CITY OF
OXNARD
CALIFORNIA

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the Library, 251 South "A" Street, the City Clerk's Office, 305 West Third Street and 435 South "D" Street during customary business hours. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.

AGENDA
SPECIAL MEETING
Commission on Homelessness
Monday, April 8, 2013 – 2:30 p.m. – 5:00 p.m.
City Council Chambers, 305 W. Third Street
Oxnard, CA 93030

A. ROLL CALL

B. PUBLIC COMMENTS

At a special meeting a person may address the Commission only on matters on the agenda. The presiding officer shall limit public comments to three minutes each.

C. REVIEW OF BROWN ACT

1. A review of California Brown Act guidelines: City Attorney's Office

D. ELECTIONS OF CHAIR AND VICE CHAIR

1. The Commission will elect its Chair and Vice Chair to serve said positions for the next two (2) years. Nominations shall come from the Commission.

E. APPROVAL OF MINUTES

1. Approval of the February 4, 2013 Minutes

F. OLD BUSINESS

1. Year Round Shelter Discussion: Commissioner Courtland
2. SB2 Zone Text Amendment support: Commissioner Rivera
3. Consolidated Plan Responses: Commissioner Rivera

G. NEW BUSINESS

1. Review of Annual Retreat Report (1st Draft - Attached): Commissioners
2. 2013 Emergency Solutions Grant Review Committee: Will Reed
3. Community Intervention Court: Officer Ken Walker and City Attorney's Office

H. COMMISSION BUSINESS

Commissioners may relate recent experiences or request that matters be placed on a future agenda for discussion.

The next business meeting of the Commission on Homelessness will be May 6, 2013, at 3:30 p.m. in the City Council Chambers, 305 West Third Street, Oxnard, CA, 93030.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact Will Reed at (805) 385-8044. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard
Commission on Homelessness
Business Meeting
February 4, 2013
3:30PM

Commissioner Rivera called to order the business meeting of the Commission on Homelessness at 3:35 PM on February 4, 2013 in the City Council Chambers at 305 West Third Street, Oxnard, CA 93030.

A. ROLL CALL

Will Reed conducts roll call. The following persons were present:

Commissioner Rivera
Commissioner Courtland
Commissioner Perez
Commissioner Jones
Commissioner Stern
Commissioner Tracy
Commissioner Gonzalez

B. APPROVAL OF MINUTES

Commissioner Jones made the motion to approve the minutes of January 7, 2013, as amended, seconded by Commissioner Courtland. Minutes passed.

C. PUBLIC COMMENTS

1. None

D. HOMELESS SERVICES UPDATE

1. Public Comment- None
2. Point in Time Count Update: A total of 48 volunteers were present. Preliminary street count not including shelter counts is 183. Final results in April or May. Heartfelt thanks to all volunteers, staff, City Corps, and all the vendors who made a donation.
3. Continuum of Care Grant Application: Back on the agenda for clarification. HMIS renewal same as last year, plus an additional administrative amount. Of $132,000 about $40,000 goes into admin. It is aimed at the chronically homeless people.

E. OLD BUSINESS

1. Public Comment-
    a. David Rosenthal, homeless veteran is surprised it's so hard to find programs to assist homeless veterans with transitional services and is planning to apply for a grant.
2. Follow up on letter to City Council regarding SB2: Commissioner Jones moved to adopt the letter and send to Council, second by Commissioner Courtland. Motion passed.

F. NEW BUSINESS

1. Public Comment-None
2. Support of Shelter at Community Action of Ventura County: Community action has some potential shelter space. If there is a way to help them make this possible the

Commission should pursue it. Commissioner Courtland to find out where they are with this issue and will bring item back to the agenda for further discussion.

3. Annual Strategic Retreat- Commissioner Jones made a motion to approve the Retreat for March 8, 2013 from 9:00 a.m. to 3:00 p.m., second by Commissioner Courtland.

G. COMMISSION BUSINESS

1. A meeting has been schedule with the Winter Warming Shelter's personnel to discuss an incident that happened. The details that come out of the meeting may or may not be shared depending on the course the complaint takes. Being that its personnel sensitive information we may not be able to disclose certain information.
2. Since the retreat is on the same week as the regular meeting Will Reed wanted to know if Commissioners' still wanted to hold the meeting. Commissioner Courtland made the motion to cancel the March 4th meeting and reserve the first hour of the retreat for the Commission, it was second by Commissioner Perez.

3. ADJOURNMENT

Commissioner Rivera adjourned the meeting at 5:02 p.m.

Brown Act- California Open Meeting Law (GC 54950 et seq.)

- Applies to "Legislative Bodies"
  - Includes "advisory" Boards and Commissions
    - Examples- Parks and Recreation Commission, Library Board, Senior Services Commission, etc.
- Meetings must be open to the public
  - Exceptions for litigation, real estate negotiations, labor negotiations
  - Unlikely to apply to board or commission
- League of Cal. Cities Brown Act Guide:
    - *Open & Public IV*: http://www.cacities.org/openandpublic
    - Full text of Brown Act: http://www.leginfo.ca.gov/calaw.html

Brown Act Definition of "Meeting"

- Majority of members at the same time and place to discuss or deliberate on any matter within their subject matter jurisdiction.   Gov. Code 54952.2(a)
- Majority using direct communication, technology or intermediaries to develop a collective decision on action to be taken
  - Phone, email, fax, messengers, chatrooms, Facebook walls, etc.

No “Serial Meetings” Allowed

- Meetings with individual commission members to develop consensus not permitted
  - Hub/Spoke vs. Daisy Chain models
- Watch for advocates or opponents speaking with individual commission members to convey position of other members and looking for majority vote

Allowed Gatherings Of Majority without Brown Act Violation

- Still no discussion, other than as part of scheduled program, or commission issues
  - Conference open to public on public agency issues
  - Open and public meeting on topic of community concern by person or organization other than the City (Chamber of Commerce candidate forum)
  - Open and public meeting of another body of agency (City Council meeting)
  - Social or ceremonial occasion (State of City address)

Agenda Requirements

- To allow public participation, agenda must be posted 72 hours before each meeting
  - Should include brief description of each item of business to be discussed
  - Can't take action on item not listed on agenda
- Exceptions to 72 hour agenda requirement
  - Emergency affecting public health or safety
  - Item requiring immediate action arising after agenda posted, with 2/3 vote of commission
  - Unlikely these will apply to commission

Public Input Requirements

- Public has right to speak on any item on the agenda, before or during discussion
- Public has right to speak on any non-agenda item within commission's authority
- Can impose reasonable limits on public testimony
  - Total time per issue, time per speaker, or both
  - Can request sign-in and identification to facilitate process, but can't make absolute requirement
- Right to obtain any documents commission is considering in connection with a matter before it

City of Oxnard Commission on Homelessness

2013 Annual Retreat

Final Report

March, 2013

Honorable Chair and Members of the Commission on Homelessness:

It was an honor and privilege to work with you this year to develop your goals and objectives for 2013. The following is the report on the work you accomplished. Included are goals, objectives and the work plan for 2013 as developed during the retreat by the Commission.

Thank you for this opportunity and I look forward to working with the Commission further if it is desired.

Warm regards,

Mary Anne Rooney

Annual Retreat Notes:

The Oxnard Commission on Homelessness meeting was convened at 9:00 a.m. on Friday, March 8, 2013. The Commission held their meeting prior to beginning the strategic planning session with facilitator, Mary Anne Rooney, around 10:15.

Bill Wilkins greeted the Commission and was interested in the outcome of their retreat. Present were Commissioners:

Peggy Rivera, Chair	Al Jones, Vice Chair
Leslye Stearn	Frank Perez
David Courtland	Darlene Miller
Francine Castanon	Ken Tougas
John _________	Clarice Couey

Staff:

Norma Owens	Will Reed

Also present was Eileen Tracy, a member of the public.

The Commission began with an icebreaker exercise and then reviewed the Goals and Objectives from 2012. Each Goal, Objective and Activity was reviewed for progress and determination if it would remain on the active priority of the Commission for 2013.

Building upon the work that was accomplished in the 2012 Retreat, the Commission then held a discussion about Goals, Objectives, and Activities for 2013. The Commission determined the following would be a priority for the Commission for 2013.

The Commission established three goals to be accomplished during the 2013 year. Those are outlined below and methods to attain them are fully described in the document below.

GOAL NUMBER 1: The Commission determined that open and honest communication with Commission members, staff and public is a priority. The Commission will pursue tasks to assist in meeting this goal.

GOAL NUMBER 2: The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

GOAL NUMBER 3: The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

The detailed objectives and activities will follow in this report.

The Commission adjourned at 3:30 p.m.

PROGRESS REPORT
for
GOALS FOR 2012
CITY OF OXNARD HOMELESSNESS COMMISSION

The Commission agreed to the following:

- Establish a Secretary to the group from within the group. This is not in competition with the City Code requirement, but in addition to that requirement to provide support to the Commission. **UPDATE: Discussion occurred during the year and concluded that due to budgetary constraints, a Commissioner will assist Will Reed. The Commission will appoint a Commissioner at a future meeting in 2013 to fill this role.**

- Establish a Parliamentarian to the group. **UPDATE: The Commission did not appoint a Parliamentarian for the group. The Commission believes that it should be the role of all Commissioners to serve in this role. They received training in March, 2012 from the City Attorney on Brown Act and related rules that supplied information for the Commission.**

- Facilitation of communications and participation in public process is a priority of the group. **UPDATE: Commission sustained this goal.**

- Joining with other voices is a priority of the group. Implementation is "not" an activity of the group. **UPDATE: The Commission wants to continue to have other voices joining in the conversation.**

- By-laws define lines of communication. **UPDATE: The Commission sustained this goal and wants to have discussion surrounding these By-laws.**

- Staff are assigned, but not paid for through line items that are part of the Homelessness Commission. Therefore, meeting with the City Manager to solve the issue of support staff and expectations is a major need for the Commission. **UPDATE: The Commission acknowledges this constraint. No action for 2013.**

- The Chair coordinate with staff to establish the Agenda for the group. **UPDATE: The Commission confirmed this agreement. Also, the Commission acknowledges that any Commissioner has the authority to place an item on the agenda and those requests will be given to Staff Member, Will Reed.**

- The Commission established three goals to be accomplished during the 2012 year. Those are outlined below and methods to attain them are fully described in the document below. **UPDATE: the updates will follow each Objective and Activity.**

GOAL NUMBER 1: The Commission determined a comprehensive resource that contained relevant information would be beneficial to each Commissioner in fulfilling their role.

GOAL NUMBER 2: The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

GOAL NUMBER 3: The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

Goals, Objectives, and Activities Review

GOAL NUMBER 1: The Commission determined a comprehensive resource that contained relevant information would be beneficial to each Commissioner in fulfilling their role.

Objective 1: Develop a Commissioner Binder that contains all pertinent documents.
Anticipated Completion Date: April Commission meeting.

Activity #1: Identify all pertinent documents to include, but not limited to, the City Zoning Map, relevant sections of the Consolidated Plan, Annual Action Plan, CAPER document, glossary of terms and acronyms, Bylaws, Articles, relevant City Code, and other documents as deemed necessary by the Commission.
Anticipated completion date: March meeting

Activity #2: Compile the Commissioner Binder and distribute to all Commissioners.
Anticipated Completion Date: April meeting

UPDATE: Goal Number 1 was completed in its entirety by April, 2012. City Staff Member Will Reed maintains the original document, will provide copies to new Commissioners as it arises, and will place additional documents in this Binder.

GOAL NUMBER 2: The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

Objective 1: Acquire Information and Training on Commission Responsibilities and Duties, and Review of Meeting Systems.

Activity #1: Have a Commission training session with City Attorney to review Bylaws, Roles, Responsibilities, Articles, Brown Act, Ethics, Commissioner Succession Planning, agenda review to address possible rewording and addition of items to include Commissioner Comments and Successes, and duties in regard to program service providers.
Anticipated Completion Date: April meeting

UPDATE: **The Commission had a training provided by the City Attorney in April, 2012. Commission would like to have training on service provider site guidelines in 2013.**

Activity #2: Chair Rivera to contact City Attorney to request his expertise and training in these matters.
Anticipated Completion Date: prior to March meeting

UPDATE: **Completed and resulted in a training session.**

Objective 2: Build a stronger collaboration with service providers and agencies through open dialogue and engagement.

Activity #1: Identify all service providers and agencies (and their missions and services) that provide assistance to the Homeless in Oxnard.
Anticipated Completion Date: March meeting

UPDATE: This was completed and Commission would like to have this included in the Commissioner Binder.

Activity #2: Determine how the Commission relates to each agency and the relationship the Commission would like to develop with each provider/agency.
Anticipated Completion Date: March meeting

UPDATE: The Service Providers that serve the City of Oxnard made presentations throughout the year to the Commission.

Activity #3: Develop an outreach plan for engagement with timelines.
Anticipated Completion Date: April meeting

UPDATE: This was completed and occurred during the year.

Activity #4: Contact each provider/agency to begin discussion of needs for the next five (5) year plan.
Anticipated Completion Date: May through November

UPDATE: This was included in Activity #2 and will be continued in 2013.

Objective 3: Place the Consolidated Plan online.

Activity #1: Chair Rivera to schedule a meeting with Interim City Manager and Commissioner Gonzalez to discuss allocating City resources in order to accomplish the priorities of the Commission. Discuss the cost of these and the options to meeting the interests of the City and the Commission.
Anticipated Completion Date: request meeting week of February 20, meeting prior to March Commission meeting.

UPDATE: Discussion ensued about possible constraints of completing this item and issues were resolved. The Consolidated Plan was placed on the City's website in the Summer of 2012.

Activity #2: Chair Rivera to report back to the Commission following the meeting with Interim City Manager. Action to be determined after this meeting.

UPDATE: The draft Consolidated Plan was placed on the City's website by Summer, 2012.

GOAL NUMBER 3: The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

Objective 1: Participate in meetings on discussion of Needs Assessment and hearings.

Activity #1: Schedule a Commission meeting with Norma Owens to discuss the needs of the homeless in Oxnard over the next five (5) years.
Anticipated Completion Date: Winter, 2012

UPDATE: This Activity is scheduled to continue through 2013.

Activity #2: Commission to engage project sponsors and service providers in a dialogue to identify homeless needs prior to the discussion with Norma Owens. (See Goal 2, Objective 2, Activity 4)
Anticipated Completion Date: July through November

UPDATE: This Activity is scheduled to continue through 2013.

GOALS, OBJECTIVES AND ACTIVITIES FOR 2013

GOAL NUMBER 1: The Commission determined that open and honest communication with Commission members, staff and public is a priority. The Commission will pursue tasks to assist in meeting this goal.

Objective 1: The Commissioner Binder compiled during 2012 is a comprehensive resource containing relevant information beneficial to each Commissioner in fulfilling their role. The Objective is to Maintain, Update and Distribute the Commissioner Binder containing all pertinent documents.
Anticipated Completion Date: April Commission meeting.

Activity #1: Maintain the current Commissioner Binder and identify new pertinent documents to add to the Binder. These might include, but are not limited to, the City Zoning Map, relevant sections of the Consolidated Plan, Annual Action Plan, CAPER document, glossary of terms and acronyms, Bylaws, Articles, relevant City Code, and other documents as deemed necessary by the Commission. Specifically, add the list of service providers and agencies (and their missions and services) that provide assistance to the Homeless in Oxnard.
Anticipated completion date: May meeting and ongoing

Activity #2: Distribute the Commissioner Binder to all new Commissioners prior to their first meeting.
Anticipated Completion Date: as needed

Objective 2: Facilitation of communications and participation in public process is a priority of the Commission.

Activity #1: Investigate video recording for the meetings so they can be broadcasted to those unable to attend the meetings and to have for the record.
Anticipated Completion Date: April meeting

Activity #2: Appoint a Secretary from the Commission to work alongside Staff, not to replace Staff, but to provide extra support.
Anticipated Completion Date: April meeting

Objective 3: Maintaining a professional and orderly meeting is of importance for the Commission.

Activity #1: Commission to develop a set of guidelines that define the decorum to be used with the Commission. These might include, but are not limited to, the use of titles and last names for all Commissioners, Staff, and Public, use of appropriate language, addressing the Chair, and honoring time limits.
Anticipated Completion Date: April meeting

Activity #2: Staff and Commissioners agree that sharing information with each other in a timely fashion is valuable. Develop a plan on how to achieve this interest.
Anticipated Completion Date: May meeting

GOAL NUMBER 2: The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

Objective #1: All members of the Commission have up-to-date training on materials that surround their roles as Commissioners.

Activity #1: Have member training every year on Brown Act, Ethics and other issues that may be relevant to the Commission. This would include, but not limited to, service provider site guidelines, potential conflicts of interest, etc.
Anticipated Completion Date: Within 60 days of appointment.

Objective #2: The Commission is interested in pursuing a change in the Bylaws.

Activity #1: Review the current Bylaws for all applicable areas and propose any changes to Staff.
Anticipated Completion Date: May meeting

Activity #2: Through the Staff, the Commission may make a formal request to alter the Bylaws to incorporate changes.
Anticipated Completion Date: June meeting

Objective #3: Build a stronger collaboration with service providers and agencies through open dialogue and engagement.

Activity #1: Develop a plan to inform each agency of the expectations the Commission has for a presentation before the Commission. This may include, but not limited to, the method of delivery of each report, timing, and the Five Year needs of the provider.
Anticipated Completion Date: May meeting

Objective 3: Adopt the Countywide 10 Year Plan to End Homelessness

Activity #1: Make an official recommendation to City Council to adopt the Countywide 10 Year Plan to End Homelessness.
Anticipated Completion Date: May meeting

Activity #2: Have a link on the City's website to the Ventura County Homelessness Commission Countywide 10 Year Plan to End Homelessness.
Anticipated Completion Date: May meeting

Objective 4: The Commission supports Community Activities.

Activity #1: The Chair, Vice Chair and Housing Director to meet with the City Attorney to determine the level of participation in community events/activities.
Anticipated Completion Date: April 8

GOAL NUMBER 3: The Commission believes that participation in the City's Five Year Consolidated Plan is important to facilitate their Commission duties and responsibilities.

Objective 1: Participate in meetings on discussion of Needs Assessment and hearings.

Activity #1: Schedule a Special Commission meeting with Staff to discuss the needs of the homeless in Oxnard over the next five (5) years.
Anticipated Completion Date: February, 2014

Objective 2: The Commission supports the Zone Text Amendment and wants the City to take a formal stance on SB2.

Activity #1: Make a presentation to City Council seeking a letter of support to be written in support of the Zone Text Amendment.
Anticipated Completion Date: April 30

ATTACHMENTS

CITY OF OXNARD
COMMISSION ON HOMELESSNESS

2013 Retreat

AGENDA

- ICEBREAKER
- REVIEW 2012 PLAN – February 17, 2012
- DISCUSS GOALS FOR 2013

AMENDED AND RESTATED

BY-LAWS

FOR THE

COMMISSION ON HOMELESSNESS

These "Amended and Restated By-Laws for the Commission on Homelessness" ("By-Laws") amend and restate the by-laws for the Commission on Homelessness ("Commission") in their entirety. These By-Laws amend and/or supercede all previous amendments.

Article I
Organization

The name of this legislative body shall be the Commission on Homelessness.

Article II
Powers and Duties

The powers and duties of the Commission shall be as follows:

A. Advise the City Council on all matters pertaining to homelessness issues in the City.

B. Serve as a liaison between the City Council and the community in matters related to homelessness.

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C. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Commission may determine necessary to address homelessness issues in the City.

Article III

Membership

A. The Commission shall consist of a maximum of eleven members appointed by the Mayor with the approval of the City Council. The commission is authorized to function with less than eleven members, but if membership falls below eleven, the Commissioners shall endeavor to recruit potential members for appointment by the Mayor in accordance with the provisions of Article III.C. hereof.

B. Except for members appointed to fill vacancies caused by removal, resignation or inability of a Commissioner to serve, the term of office for Commission members shall be approximately 2 years. Commissioners are appointed by the mayor and approved by the City Council after each general election in the City. The terms of Commissioners shall begin on the date of appointment, approval and swearing in by the City Clerk, end upon the appointment, approval and swearing in of new Commission members after the next general election.

C. In the event of a vacancy caused by removal or inability of a member to serve, the Mayor, with approval of City Council, may appoint a replacement to complete the term of such member.

Article IV

Officers

A. The officers of the Commission shall be a Chairperson and Vice-Chairperson.

B. At the annual meeting, the officers shall be elected by a majority of Commission members present. Officers shall serve a one year term, provided that, despite the expiration of such one year term, officers are authorized to serve until a successor is appointed. The annual meeting shall be scheduled as provided below.

If for any reason, election of officers does not occur at the annual meeting, officers may be elected at any regularly scheduled meeting or at a special meeting; provided the term of an officer so elected shall, subject to Article IV.B. above be until the next annual meeting following such Officer's election.

C. The duties of the officers shall be as follows:

1. Chairperson - (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of City staff.

2. Vice-Chairperson - To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

3. In the event an Officer is removed, resigns, or becomes unable to perform the duties of office, the members may at a regularly scheduled meeting or a special meeting, elect a successor to serve the remaining term of such officer.

D. Secretary.

1. Pursuant to the Oxnard City Code the Commission shall have a secretary.

2. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

Article V

Meetings/Quorum

A. The annual meetings of The Commission shall be the first Commission meeting after the City Council meeting at which the mayor appoints members to the

Commission and the first Commission meeting after the one year anniversary of such date of appointment.

B. The Commission shall conduct regular meetings at least once in each month. The exact dates, time and location of the meetings shall be determined by the Commission at the annual meeting, or any regularly scheduled meeting or any special meeting.

C. Special meetings may be called by the Chairperson or upon the request of at least six members.

D. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.

E. Fifty percent of the then current membership of the Commission shall constitute a quorum for the transaction of business.

Article VI
Absences

A. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

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B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.

Article VII

Coordination with City Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City Manager by the Secretary following each meeting.

Article VIII

Rules of Order and Procedure

Rules for order and procedure of Commission meetings shall be determined by the Chairperson and approved by a majority of the Commission.

Article IX

Amendments

These by-laws may be amended upon presentation to City Council for approval.

Article X

Effective Date

These by-laws shall go into effect upon approval by City Council.

Article X1

Ratifications

All previous actions of the Commission are hereby ratified.

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Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. ***Robert's Rules*** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of ***Robert's Rules***, used by most organizations:

1. ***Motion:*** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. ***Postpone Indefinitely:*** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. ***Amend:*** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. ***Commit:*** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. ***Question:*** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. ***Table:*** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. ***Adjourn:*** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using ***Robert's Rules*** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in ***Robert's Rules.***

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

<u>PLEASE NOTE:</u> many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.
Address the Chair by the proper title.
Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . . "

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

PRIMARY AMENDMENT

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

SECONDARY AMENDMENT
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.