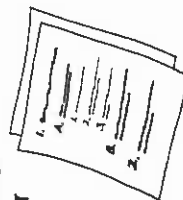
YOUR OBJECTIVES

establish what information you'd like to convey and how you'd like to convey it.



ORGANIZATION

is essential to clear understanding of any subject. An outline of key topics may be helpful.



OPENING REMARKS

set the tone and state the purpose of all that follows. Capture the attention of your audience with an interesting beginning.



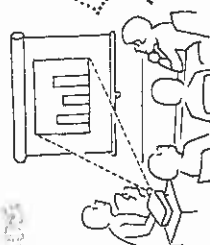
TIME LIMITS

must be considered when preparing a presentation. Reserve time for questions.



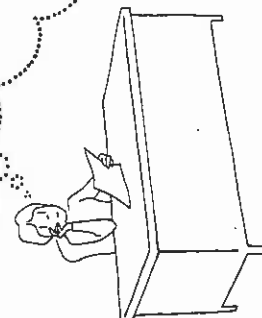
VISUAL AIDS

such as flip-charts, slides and videotapes help reinforce remarks and add interest to presentations.



REHEARSING

your speech helps build confidence and ensure success. Practice alone or in front of others, or tape-record your presentation.



DELIVERY

SPEAK NATURALLY

from your notes. Avoid reading or memorizing your speech.

GAUGE YOUR VOLUME

— a speech that can't be heard loses the audience's interest. If people in the back of the room must strain to hear you, speak louder.

ESTABLISH EYE CONTACT

to help your audience feel involved in what you're saying. Staring at the floor or back wall detracts from your speech.

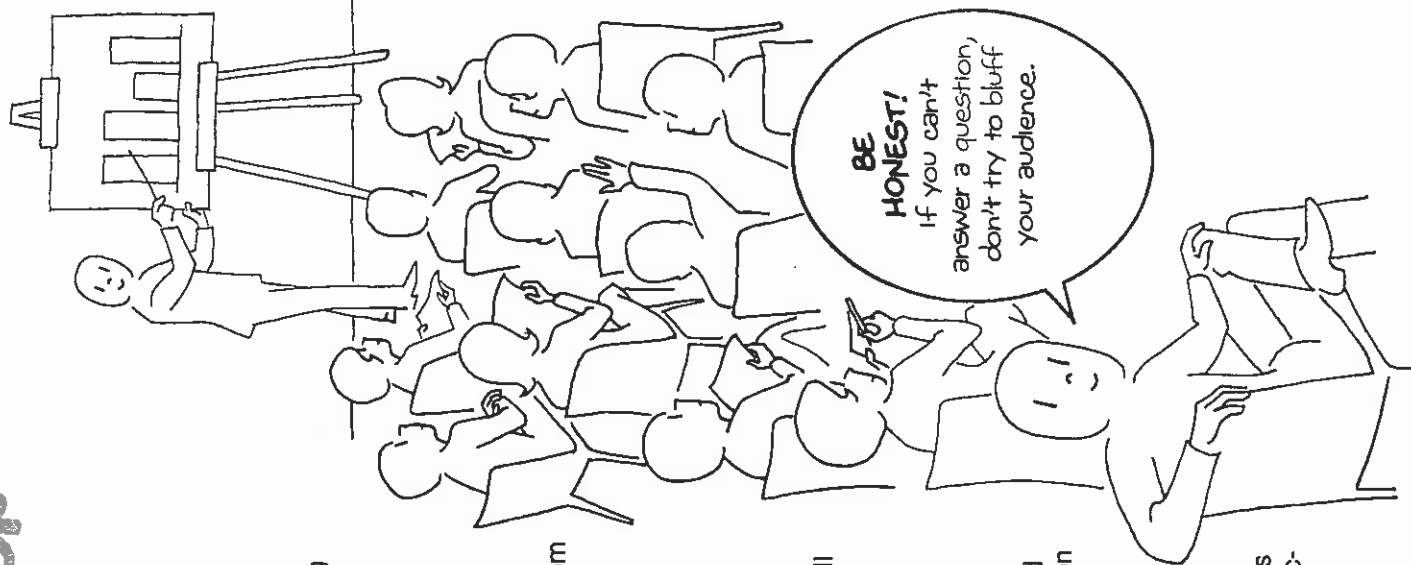
USE VISUAL AIDS

If appropriate, and make sure everyone can see them. Avoid displaying too much information at one time.

BE AWARE OF NERVOUS HABITS

that can be distracting, such as repetition of certain words, pacing, and long pauses.

BE HONEST!
If you can't answer a question, don't try to bluff your audience.

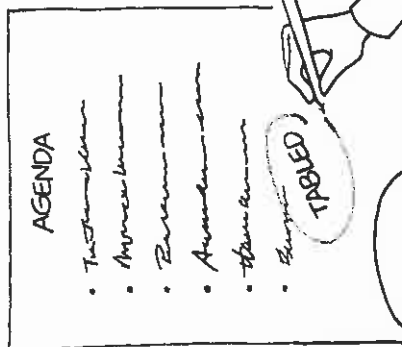


BRINGING THE MEETING TO

People appreciate meetings that end on time, but no meeting should adjourn without:

TYING UP ANY LOOSE ENDS

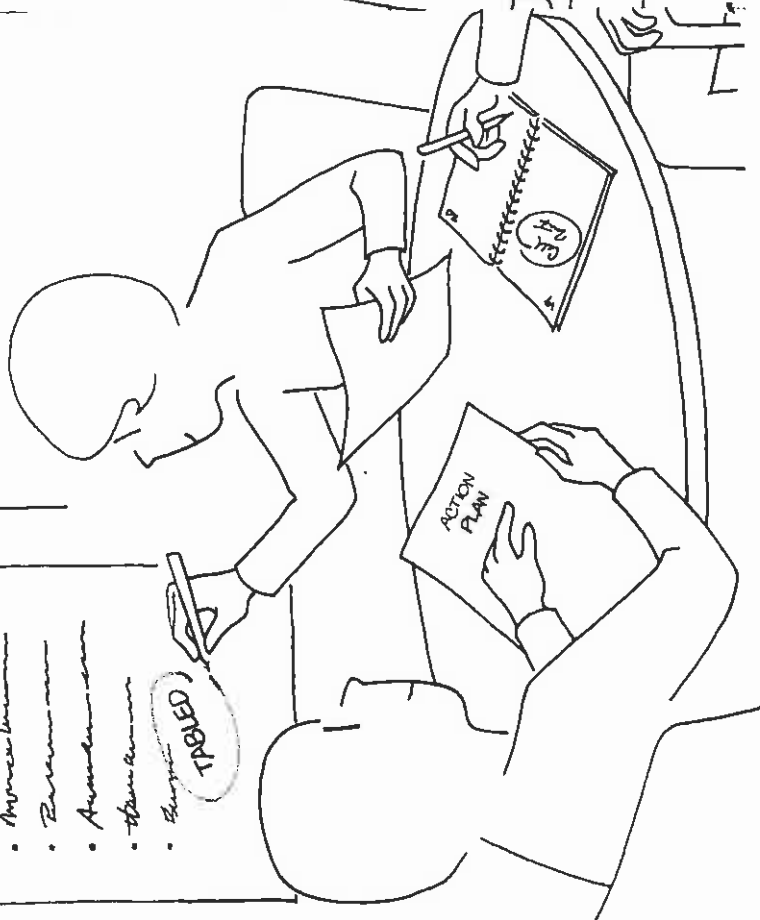
Sometimes it's impossible to cover every item on the agenda. However, avoid hasty decisions that may be regretted later. Instead, table unresolved issues until the next meeting.



FOLLOW-UP ASSIGNMENTS

To help guarantee that action is taken on decisions, it's important to know:

- WHO is responsible for carrying out the decision
- WHAT is to be done
- HOW action is to be carried out
- WHEN the work should be completed.



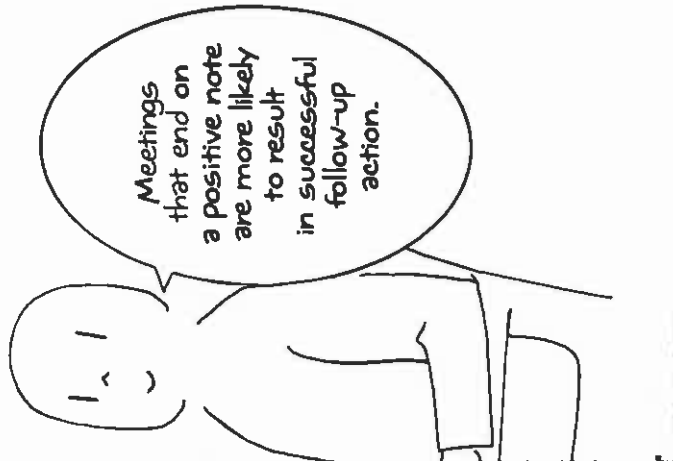
A SUMMARY OF DECISIONS

To help refresh the memories of group members, a quick recap of decisions made and actions to be taken can be helpful. This review can also help prevent confusion later.

PLANNING THE NEXT MEETING

To get a head start on the next meeting, plan now.

- Set the date.
- Select the place.
- Develop a preliminary agenda.



AFTER THE MEETING ENDS,

plans must be put into action.

REVIEW MINUTES

or memos of the meeting, if they're available.

COMPLETE ANY ASSIGNMENT

you've been given. Unless you take your responsibility seriously, the time everyone has invested may be wasted.

ASK QUESTIONS

about anything in the memos or minutes that confuses you. Seek help if you don't understand your assignment.

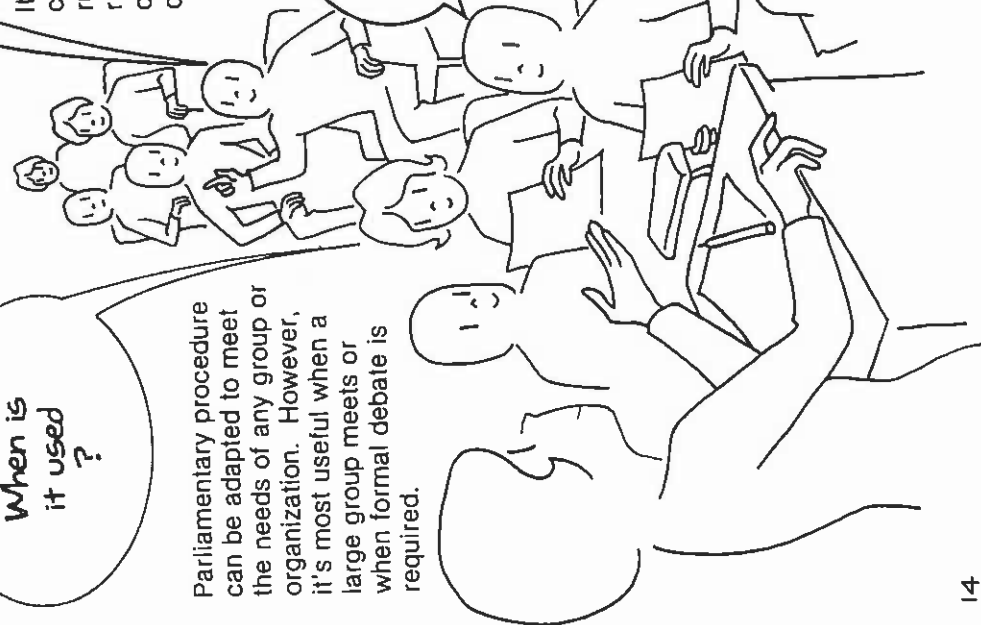
NOW IS THE TIME to put ideas to work!

Some questions
and answers about

PARLIAMENTARY PROCEDURE

When is
it used
?

Parliamentary procedure
can be adapted to meet
the needs of any group or
organization. However,
it's most useful when a
large group meets or
when formal debate is
required.



What is
parliamentary
procedure
?

It's a set of rules governing
conduct at meetings. The
rules protect everyone's
right to be heard and allow
decisions to be made with-
out confusion.

What is
Robert's Rules
of Order
?

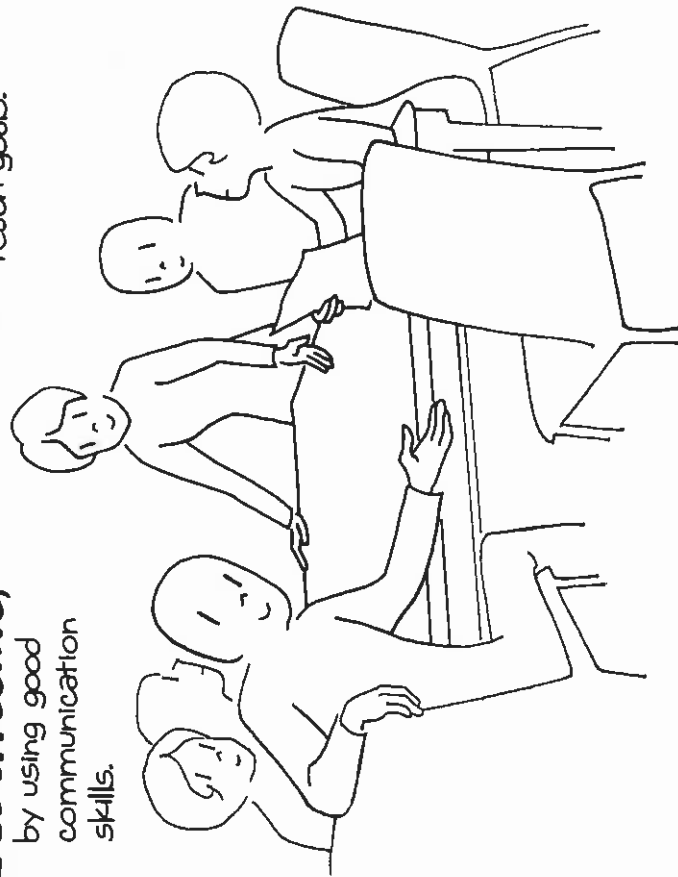
It's the basic
handbook of
parliamentary
procedure used
by clubs, organ-
izations and
other groups.

Meetings can be the
-- for you and your organization!

FOUNDATION FOR SUCCESS

- ☒ **BE PREPARED**
to do your part.
- ☒ **BE EFFECTIVE,**
by using good
communication
skills.

- ☒ **BE SUPPORTIVE**
of your group's
efforts to
reach goals.



BECOME THE KIND OF
MEETING MEMBER OTHERS
CAN COUNT ON!

Related Reading from CAI:

Be A Volunteer!

\$1.25 single copy price; bulk prices available

The Phone Rings on Both Sides of the Bed: A Guide for the Spouses and Families of Community Association Offices

\$4.00 single copy price; bulk prices available

Community Association Leadership: A Guide for Volunteers

\$4.00 single copy price; bulk prices available

So Now You're On The Board-Cassette Package

\$13.00 each

The Homeowner and the Community Association

\$1.25 single copy price; bulk prices available

The Homebuyer and the Community Association

\$1.25 single copy price; bulk prices available

A Guide to Insurance for Condominium Unit Owners

\$2.00 single copy price; bulk prices available

For information on these and other CAI publications, contact CAI Publications, 1423 Powhatan St., #7, Alexandria, Virginia 22314 (703) 548-8600.

The a-b-c's of

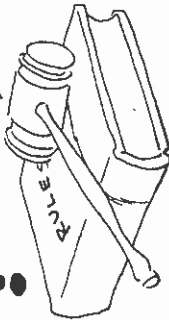
PARLIAMENTARY PROCEDURE

EXHIBIT

community
associations
institute



WHAT IS PARLIAMENTARY PROCEDURE ?

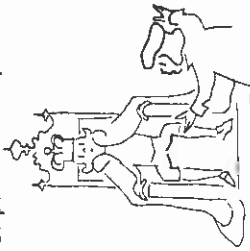


It's a
SET OF RULES
for conduct at
meetings.

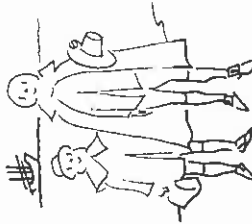
It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a LONG HISTORY

IT ORIGINATED
in the early English
Parliaments (discussions
of public affairs).

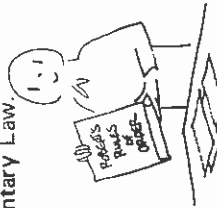


**IT CAME TO
AMERICA**
with the first settlers.



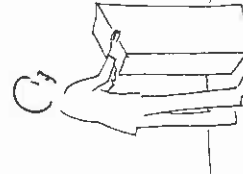
**IT BECAME
UNIFORM**

in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

**ROBERT'S RULES OF ORDER-
NEWLY REVISED** is the basic handbook
of operation for most clubs, organizations
and other groups.



A SCRIPTOGRAPHIC BOOKLET by CHANNING L. BETE CO., INC., South Deerfield, MA 01373 U.S.A.
© 1974 All rights reserved. Tel. 1-413-665-7611 1988 Edition 1825G-3-85

WHY IS parliamentary procedure IMPORTANT ?

Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

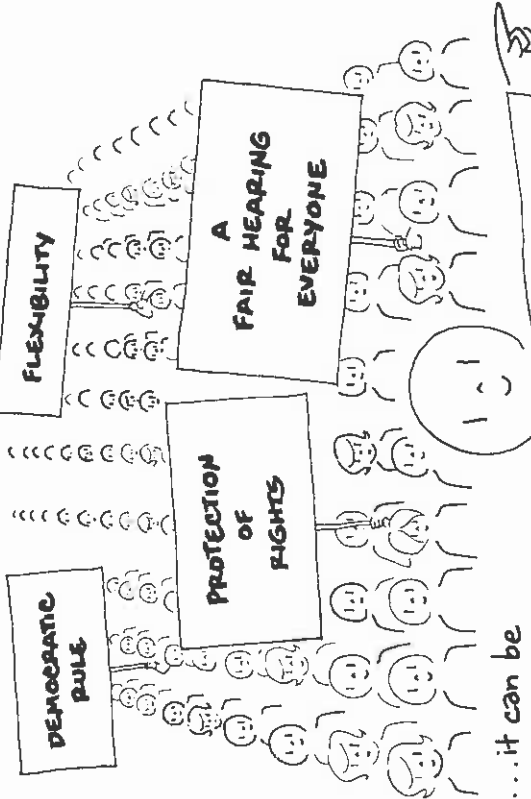
PARLIAMENTARY PROCEDURE MEANS:

**DEMOCRATIC
RULE**

FLEXIBILITY

**PROTECTION
OF
RIGHTS**

**A
FAIR HEARING
FOR
EVERYONE**



...it can be
adapted to fit
the needs of any
organization.

So it's important
that everyone
know these

BASIC RULES!

Organizations using parliamentary procedure usually follow a fixed

AGENDA.

Here's a typical example



I. CALL TO ORDER

The chairperson says,
"The meeting will please
come to order."

II. ROLL CALL

Members say "present" as
their names are called.

III. MINUTES

The secretary reads a record
of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from
treasurer, but others may
report at this time.

V. COMMITTEE REPORTS

First come reports from
"standing," or permanent
committees; then from
"ad hoc," or special
committees.

VI. SPECIAL ORDERS

Important business
previously designated for
consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from
previous meetings.

VIII. NEW BUSINESS

Introduction of new topics.

IX. ANNOUNCEMENTS

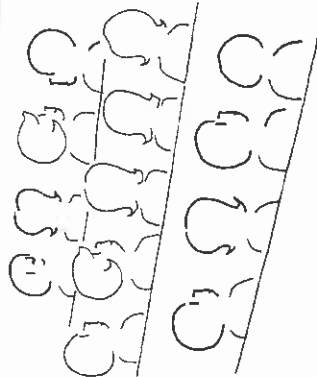
Informing the assembly of
other subjects and events.

X. ADJOURNMENT

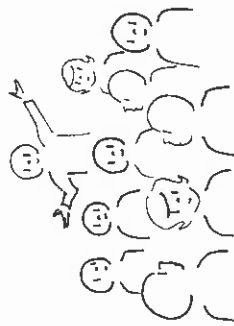
The meeting ends by a
vote, or by general consent
(or by chair's decision if time
of adjournment was pre-
arranged by vote).

QUORUM...

The number of members that
must be present for business
to be conducted legally.
The actual number is usually
stated in the bylaws.



BUT...
HOW DO MEMBERS
GET THEIR SAY
?



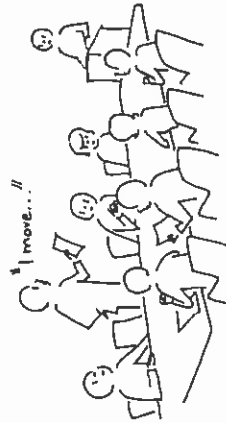
THEY MAKE MOTIONS!

A motion is a proposal that the
assembly TAKE A STAND OR TAKE
ACTION on some issue.

Members can:

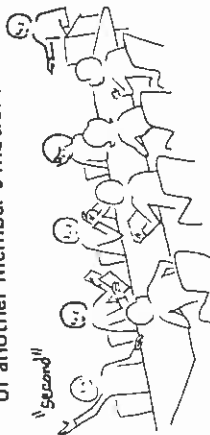
PRESENT motions

(make a proposal)



SECOND motions

(express support for discussion
of another member's motion.)



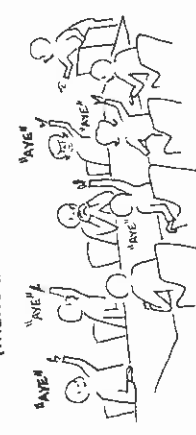
DEBATE motions

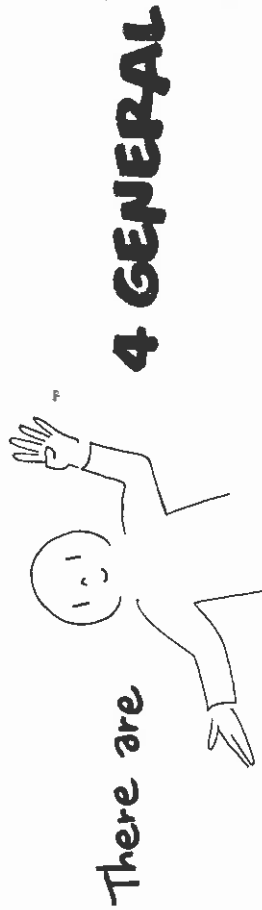
(give opinions on the motion)



VOTE on motions

(make a decision)





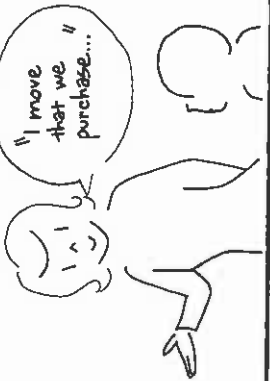
4 GENERAL

TYPES OF MOTIONS

1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

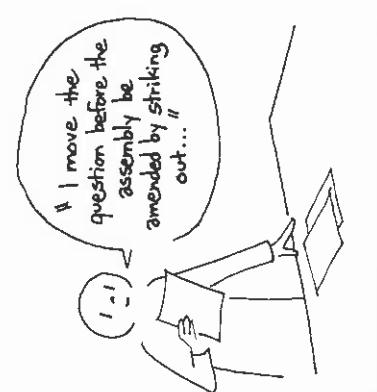
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

FOR EXAMPLE--



3 PRIVILEGED motions

are most urgent... about special or important matters not related to pending business.

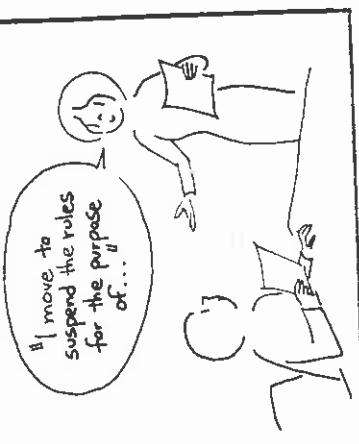
FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions... must be considered before the other motion.

FOR EXAMPLE--



IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

Some QUESTIONS

relating to MOTIONS

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be debated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE

...at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	ALSO YOU INTERRUPT THE SPEAKER	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

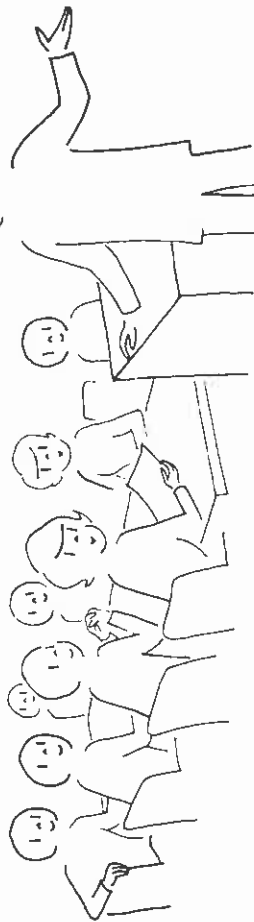
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	NO ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	NO ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up the subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
- ⑥ A 2/3 vote in negative needed to prevent consideration of main motion.
- ⑦ Only if the main question or motion was not, in fact, considered.
- ⑧ Only if motion to be reconsidered is debatable.

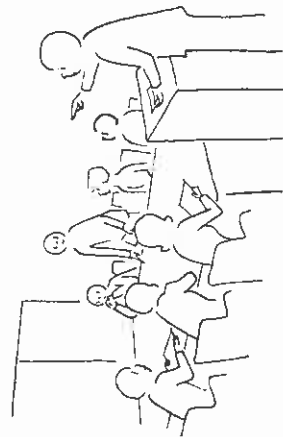
How do I present my motion?

Here's what to do when it's your turn to speak...



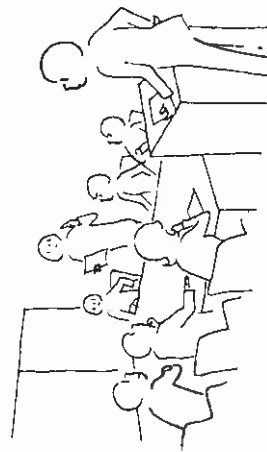
1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



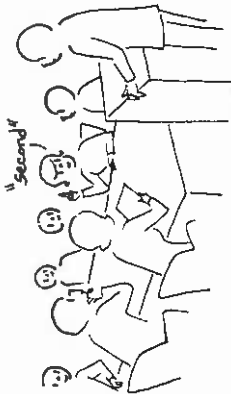
2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we..." instead of "I move that we do not..."
- Avoid personalities and stay on the subject.



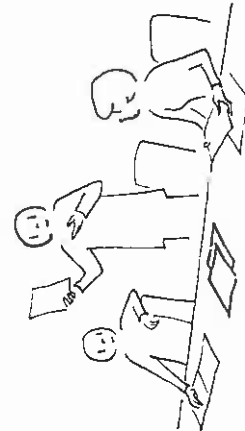
3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



5 EXPAND ON YOUR MOTION

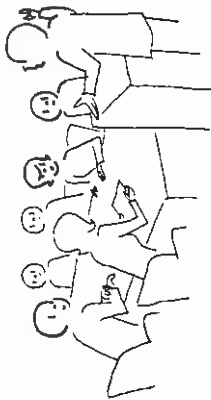
- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



4 CHAIR STATES YOUR MOTION

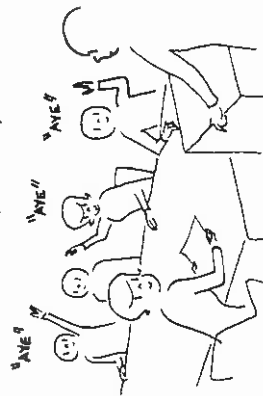
The chairperson must say, "It is moved and seconded that we..." After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the members.

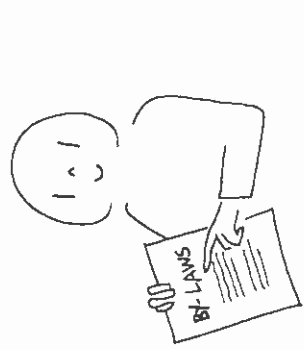


6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken. The chairperson announces the results.
- Or motion for previous question may be adopted.

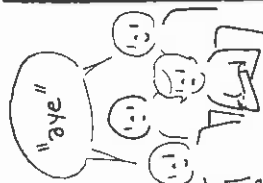


The method of **VOTE ON A MOTION** depends on the situation and on the laws of your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



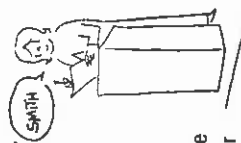
BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



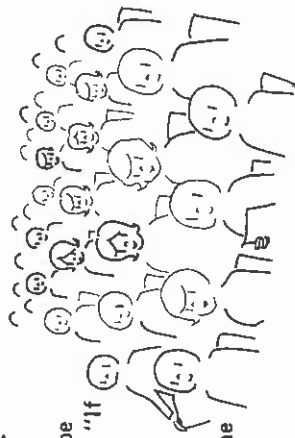
BY BALLOT

Members write their vote on a slip of paper. Done when secrecy is desired.

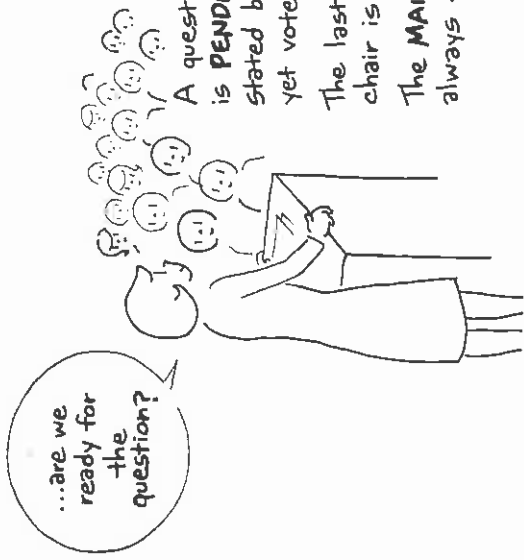


BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection..." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.



...more about **VOTING**

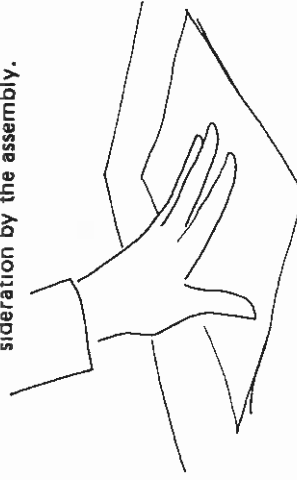


...are we ready for the question?

A question (motion) is **PENDING** when it has been stated by the chair but not yet voted on. The last motion stated by the chair is the first pending. The **MAIN MOTION** is always the last voted on.

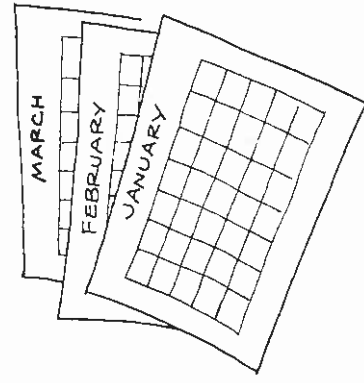
A motion to **TABLE** (lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.



A motion to **POSTPONE INDEFINITELY**

This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



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Soo--

PARLIAMENTARY PROCEDURE
is the BEST WAY to
GET THINGS DONE
at meetings

BUT-- it only works if you
use it right !

- ✓ **MAKE MOTIONS** that are in order
- ✓ **OBTAIN THE FLOOR** properly
- ✓ **SPEAK** clearly and concisely
- ✓ **OBEY** the rules of debate

... and most of all,
BE COURTEOUS

