



# PLANNING & DESIGN COMMISSIONS SPECIAL-JOINT HYBRID MEETING AGENDA

Wednesday, March 29, 2023 at 6:00 PM

## PLANNING COMMISSIONERS

**Chair:** Daniel Hubbell  
**Vice Chair:** Michael Murphy  
**Commissioners:** Kate Akyuz, Carolyn Boatsman  
Michael Curry, Victor Raisys, and Adam Ragheb

## LOCATION

Mercer Island City Hall and via Zoom  
9611 SE 36<sup>th</sup> Street | Mercer Island, WA 98040  
(206) 275-7706 | [www.mercerisland.gov](http://www.mercerisland.gov)

## DESIGN COMMISSIONERS

**Chair:** Suzanne Zahr  
**Vice-Chair:** Anthony Perez  
**Commissioners:** Megan Atkinson, Traci Granbois, Cathering Lategan, Claire McPherson, and Christopher Patano.

*We strive to create an inclusive and accessible experience. Those requiring accommodation for Planning & Design Commission meetings should notify the Deputy City Clerk's Office 3 days prior to the meeting at (206) 275-7791 or by emailing [deborah.estrada@mercerisland.gov](mailto:deborah.estrada@mercerisland.gov).*

**Join by Telephone at 6:00 pm:** To listen to the meeting via telephone, please call **253.215.8782** and enter **Webinar ID 827 8638 9591**.

**Join by Internet at 6:00 pm:** To observe the meeting via your computer, follow these steps:

- 1) Click this [Link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Meeting ID, enter **827 8638 9591**

**Join in person at 6:00 pm:** Mercer Island City Hall, Council Chambers - 9611 SE 36<sup>th</sup> Street

## CALL TO ORDER & ROLL CALL, 6 PM

## SPECIAL BUSINESS

1. Parliamentary Procedure Training  
Provided by: Ann Macfarlane, Jurassic Parliament

## ADJOURNMENT

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## Great Citizen Advisory Meetings

Ann G. Macfarlane, Professional Registered Parliamentarian  
**Jurassic Parliament**

City of Mercer Island, Washington  
By videoconference  
Wednesday, March 29, 2023

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## Our topics

- I. Introduction
- II. Meeting discussion, Point of Order, Appeal
- III. How to do this?
- IV. Motions and Amendments
- V. Authority and role of chair, members, and staff
- VI. Citizen advisory committee pitfalls
- VII. Public hearings and public comment
- VIII. The right kind of control
- IX. Conclusion

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## I. Introduction Why are we here?

To invigorate you to run effective meetings  
to serve your community

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## After taking this training you will be able to:

1. Apply the principle that the authority of the group is more important than any single individual
2. Follow best practices for discussion.
3. Respond to disorder and difficult people.
4. Make Motions and Amendments.
5. Avoid common citizen advisory committee pitfalls.
6. Run effective public comment sessions.

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## Disclaimer

The material contained in this presentation is based upon the principles and practices of parliamentary procedure. I am not an attorney and nothing in this presentation constitutes legal advice.

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## Call meeting to order

- Sit in the chair reserved for the person running the meeting.
- Rap the gavel lightly one time (if you have one) and announce, "This meeting of the Bonny Dino Planning Commission is called to order."
- Ask the clerk to take the roll.
- Announce that a quorum is present (or not).

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## Quorum

- The “quorum” is the minimum number of voting members who must be present for business to be done.
- For local governments, usually it is a majority (more than half) of the fixed positions in the body.
- “Quorum” is different from “votes cast.”
- If you lose your quorum, you can't do business.

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## Serial meeting

- Local government bodies must not create a “walking quorum” or a “serial meeting.”
- When members of the body talk or email with each other outside of meetings, such that a quorum is discussing the body's business, the Open Public Meetings Act has been violated.
- You can talk to other people, as long as the number is less than a quorum.

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## Agenda

- Prepared by leadership, but within control of the body (subject to notice requirements, of course).
- Robert's Rules says that if you follow the standard “Order of Business,” you don't need to vote to adopt an agenda.
- However, many bodies do vote. Takes a majority vote to adopt, and a 2/3 vote to change later in the meeting.

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## *Simplified* Standard Order of Business

- Approval of minutes
- Officers' remarks and reports
- Committee reports
- Unfinished business (not “old” business)
- New business (if your body includes this)

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## Regular agenda/consent agenda

**Question:** *What's the difference between the regular agenda and the consent agenda?*

- The regular agenda lays out the items to be taken up at a particular meeting.
- It follows your “Order of Business.”
- The agenda may include, as a single item, “Adoption of the consent agenda.”

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## Consent agenda

- A “consent agenda” lists items that are expected not to be controversial.
- If any member requests that an item be removed from the consent agenda, it is done on request.
- The item is then placed at its proper place in the regular agenda.
- Some bodies create a line item to process removed items right after the consent agenda.

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## Consent agenda

- The consent agenda CANNOT BE DISCUSSED OR DEBATED.
- It is adopted with a single vote.
- The minutes must list all the items that were approved.

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## Purpose of minutes

According to Robert's Rules, the purpose of minutes is:

**to record the actions taken by the body.**

Minutes record what is DONE, not what is SAID.

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## Meeting minutes

- We recommend "action" or "summary" minutes, not detailed minutes.
- Should record what is done, not what is said.
- For certain topics such as conflict of interest, main points made should be included.
- Do not include "he said, she said." This is a waste of time and effort and makes minutes less useful.

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## Detailed minutes are a bad idea because...


- It violates the fundamental purpose of minutes.
- It can create liability for the organization or individuals in case of a lawsuit.
- It tends to personalize and politicize the discussion.
- It can intimidate participants, preventing them from speaking freely.
- It absorbs too much staff time and takes the group's time.
- It makes it harder to find the actions taken.

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## Guidelines for Meeting Minutes in Local Government



Meeting minutes recording the actions taken by your council or board are a fundamental part of the meeting process. These are our guidelines for local government meeting minutes. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings are governed by different rules.

▶ WHAT KIND OF MINUTES?

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## II. Meeting discussion, Point of Order, and Appeal

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## Principle of Equality

All members have equal rights, privileges and obligations.

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## Key Point

Discussion in committee and commission meetings  
**IS NOT A CONVERSATION.**  
It has its own rules.

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## Fundamental guideline

**No one may speak a second time until everyone who wishes to do so has spoken once.**

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## Why don't we follow this?

- Committees and commissions tend to discuss their affairs in conversational mode.
- In conversations, dominant people tend to dominate.
- Agreeable people tend to let them.
- Must have a structure to make sure that everyone has an equal chance to speak.
- This is both fair and efficient.

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## Equity and inclusion

- This rule is also the best way to ensure that each person has an equal voice.
- The system is formal but inclusive.
- It will make for robust discussion and advance your equity goals.

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*Point of Order  
flying dinosaur*

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## Point of Order

*flying dinosaur*

- When ANOTHER MEMBER breaks one of the rules, a member may make a POINT OF ORDER.
- Chair rules on the point.

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## Point of Order

- A motion claiming that a procedural mistake has been made.
- According to Robert, can be made only by a member.
- We recommend that key staff be authorized also.
- Public may not raise a Point of Order.

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## Process Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark breaks our rules of decorum.*
4. Chair: *The point is well taken. Members may not use this term.*

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## Point of Order

- You can make this at any time, except during voting.
- Do not have to be recognized.
- May interrupt a speaker if necessary.
- Must be timely – made at the time of the offense.

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## Language tip

- Use the “third person” to keep things neutral and lessen conflict.
- Note that the chair states the general rule.
- The chair is speaking on behalf of the rules of procedure.
- DO NOT SAY “You are out of order” or “You made a mistake.”

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## If someone is confused...

- If a member has trouble explaining what the Point of Order is about, you can ask:  
*What rule has been broken?*

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## When in doubt, ask the group!

- Chair can always ask the group to decide if a Point of Order is correct (“well-taken”) or not.

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- Member A: *That statement is just a bunch of baloney!*
- Member B: *Point of Order!*
- Chair: *State your point.*
- Member B: *The word “baloney” is insulting!*
- Chair: *The chair is in doubt and will ask the group to decide.*

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- Chair: *All those who believe that the word “baloney” is insulting, say “aye.”*
- Members in favor: *Aye!*
- Chair: *All those who believe it is not insulting, say “no!”*
- Members opposed: *No!*
- Chair: *The ayes have it, the word baloney is insulting and may not be used, OR The noes have it, the word baloney is not insulting and may be used.*

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## Chair doesn't have to say “Point of Order”

- The chair has the duty of maintaining order and decorum, so doesn't need to say “Point of Order.”
- Just needs to take appropriate action.

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## Chair subject to same rules

- If the chair breaks one of the rules, a member may raise a Point of Order.
- The chair rules on own behavior, which seems odd, but is the way the system works.

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## Why make a Point of Order?

- Make a Point of Order if a rule has been broken.
- DO NOT make a Point of Order because you think someone has made a factual mistake, or you disagree with what they said.
- Speak about that when it is your turn to discuss.

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## No further discussion

- Once the chair has ruled on a Point of Order, the only allowable form of discussion is to appeal the ruling.

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## Appeal

The most important motion in all of Robert's Rules – and the least known!

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## Chair's rulings can be appealed

- The CHAIR enforces order and decorum.
- The GROUP is the final authority.
- Any TWO MEMBERS can appeal a ruling of the chair (one member appeals and one seconds the appeal).
- EXCEPTION: If the ruling is a matter on which there cannot be two reasonable interpretations, the ruling cannot be appealed.

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## Appealing a ruling of the chair

- Member A: *Chair, Point of Order.*
- Chair: *State your point.*
- Member A: *My esteemed colleague has used the term "cream-faced loon" in referring to the Secretary. According to Robert's Rules, insults are not allowed in debate.*
- Chair: *The point is well taken. Members will refrain from using improper language.*

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- Member B: *Chair, I appeal the Point of Order on the grounds that "cream-faced loon" is a literary reference and not an insult.*
- Member C: *Second!*
- Chair: *Very well, since the ruling of the chair has been appealed, the group will decide. Note that appeals pertaining to proper use of language and decorum may not be debated.*

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- Chair: *All those who believe that "cream-faced loon" is an insult, say "aye."*
- Members who agree: *Aye!*
- Chair: *All those who believe that this phrase is not an insult, say "no."*
- Members who believe it is not an insult: *No!*

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- Chair: *The ayes have it, the ruling of the chair is sustained, and members may not use this term, OR The noes have it, the ruling of the chair is not sustained, and members may use this term.*
- Clerk, please record this outcome in the minutes.

Note that the vote is on WHETHER THE RULING OF THE CHAIR SHOULD BE SUSTAINED.

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### Further points

- Point of Order is made by one member, but an Appeal needs a second.
- Point of Order and Appeal are processed immediately. No other business can take place until they are dealt with.
- Points of Order and Appeals do not count against a member's turn to speak in debate.

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Point of Order and Appeal are the heart of democracy



In our view, the motions Point of Order and Appeal are the heart of our democracy. They provide the mechanism to stop a dictatorial chair who's acting like a "boss." They are essential for every local

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### III. How to do this?

- Seek recognition before speaking.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- No interrupting (in general)
- No sidebar conversations.
- Set time limits.
- Courtesy and respect are required.

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### Seeking recognition

- Raise your hand and wait to speak until the presider (chair) calls your name, nods at you, or gives some other sign that you have permission to speak (you "have the floor")
- Online, you can use the "raise hand" function or raise your physical hand.
- For Zoom on the telephone, press \*9 (star nine).

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### Duty to remain silent

- When you have not been recognized, you have a duty to remain silent.
- The exception is a Point of Order when essential.

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## Rights and Responsibilities of the Member



*Weldon L. Merrin, FRP, CPP, has graciously authorized Jurassic Parliament to publish this listing of the rights and responsibilities of ordinary members of an organization.*

Please note that neither the list of member rights nor the list of member responsibilities is intended to be exhaustive. In addition, neither the rights nor the responsibilities are necessarily absolute in every instance. For example, the right to debate may be cut off or limited by motions for the Previous Question or to Limit Debate. And, while a member should not vote on a matter of direct personal interest, under Robert's

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## Fundamental guideline

**No one may speak a second time until everyone who wishes to do so has spoken once.**

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## NO CROSS TALK BETWEEN MEMBERS!

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## HOW to do this?

- Chair can keep track of who has spoken and who wishes to speak, using a chart.
- Chair can empower vice-chair to do this – good training for them.

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**SPEAKING CHART**

Name	1	2	3	4	5	6	etc.
Garcia							
Jackson							
Juma							
Lee							
Patel							
Smith							
Young							

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## A great method – the “round robin”

- The chair goes around the table, asking each person in turn for their opinion. People may pass and speak at the end.
- Important to have a pencil in hand, to jot down points or questions for when your turn arrives.
- Chair must wait their turn also!
- This rule applies to questions and answers also, and to discussions with staff.
- Don't let any two people “hijack” the meeting.

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## Interrupting

- When a member has the floor, they have the right to speak until they have completed their comments.
- Members may not interrupt each other.
- Chair may interrupt members when necessary to bring them to order.
- Members may interrupt to make a Point of Order when essential.

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## No sidebars or texting

- No “sidebar conversations”
- No whispering! Disable the chat.
- No texting to each other or people outside during meetings.
- No posting on social media during meetings.

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## Keep your camera on

- Unless technical considerations prevent it, all members should keep their camera on while participating online.
- Otherwise you are “lurking,” observing your colleagues without yourself being observed.
- This is disturbing and creates an unpleasant emotional imbalance.
- This also ensures that you maintain a quorum.

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## Frustrating

- Structuring discussion in these ways can be frustrating.
- Members sometimes say, “I wish we could just hash it out and have a free-form discussion.”
- The Open Meetings Act, and the press of time, mean that usually, this won’t serve your committee well.
- However...

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## An occasional exception...

- Sometimes there is benefit in the conversational style or “informal discussion.”
- Chair must ensure that no one dominates.
- Do not make the conversational style your ordinary or “default” style of discussion.

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## It is the duty of the chair...

*To expedite business in every way compatible with the rights of members.*

Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, Section 47:7 (7)

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## Set time limits

- Jurassic Parliament recommends that bodies set estimated times for agenda items.
- We recommend time limits on individual member speeches – 3 or 5 minutes.
- Time limits cannot be debated.
- They can be suspended or changed by a two-thirds vote without debate.

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## Time limits create productive meetings



The mayor of Alexandria, Virginia began council meetings by responding to each person giving public comment, sometimes delaying the start of regular business three hours or more. Was this reasonable? No. We need time limits to establish structure and create productive meetings. Robert's Rules says that members have the right to an efficient meeting. It takes effort to do this, and for the chair to maintain the limits, but the effort will pay off big time.

**SET AN OVERALL TIME LIMIT FOR THE MEETING**  
If you are a private nonprofit board, a good target for a regular board meeting is two hours. After

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## Unanimous consent

- Form of voting—a type of “fast track.”
- Very efficient for minor procedural matters.
- Presider suggests something, and if you agree, REMAIN SILENT. Silence means consent.
- If you don't want to proceed in this way, say “OBJECTION.”
- Presider then abandons the fast track to use the regular method.

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## Language tip

*Without objection...*  
*If there is no objection...*

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## Fundamental guideline

**Courtesy and respect towards everyone are required.**

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## These remarks are inappropriate

1. Personal remarks about other members (except for conflict of interest)
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless subject is under discussion, or member is about to propose to amend or rescind the action at the end of their speech)
5. Remarks that are not germane (relevant) to the discussion

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## Inappropriate Remarks on Local Government Councils



If you serve as an elected official on a local government council or board, you should know the types of remarks that are inappropriate during discussion at a meeting, Robert's Rules of Order and the common parliamentary law it is based on require that:

- Members of a council or board must be courteous to one another.

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## Personal remarks

*The measure, not the member, is the subject of debate...The moment the chair hears such words as "fraud," "liar," or "lie" used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.*

*Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, Section 43:21*

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## CHEAT SHEET

### WAIT! WAIT! WHAT SHOULD I SAY?

	If you are the chair, say...	If you are a member speaking about another member, say...	If you are a member speaking about the chair, say...
<b>BIG MISTAKES</b>			
speaking twice in a row	Members are reminded that no one may speak a second time until everyone who wants to do so has spoken once.	Point of order. The member has spoken twice while others are waiting to speak.	Point of order. The chair does not have the right to dominate the discussion, but must speak in turn.
not seeking recognition	Members will kindly seek recognition before speaking.	Point of order. Members must seek recognition before speaking.	Not applicable.
speaking directly to another member	Members will kindly address all remarks to the chair.	Point of order. Members are supposed to speak to the chair.	(not applicable)
interrupting another person	Members will kindly refrain from interrupting one another.	Point of order. interrupting is not allowed.	Point of order. The chair does not have the right to interrupt a member.
<b>INAPPROPRIATE REMARKS</b>			
personal remarks	Members will refrain from making personal remarks.	Point of order. Personal remarks are not allowed.	Point of order. Personal remarks are not allowed.
insulting language, vulgarity, attacks	Insulting or vulgar language is not allowed at our meetings.	Point of order. The language used by the member is insulting/vulgar.	Point of order. The chair is using insulting/vulgar language.
inflammatory language	Inflammatory language is not allowed.	Point of order. That remark is inflammatory.	Point of order. That remark is inflammatory.
criticizing past actions	Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order. Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order. The chair may not criticize a past action of the group during a meeting, with two exceptions.*

Note that this is proprietary information. Do not duplicate.

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## The focus of our meeting is...

- Words on paper.
- Focus on the motions and not on the people who make the motions.
- We recommend that members take this approach outside the meeting also.
- Focus on actions taken and do not criticize colleagues outside the meeting.

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## Who decides?

- If any question arises whether a remark is appropriate or not, or a comment is germane, the chair rules, subject to appeal.
- The chair may also turn immediately to the group to ask the members to decide.
- Ultimately it is the GROUP'S CALL.

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## Important note

- We are speaking here about discussion within your meetings.
- These prohibitions DO NOT APPLY to the public when they are giving public comment.

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## SAMPLE DISCUSSION GUIDELINES FOR LOCAL GOVERNMENTS

*Permission is granted to modify these guidelines as your organization prefers. Note that these guidelines refer to discussion within the body, not to comment by the public.*

1. The chair of the meeting runs the meeting in the service of the body. The chair serves as the facilitator for the meeting and has the primary responsibility for maintaining order. The chair may take part in discussion, but may not answer each individual speaker back, nor lecture or criticize the members. When discussing substantive questions, the chair will usually speak and vote, if entitled to do so, after others have spoken.

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## IV. Motions and Amendments

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## MOTIONS

- In large groups, you must have a motion before any discussion begins.
- In small boards (up to about 12 people), it is fine to discuss things in a more casual way.
- Even so, it's best to begin with a motion.

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## Main Motion

We recommend this sequence:

- Staff presents proposal in writing and answers any questions. Each member may ask one or two questions, then the next member has a turn.
- Motion is moved and seconded.
- Members discuss motion and may amend it.
- Members vote on motion.

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## MAIN MOTIONS


- A main motion is a proposal to do something. It "starts the action."
- It should be in writing if at all possible!

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**Main Motion**  
*Tyrannosaurus rex*

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## Main Motion

- It should be in writing if at all possible (project on screen, use 3-part form).
- It should be **clear and unambiguous**. Don't say, "I move what he just said," or "so moved."
- It should be phrased in the grammatical **positive**.
- It must comply with the **bylaws** and the **procedural law** of the land.
- You can have only **one main motion** at a time.

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## Fundamental guideline

**One thing at a time.**

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## Draft motions

- It is perfectly fine to include proposed or "draft" motions in an agenda.
- This can be very helpful in advancing the work of the body.
- The body is not obliged to take them up.
- Someone must "move" the motion – propose it – for the body to consider it.

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## To make a main motion

- At the right time, any member says, "I move that..." and states, as clearly and concisely as possible, what is proposed.

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## Member must be clear

- The member has the responsibility of formulating the motion.
- Don't mix up your ideas about the subject with the motion itself. Save those for debate.

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*I've been noticing that the number of wild cats is increasing in our city, and they're getting stomped on by bigger dinosaurs, so I think allowing catios would be great, it would make a huge difference to the safety of our little feline friends.*

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## Main Motion

### *Tyrannosaurus rex*

*I move that we recommend to council that residents be authorized to build catios in their private yards.*

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## Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Chair states motion.**
4. Members debate and/or amend motion.
5. **Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Chair states next item of business.

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## Second

- *Second the motion!*

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## Second the motion

- You “second a motion” to show that you would like to talk about it.
- No need to be recognized. Just call out “second.”
- It is OK to second a motion you disagree with, if you want to explain why it’s a bad idea.

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## If no second...

- If there is no second, the chair says, “There being no second, the motion will not be considered.”
- Then moves immediately to next item of business.

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## You can't speak against your own motion

- Under Robert's Rules, the maker of the motion cannot speak against it.
- If the discussion has changed their mind, they should request permission to withdraw the motion.
- The maker CAN vote against their own motion.

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# Eight Steps To Process A Motion

**Member A:** *I move that we hold a cruise on Dino Bay.*

**Member B:** *I second the motion!*

**Chair:** It has been moved and seconded that we hold a cruise on Dino Bay. We will now debate the motion. [debate]

**Chair:** Are you ready to vote?

The motion is that we hold a cruise on Dino Bay. All those in favor say “aye.” All those opposed say “no.” The “ayes” have it, the motion passes, and we will hold a cruise on Dino Bay. The Social Committee will make the plans for this event. Our next item of business is...

## Eight steps to process a motion

1. Member makes a \_\_\_\_\_.
2. Another \_\_\_\_\_ seconds motion.
3. Chair states \_\_\_\_\_.
4. Members \_\_\_\_\_ and/or amend motion.
5. Chair restates \_\_\_\_\_ and calls for the vote.
6. Members \_\_\_\_\_ on motion.
7. Chair states results of vote, whether motion \_\_\_\_\_, and what happens as result of vote.
8. Chair states next item of \_\_\_\_\_.

In taking the vote, the presider must call for the \_\_\_\_\_ or the vote is not legitimate.

The presider has a duty to make things clear so that members understand what they are doing.

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### No second required?

- Robert's Rules states that no second is needed in small boards (up to about 12) or in committees.
- We recommend seconds on boards, but believe they are not necessary on committees.
- Nevertheless, most local governments do require a second.

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### Step #3 is very important!

- Presider **MUST** repeat the motion, or have the clerk repeat it.
- **WHY?** So that everyone knows what we are actually discussing.
- After step #3, the motion belongs to the group as a whole, not to the person who made it.

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### Main Motion needs discussion

*I move that we recommend to council that residents be authorized to build catios in their private yards.*

[The maker of the motion has the right to speak first.]

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### General contractor

*Catios are a safe and effective way to protect cats from predators, and birds from cats. Here is an example of a nice little catio. I urge my colleagues to vote in favor of this motion.*

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### Photographer

*I'm in favor! My cousin has built a catio, and her little pet Fuzzy is completely at home in it, as you can see from this picture.*

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### Architect

*I think this is a terrible idea! Catios are intrusive and will ruin the look of our city. Here's an example I saw when I visited Dinodome last week. We don't want this kind of ugly building in beautiful Bonny Dino.*

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## Moving to vote

- When it seems that discussion is finished, chair asks, "Is there any further discussion" or "Are you ready to vote?" If no one speaks up, take the vote.

Note that these are rhetorical questions, to see if there is any further discussion.


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## Voting

- Chair repeats the motion.
- Chair says, "*All those in favor say 'aye,' all those opposed say 'no.'*"
- Chair announces results of vote, whether motion passes or fails, and what will happen next as a result of the vote.
- Chair announces next item of business.

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## Voting

- The "ayes" have it, the motion passes, and we will recommend to council that residents be authorized to build patios in their private yards, OR*
- The "noes" have it, the motion fails, and we will not recommend this proposal to council.*

Note that the chair must call for the negative vote, even if it seems unanimous.


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## Step #5 is also very important!

- Chair must repeat the motion before the vote is taken.
- WHY? So that everyone knows what we are actually voting on.
- Have you ever been at a meeting when once the vote is taken, someone says, "What did we just approve?" and no one knows exactly what it was?


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## No debate during voting

- Nothing can interrupt the voting process.
- Members are not allowed to explain their vote during the vote, or afterwards.
- Even a Point of Order must wait until the result of the vote is announced.

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## Changing your vote

- A member may change their vote up until the time the chair announces the result.
- After that time, it takes unanimous consent of the body (everyone agreeing) for the member to change their vote.
- Once the chair has moved on to the next item of business, it is too late to change a vote.

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## Abstain

- Under Robert's Rules, to abstain is to do nothing.
- Abstentions are not counted.
- The chair does not call for abstentions.
- However, if you are a public body, likely you will call for and record abstentions.

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## Conflict of interest

- If you have a conflict of interest, you should "recuse" yourself from the vote.
- Recusal is a special form of abstention.
- Talk with your attorney before the meeting! Don't spring it during the meeting itself.
- It may be that recusal is not enough.

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## See MRSC post

Resolving Financial Conflicts of Interest:  
Is Abstaining from Voting Enough?

[www.mrsc.org](http://www.mrsc.org)

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*Amendment  
Dimetrodon*

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## Amendment *Dimetrodon*

- You amend a motion to improve it.
- The Amendment applies to the main motion.
- The Amendment must be germane (relevant).
- Anyone may move to amend, even the person who made the motion.

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## Photographer

*I move that we amend the motion by adding the words, "Provided that the plan for each patio has been approved by the Design Review Board."*

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**If adopted, will read:**

The Commission will recommend to Council that residents will be authorized to build catios in their private yards, **provided that the plan for each catio has been approved by the Design Review Board.**

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**Four ways to amend**

1. Add or insert words.
2. Strike out words.
3. Strike out words and insert words in their place.
4. Substitute (not recommended!).

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**Process Amendment**

- The Amendment is processed using the same eight steps that we just saw for a main motion.

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**The challenge is...**

- We vote on amendments BEFORE we vote on the main motion, in order to make the main motion as good as possible—to PERFECT the motion.

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**Amendment blocks Main Motion**

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**Fate of the Amendment**

- People sometimes get confused, and don't realize that after voting on the amendment, the process continues.
- Once the fate of the amendment has been decided, debate continues on the main motion.

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### More amendments are possible...

- Once you've dealt with one amendment, you may have others...
- provided that they apply to a *different aspect* of the main motion.
- It takes special actions (reconsideration) to go back and change something we've already amended.

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### The process continues

- After all amendments have been processed, the body still must vote on the AMENDED MAIN MOTION.

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### "Friendly amendment"

- People often process "friendly amendment" the wrong way.
- DO NOT turn to maker and seconder to ask if they accept the amendment – this give them improper power.
- Handle this the same as any other amendment.
- Ask, "Is there a second?" etc.
- Once a motion has been stated by the chair, the maker and seconder have same rights as any other member.

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### No amendments in minutes

- According to Robert's Rules of Order, details of each amendment and how it was voted on ARE NOT INCLUDED in the minutes.
- "After discussion and amendment, the following motion was adopted..."

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## V. Authority and role of chair, members, and staff

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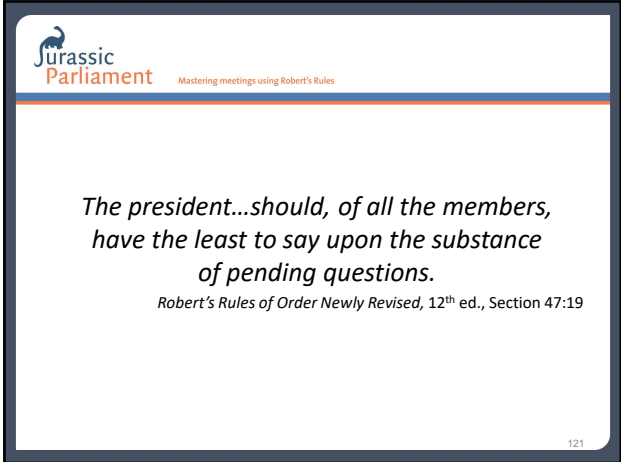
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### Note on role of chair

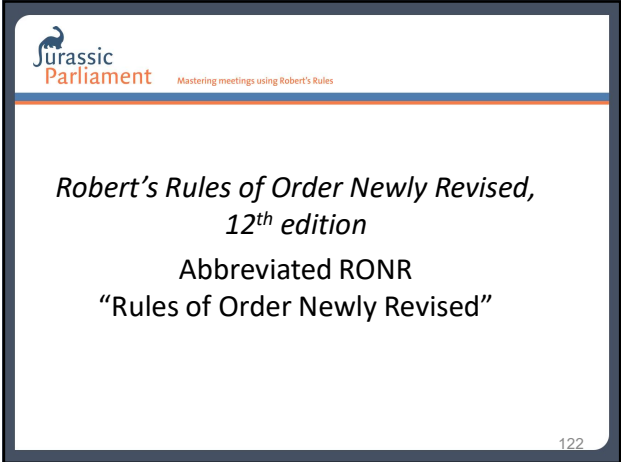
- Robert has different rules for small boards (up to about 12 people).
- In a small board, chair may make motions, second them, discuss, and vote, unless law, regulations or bylaws say otherwise.
- We recommend that chair speak and vote last (this is a Jurassic Parliament suggestion).

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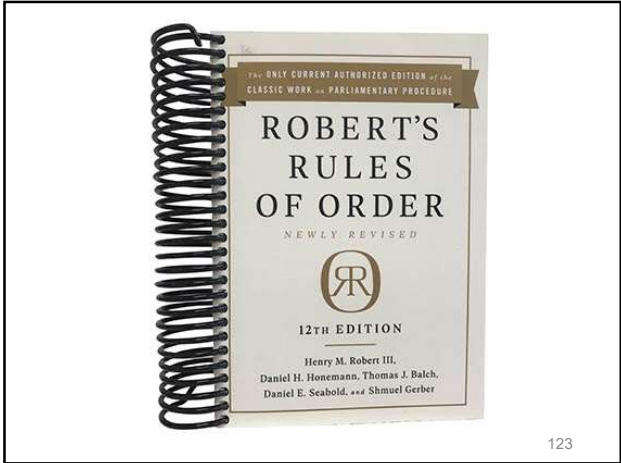
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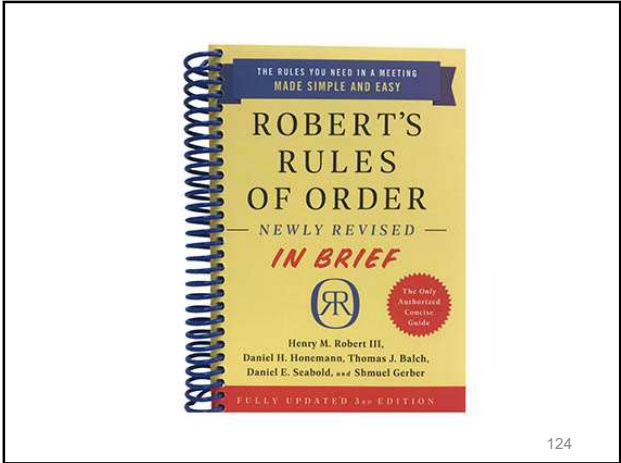
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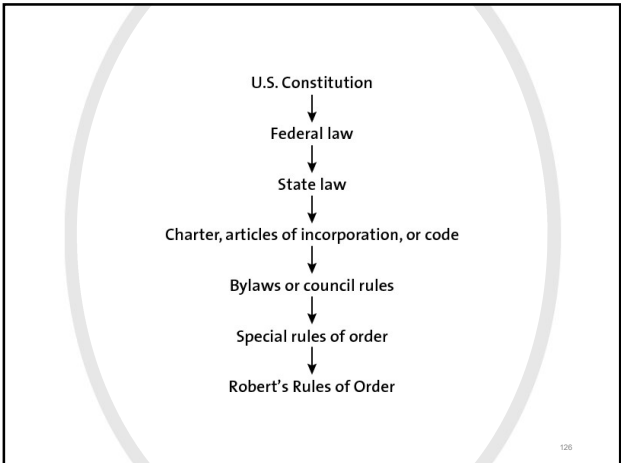
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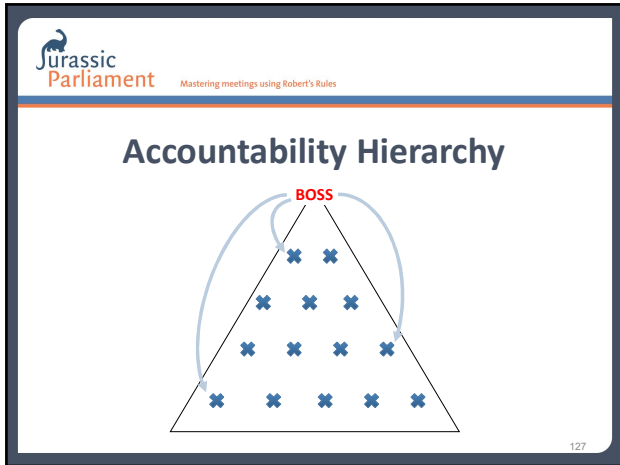
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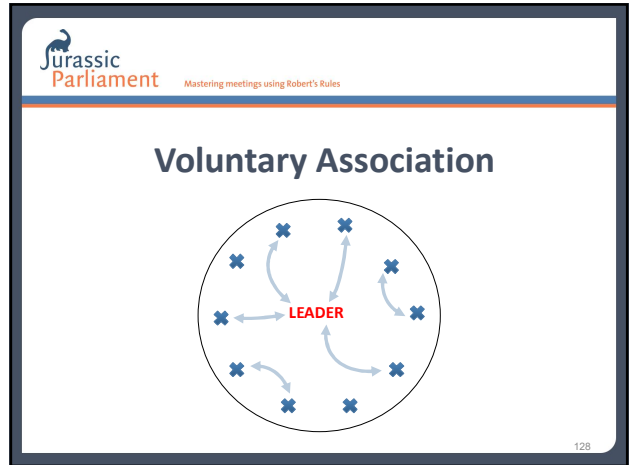
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**Key Point**

Each member has an equal right to speak and to try to persuade others to accept their view.

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**Key Point**

During meetings, the chair controls the process so the group can make the decisions.

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**Fundamental guideline**

**During meetings, the chair is the servant of the group, and the group is the final authority.**

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**You have both types of structure**

- The citizen advisory commission, board or committee forms a voluntary association.
- The city manager and staff form an accountability hierarchy.

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## What is each person's individual authority?

*All members of a governing board share in a joint and collective authority which exists and can be exercised only when the group is in session.*

The Standard Code of Parliamentary Procedure

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## Commissioners & committee members may not do the work of the city

- Citizen volunteers care deeply about their city.
- Sometimes they have special knowledge and expertise.
- They may make suggestions to the staff, but they may not do the work of the city themselves.
- Why? They must not cross the line between legislation and administration.
- This is a legal requirement!

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## Staff

- Staff are advisers to the body, not members.
- The body may invite them to speak at its discretion.
- Staff should be empowered to make Points of Order and to speak up on own initiative on occasion.
- Staff and members should not enter into conversations that "hijack" the meeting.

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## Commission must give clarity to staff

- Don't float an idea and expect staff to make it concrete. "The staff can look into this..."
- If an individual commissioner wants the staff to do something, presider of meeting must make sure that commission agrees by taking a vote.
- Commission as a whole has the responsibility of giving clarity to the staff.
- Simply say, "I move that the staff research this..."

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## Successful staff interaction in local government meetings



© City of Shoreline WA, 2018.

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## Vigorous discussion

- Discussion on your motions can and should be vigorous!
- Express your views freely and don't hold back.
- Once the vote has been taken, however, things change.

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## It's OK to disagree

- The fact that people have different opinions is a strength. It's a good thing!
- BUT we tend to identify with our own position.
- When we are defeated, we sometimes take it personally.
- This is a mistake.

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## At the end of the day, the body must unite behind its decision.

- It is a basic democratic principle that the decision of the majority, voting at a properly called meeting, is the decision of the body as a whole.
- The minority must make it their decision as well.

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*Democracy is the worst system of government in all the world, with the exception of those others that have been tried from time to time.*

Winston Churchill

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## Bottom line

- In a democracy, HOW we decide things is more important than WHAT we decide.
- Courtesy and respect, no surprises, no unilateral action, no end-runs...these are essential for the system to work.

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## Members have a duty

- When serving on a public body, members have a duty to uphold the decision of that body, even if they disagree with it.

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## Disagreement

- Members may express their disagreement in public, but may not attempt to UNDERMINE the decision.
- They are free to try to persuade their colleagues, during the meeting, to change the decision (within limits).

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## We all want to be right

- It's human nature to be unhappy when you oppose the decision.
- Our current culture places a strong premium on individuality.
- I invite you to commit yourself to a bigger principle than your own views.

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## WHY?

After everyone's voice is heard, including the minority, it is the majority that make the decision.

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## Lost the vote? Don't sabotage the council's action



We've had inquiries recently about elected officials who lost a vote, and then actively worked against the outcome. This amounts to trying to sabotage the council. It is wrong, wrong, wrong.

**THE MAJORITY RULES**  
General Henry Martyn Robert, the original author of *Robert's Rules of Order*, expresses it this way:

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## What is the alternative?

*The ballot box is sacred because the alternative is blood.*

Elias Canetti, writer and Nobel Prize winner

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## VI. Citizen Advisory Committee Pitfalls

*With thanks to Ric Stephens, Portland, Oregon*

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## Confusion about your job

*The work of the Planning Commission is to carry out the instructions of the Council.*

City of Bellevue Planning Commissioner

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## What is a citizen advisory committee ?

- A citizen advisory committee is a body that has been established in order to do a job ASSIGNED BY SOMEONE ELSE.
- This can be a challenge!

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## Situation

The planning commission is considering a request to lower the setback from 50 feet to 20 feet.

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## Commissioner asks:

*Isn't there a better place in the city to site this hotel?*

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## Pitfall: Confusion about scope

You must answer the questions assigned to you by the Council, not propose unrelated alternatives.

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## Situation

The environmental commission is considering recommending setting aside some wetlands.

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## Commissioner says:

*I think we can't address this until the University report comes out in five years.*

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## Pitfall: Asking for the moon

- It is an unfortunate fact of governance that sometimes bodies must make decisions with less than adequate information.

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## Situation

The staff have made a recommendation to purchase a historic farm site as a museum.

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## Commissioner says:

*Why are the staff making this recommendation? I think we're wasting our money on staff salaries. Only citizens really understand the issues here.*

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## Pitfall: Confusion about staff role

- Staff are employees of the city.
- The commission or committee may not direct them independently of their assigned tasks.
- Staff have a duty to remind citizen volunteers of the laws, regulations, and fiscal constraints that apply.
- This is not "sticking an oar in," it is doing their job.

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## Be definite and get a grip

- Commissions and committees must come to closure with their issue and define a specific action that they recommend.
- Don't say, "I move what he just said."
- Don't say "so moved!" unless the motion is crystal clear.
- Staff can help bring things to closure.

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## Situation

The staff has carried out a survey.

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**Commissioner says:**

*Since I'm a professional surveyor, I can re-do the survey to verify it.*

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**Pitfall: Confusion about your job**

- A commissioner may have valuable particular expertise, but they are recruited to the commission as a citizen, not as a technical expert.
- Let staff be staff and citizens be citizens!

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**Situation**

There has been a public outcry about changes to the irrigation district boundaries.

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**Commissioner says:**

*Six of my neighbors are very upset about this. They've taken the trouble to come to our meetings, so we should do what they want.*

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**Pitfall: Deafened by decibels**

*Being swayed by the emotional power of a presentation is a common problem. Decisions should be rational, not determined by decibels.*

Ric Stephens

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**Your responsibility?**

- Listen to your constituents, while accepting your own responsibility.
- You must vote based on your own best judgment, not solely in response to crowd opinion.

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When public pressure is intense



At a recent workshop, a director from a school board split by pandemic-related decisions asked me what board members can do in the face of intense public pressure. These are tough times for local non-partisan government bodies, for sure. Here are some thoughts about what can be done.

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**Situation**

There is mixed public opinion about a developer's plans to site a shopping center near the main road.

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**Commissioner says:**

*When we're getting so many different conflicting views on this, I think we should just punt for another six months.*

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**Pitfall: Decision delay**

*A planning commission is expected to render decisions in a timely manner. Some applications suffer "death by a thousand nicks"....This is related to "death by a thousand days," which is the continuation of projects like a soap opera.*

Ric Stephens

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**Situation**

The arts commission is considering a report about the museum.

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**Commissioner says:**

*I was on my honeymoon in Norway and I just haven't had time to study this.*

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**Pitfall: Failure to read packet**

- Commissioners **MUST** read their packets before the meeting!

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**Situation**

The commission is discussing plans for a new hiking trail along the river.

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**Commissioner says:**

*I think we have to analyze what kind of paving stones are best, so teeny-tiny rocks don't get stuck in the paws of our dinosaur residents.*

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**Pitfall: Lost in the weeds/ analysis paralysis**

- We all have a human tendency to delve into the details.
- Sometimes this leads citizen commissions astray, as they spend too much time discussing details that are not relevant to their assignment.

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**Situation**

There doesn't seem to be an attractive option for the new community swimming pool. Both sites have environmental issues.

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**Commissioner says:**

*The planning commission and the city can't resolve this issue. I move that we recommend that the city carry out a referendum!*

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**Pitfall: Shrinking from hard choices**

- A commission does not have the right to decline to do its job.
- That is a waste of public resources.

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**Situation**

There's a lot of dubious activity going on the 110-acre park to the east of town.

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**Commissioner says:**

*I move that all parks commissioners be issued T-shirts saying "Parks Commission" and be authorized to issue tickets to offenders.*

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**Pitfall: Confusion about scope**

- The parks commissioners are not police officers.
- They have a much more limited job!

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**Pitfalls**

- Asking for the moon
- Confusion about scope
- Confusion about staff role
- Confusion about your job
- Deafened by decibels
- Decision delay
- Failure to read packet
- Lost in the weeds/analysis paralysis
- Shrinking from hard choices

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**VII. Public hearings and public comment**

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## Another disclaimer

Robert's Rules of Order contains very little guidance on public comment. In general, this information comes from Jurassic Parliament's experience over 15 years of working with local governments.

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## Public hearing

- A PUBLIC HEARING is an administrative procedure governed by law and regulation.
- It is a meeting OF THE PUBLIC.
- It must be carefully managed.

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## Public hearing

- You can request people to sign in and give their name and, sometimes their address.
- Their testimony, or a summary, is recorded in the minutes.
- There are 2 major types of public hearings.

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## 1) Quasi-judicial hearings

- Your body meets to determine a land-use issue or some other matter in which you function as if you were a bank of judges.

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## What is a quasi-judicial hearing? City of Safety Harbor Florida

- In a quasi-judicial hearing, the body making the decision must apply specific rules or criteria to a particular situation or application as opposed to formulating policy. The decision must be based on the evidence presented at the hearing.

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## What is a quasi-judicial hearing?

- This means that the decision-making body must follow carefully laid out procedures which take into account oral, written and demonstrative testimony or evidence presented at the hearing. Opposing sides may also ask those presenting testimony questions, similar to cross-examination in a courtroom.

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## Examples?

- Zoning of one parcel
- Conditional use
- Variance
- Site plan

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## No “ex parte” communications

- This legal term refers to a situation where a judge (you on the body) communicates with a litigant (the person bringing the issue to your body) outside the meeting or courtroom.
- Once a process has begun, you may not chat with your neighbor about it. If communication happens inadvertently, you must let the body know.

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## Minutes

- These minutes must include details of who spoke and what they said, or a summary of the positions taken.

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## 2) Legislative hearings

- Your body functions as a legislative body, hearing public testimony in order to be aware of relevant issues before passing an ordinance or taking other legislative action.
- It is fine to talk with citizens and residents about these matters.
- Public hearings may be required for budget adoption and other matters.

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## Public hearing vs public comment

- A PUBLIC HEARING is an administrative procedure governed by state law and your city's rules.
- You must include testimony in the minutes.
- The PUBLIC COMMENT PERIOD is an agenda item governed by your own rules.
- We strongly recommend NOT including public comment in your meeting minutes.

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## WHY public comment?

- A commission meeting is NOT A MEETING OF THE PUBLIC.
- It is a MEETING OF THE COMMISSION held in public.
- The purpose of the “public comment” period is to allow the commissioners to become informed about the views of the public.
- It should be carefully structured.

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## Be consistent

- Best to announce rules at beginning of each session, and provide written handout.
- For the sake of fairness, rules for public comment **MUST** be enforced consistently.
- Public must address remarks to chair, not to individual commissioners or the audience.

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## Follow time limits

- Ask staff to time speakers so chair is not distracted.
- Some bodies have a visible timer so speakers know when their limit is approaching.
- Speakers may not donate their time to someone else.

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## Do not dialogue

- This is not a dialogue.
- Do not get into back-and-forth with the public. If chair starts dialoguing with the public, the situation can quickly become confusing.
- If you respond to some speakers but not to others, it can be interpreted as showing bias.

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*We tell the public it is  
a one-way communication  
to the commission.*

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## Differing expectations

- The public may have different expectations.
- They may come to the meeting looking for answers to specific questions.
- They may want to argue.
- They may want their remarks "on the record."
- They may want to raise a "Point of Order," which they cannot do.
- Education is critical!

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## Have a staff member ready

- Some bodies have a staff member at the side, who can take the resident's questions and get back to them.
- Be sure to get contact information, and be sure to follow up!

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## Audience relations

- Only the chair may speak to the audience as a whole.
- In general, individual members may not speak to the public or recognize people in the audience.
- Discourage demonstrations—clapping, booing, whistling, stamping of feet, etc. These can chill free speech, both for commissioners and public.

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## Time, place and manner

- The courts have found that local governments may limit the time, place and manner of public comment.
- All such restrictions must be viewpoint-neutral.
- We recommend setting a time period for public comment (for example, 30 minutes).
- We recommend setting a 3-minute limit for individual speakers.

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## If a speaker runs over...

- If a speaker runs over the limit, interrupt and request that they conclude their remarks, or simply inform them, "Thank you, your time is up."

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## Comment vs. disruption

- Attendees do not have the right to DISRUPT the meeting.
- However, the courts have found that mere words do not usually constitute disruption.
- In general, residents can say whatever they like during public comment.
- Be VERY CAREFUL about ordering someone to leave the meeting.

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## How to act on dais?

- Chair and members convey interest and concern by their body language.
- They should listen to each person speaking as if there were no one else in the room (this is hard!).
- Keep a warm and pleasant expression, or a neutral face if speaker is not complimentary.

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## How to respond?

- Best approach is to thank each speaker, even if negative, and move on.
- Chair may provide brief factual information, if appropriate, which must not degenerate into lecturing or criticism.
- Don't put staff on the spot. Invite people to address questions to staff separately.

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## Attacks on staff

- Commissioners must not criticize staff in public and must be courteous to them.
- If public attacks staff, do not get defensive.
- Do not get in a hostile exchange.
- Be prepared if appropriate to refer the matter to the city manager.

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## Conclude with thanks

- At the end of the public comment period, the chair should thank the public for attending.
- Explain again that while this is not a time for dialogue, all comments and questions are taken seriously by the body.
- Sincerity and warmth on the part of the chair will make a big difference to the experience the public has at your meeting.

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## Other channels


- It is essential for you to be in touch with your public, to be responsive, and to appear responsive.
- Given the limitations of the public comment period, we recommend maintaining other channels for dialogue with the public.
- Community forums, personal discussions, "coffee with the commission" (always less than a quorum), a form on your website, surveys, etc.

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## Guidelines for Public Comment in Local Government



The public comment period is an essential part of local government meetings. These are our guidelines for public comment periods in local government. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings and quasi-judicial hearings are governed by different rules.

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## SAMPLE PUBLIC COMMENT ANNOUNCEMENT

Now is the time to hear from our public. We welcome your comments which are very important to us. Please go to the podium, speak into the microphone, and give your name and city of residence. Address your comments to the mayor/council as a whole, not to individuals. Courtesy is appreciated.

Comments are welcome on general city business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, we invite you to choose a single representative who may speak for 5 minutes.

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## VIII. The right kind of control

1. Knowledge of how this system works
2. A majority on your body in favor of civility and this system.
3. The personal moxie, chutzpah, energy and drive to put it all into practice.

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## Chair must control who speaks when

- The chair serves as a BENEVOLENT DICTATOR, enforcing the rules the group has chosen.
- Individual members must SEEK RECOGNITION before speaking.

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## Chair controls who speaks when

- If someone speaks up without being recognized, STOP THEM.
- If someone speaks out of turn, INTERRUPT THEM.
- If someone makes insulting remarks, CUT THEM OFF.

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## Duty to obey the chair

- Members have a duty to obey the chair's directions.
- If they disagree, they can't argue back.
- What can they do?

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## Don't be intimidated by anger

- Evolutionary psychologists tell us that anger evolved "in the service of bargaining, to resolve conflicts of interest in favor of the angry individual."

Leonard Mlodinow, *Emotion: How Feelings Shape Our Thinking*

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## Guide your members by stating the obvious

- You as chair know more about the process than anybody else.
- You must repeat yourself, and state the obvious, to help bring everyone along.

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## Keep things moving! Be brisk! Speak crisply!

- *Well, I guess the agenda is adopted...*
- *I'll kind of get a thumbs up from the board next week...*

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# Firm but not harsh.

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## Language tips

- End your sentences on a falling tone.
- Phrase things in the positive.
  - We're not trying to hide anything here vs. We're committed to being transparent.*
- Give up on the word "but." Always say "and."
- Say "kindly" not "please," which sounds like pleading.
- Say "very well" and move on.

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## CHEAT SHEET

### LANGUAGE TIPS FOR MEETING MANAGEMENT

SITUATION	CHAIR CAN SAY
Call to order	<i>This meeting of the [name of organization] is called to order.</i>
Unanimous consent	<i>Without objection... if there is no objection...</i>
To begin discussion	<i>It has been moved and seconded that... Is there any discussion?</i>
If there is no second	<i>Since there is no second, the motion will not be considered.</i>
To end discussion	<i>Is there any further discussion? or Are you ready to vote?</i>
Process Point of Order	<ol style="list-style-type: none"> <li>1. Member says, "Point of Order"</li> <li>2. Chair says, "State your point."</li> <li>3. Member explains issue.</li> <li>4. Chair says, "The point is well taken," or "The point is not well taken."</li> </ol>
When someone says "Point of Order" but can't explain what they mean	<i>What rule has been broken?</i>
Process Point of Information	<ol style="list-style-type: none"> <li>1. Member says, "Point of Information,"</li> <li>2. Chair replies, "State your question."</li> </ol>

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## When in doubt, ask the group!

- Chair can always ask the group to decide a question.

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- Chair: *The chair believes that remarks about UFOs landing at our airfield are not germane, and will ask the council to decide whether the councilmember may continue speaking on this topic. All those who believe that the councilmember may continue speaking, say "aye."*
- Councilmembers in favor: *Aye!*

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- Chair: *All those who believe that the councilmember may not continue, say "No."*
- Councilmembers opposed: *"No."*
- Chair: *The ayes have it and the councilmember may continue speaking, OR the noes have it and the councilmember will cease from speaking.*

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## HOW to control?

*The chair should never get excited.*

Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition, 47:19

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## WHY do we need rules?

*Win/lose is the only game most of us understand. We have a constant unspoken need for domination and actually find no enjoyment in win/win situations.*

Richard Rohr, Franciscan author

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## Vision phase one

- Each member expresses their personal views on topics before your body with vigor, energy, commitment, and respect.

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## Vision phase two

- Once the vote is taken, personal opinions and political views are LESS IMPORTANT than the majority vote of the body.
- Members accept the decision and move on without rancor or bitterness.

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## IX. Conclusion

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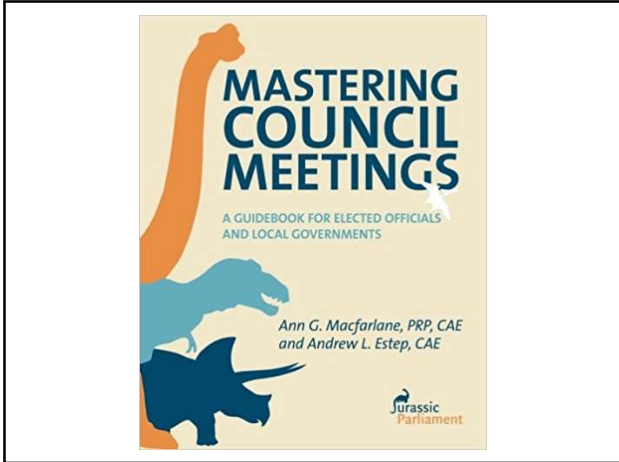
## Keep in touch!

- You are invited to subscribe to our monthly newsletter.
- **Subscribe to the blog on our website** for insight, tips and inspiration, including our new advice column, "Dear Dinosaur."
- Email any time.

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## After taking this training you will be able to:

1. Apply the principle that the authority of the group is more important than any single individual
2. Follow best practices for discussion.
3. Respond to disorder and difficult people.
4. Make Motions and Amendments.
5. Avoid common citizen advisory committee pitfalls.
6. Run effective public comment sessions.

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## The chair is not in charge of your meeting

It is a little-known fact that ultimately it is the board that is in charge of your meeting, not the chair. According to the principles of parliamentary procedure and Robert's Rules of Order, the chair runs the meeting while subject to the will of the body as a whole.

This is very different from the workplace, the military, or many other institutions in our society. Those institutions are structured as an ACCOUNTABILITY HIERARCHY, in which everyone reports, through the appropriate channels, to the BOSS at the top of the pyramid. The boss makes the ultimate decisions and is responsible for the organization's performance.

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## Follow four fundamental guidelines for successful meetings

Og Harbor, Washington City Council. ©Jurassic Parliament 2018.

Robert's Rules of Order includes **four fundamental guidelines** that will create successful meetings. They are easy to say but take some effort to apply, since prevailing culture is often very different. Run your meetings according to these guidelines so your meetings—and your organization—will flourish.

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## Process Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark breaks our rules of decorum.*
4. Chair: *The point is well taken. Members may not use this term.*

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## These remarks are inappropriate

1. Personal remarks about other members (except for conflict of interest)
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless subject is under discussion, or member is about to propose to amend or rescind the action at the end of their speech)
5. Remarks that are not germane (relevant) to the discussion

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## Motions review

- At the right time, seek recognition from the chair.
- State your motion.  
*Chair, I move that we issue each commissioner a \$500 bonus in recognition of their service during the pandemic.*
- After the motion is seconded by another member and stated by the chair, explain why you think it's a good idea.

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## Seconding a motion

- After another member makes a motion, just call out "second!"
- You do not need to be recognized.

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## Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Chair states motion.**
4. Members debate and/or amend motion.
5. **Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Chair states next item of business.

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## Amending a motion

- During discussion on the motion, seek recognition.
- Once recognized, state your proposed amendment.  
*Chair, I move to amend the motion by striking out the number \$500 and inserting the number \$5000.*
- Once another member seconds the amendment, explain why it's a good idea.

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## Remember...

- The amendment is voted on first.
- Once the amendment is resolved, discussion may continue on the main motion.
- Further amendments may be made.
- Finally, the vote will be taken on the **MAIN MOTION AS AMENDED.**

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## Best practices for public comment

1. Set time limits for public comment and for individual speeches.
2. Have the public address the chair, and have the chair respond.
3. Don't engage in dialogue with the public, but have arrangements to answer their questions afterwards.
4. Speakers may not donate their time.
5. On the dais, make the effort to be, and to appear to be, listening intently to all speakers.

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## Quick Guide for Planning Commissions



The work of the Planning Commission is to carry out the council's instructions. Follow this quick guide to parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

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## Quick Guide for Citizen Advisory Committees



The work of the Citizen Advisory Committee is to carry out the council's instructions. Follow this quick guide to parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

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**Local Government Citizen Advisory Boards**  
Examples, options, and model practices for the effective and efficient use of advisory boards by local governments

MRSC

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*Kindness is within our power.  
Liking is not.*

Samuel Johnson, British author

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*Serving on a local government board is like being in a marriage arranged by the citizens.*

Tami Tanoue, Colorado Intergovernmental Risk Sharing Agency

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Disclaimer: Nothing in this presentation constitutes business or legal advice.

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## PARKING FEES IN BONNY DINO

6 attendees: chair, banker, elderly member, environmentalist, photographer, teacher  
*[Note that the numbers are a substitute for being recognized]*

1.	chair	There is continuing pressure on our parking spaces in the downtown areas of the City of Bonny Dino. The staff has reviewed the matter carefully. As you know, our current rate is \$2 per hour. The staff recommends that the Planning Commission propose to Council that the new fee be set at \$20 per hour. Does anyone care to make that motion?
2.	environmentalist	I move that the Planning Commission propose to Council that parking fee be set at \$20 per hour.
3.	photographer	Second!
4.	chair	Very well, it has been moved and seconded that the Commission propose to Council that parking fee be set at \$20 per hour. We will now have discussion on the motion. Environmentalist, as the maker of the motion, you have the right to speak first.
5.	environmentalist	Well, I'm a believer in public transportation myself. I think that this increase will lessen congestion and also force more people to take buses or walk. It's a good idea for the environment and for our city.
6.	chair	Further discussion? The chair recognizes the Elderly Member.
7.	elderly member	<i>[speaking angrily]</i> I think this is a terrible idea! We've just learned that we have a \$10 million surplus! Why would we increase the parking fee and burden our residents this way?
8.	environmentalist	<i>[speaking passionately]</i> Do you know that the parking fees in most cities of the League are \$15 per hour? We are so far below the market that it's ridiculous.

9.	elderly member	Well, that's not a reason to go crazy and lay this burden on our residents. Many elderly dinosaurs are feeling the pinch. Our current tough economic times have hit them really hard.
10.	environmentalist	There's no point being an old softie and begging for sympathy for the down-and-out. If they had an ounce of gumption they would have saved up for their old age.
11.	elderly member	What a hard-hearted comment! Some day you might be OLD AND WRINKLED AND POOR yourself – have you no compassion?
12.	environmentalist	All I have to say to you about that is NONSENSE, APPLESAUCE AND BALDERDASH!
13.	banker	Point of Order!
14.	chair	State your point.
15.	banker	These members are monopolizing this discussion. Under Robert's Rules, no one can speak a second time until everyone who wishes to do so has spoken once.
16.	chair	The point is well taken. Everyone must have an equal chance. Thank you, Banker. Further discussion?
17.	photographer	This is likely to put a crimp on the vitality of our downtown. As a business owner, I'm really concerned about this. I speak against the motion.
18.	banker	I see those arguments, but I think we have to be prudent. I guess on balance I'm in favor of this proposal.
19.	chair	Honestly, I think that you dinosaurs are just living in the past. We ought to be preparing for driverless cars, not raising the rates for our parking lots! You're just a bunch of HAS-BEENS!
20.	elderly member	Point of Order, Chair!

21.	chair	State your point.
22.	elderly member	That is an insulting remark. According to Robert's Rules of Order, all of us are obliged to speak with courtesy and respect, INCLUDING THE CHAIR!
23.	chair	<i>[speaking sadly]</i> Oh, the point is well taken. The chair apologizes for her remarks. Further discussion?
24.	banker	<i>[speaking angrily]</i> In my opinion, this commission is CLUELESS! We have our heads stuck in the concrete. Given the way the stock market is trending, our surplus could just disappear. I hope everyone will agree to raise those rates.
25.	environmentalist	You know, I've heard better discussions in my daughter's kindergarten class! It's clear that we don't have the sharpest knives in the kitchen drawer here.
26.	elderly member	Point of Order!
27.	chair	State your point.
28.	elderly member	The members are insulting all of us by those remarks.
29.	chair	The chair will rule that the comments are indeed insulting. Members will kindly refrain from such improper statements.
30.	teacher	<i>[speaking intensely]</i> I have to say that I don't think all these rules are a good idea. They are keeping us from expressing our true opinion! You're an OUT-OF-DATE DINOSAUR yourself, Chair.
31.	chair	The chair will rule that the words "out-of-date dinosaur" are insulting and may not be used.
32.	teacher	APPEAL!
33.	environmentalist	Second!
34.	chair	Very well, the ruling of the chair has been appealed and seconded, so the members will decide. The chair has ruled that the words "out-of-date dinosaur" are

		insulting. All those who believe that this ruling should be sustained, please say “aye.”
35.	chair, banker, elderly member, photographer	Aye!
36.	chair	All those who believe that the ruling should not be sustained, please say “no.”
37.	teacher, environmentalist	No!
38.	chair	The “ayes” have it, the motion passes, and the ruling of the chair is sustained. Members may not use this term. Further discussion?
39.	photographer	If we do this, the residents are likely to come and throw eggs at our houses—or even worse! I’m dead against it.
40.	chair	Any further discussion? Hearing none, we’ll take the vote. All those in favor of proposing to Council that the parking fee be raised to \$20 per hour, please say “aye.”
41.	chair, banker, teacher, environmentalist	Aye!
42.	chair	All those opposed, please say “no.”
43.	elderly member, photographer	No!
44.	chair	The “ayes” have it, the motion passes, and we will propose to Council that the parking fee be raised to \$20 per hour.



## CITIZEN ADVISORY COMMITTEE PITFALLS

SITUATION	COMMISSION MEMBER...	PITFALL
1. The planning commission is considering a request to lower a setback from 50 feet to 20 feet.	Isn't there a better place in the city to site this hotel?	Confusion about scope
2. The environmental commission is considering recommending setting aside some wetlands.	I think we can't address this until the University report comes out in five years.	Asking for the moon
3. There doesn't seem to be an attractive option for the new community swimming pool. Both sites have environmental issues.	The planning commission and the city can't resolve this issue. I move that we recommend that the city carry out a referendum!	Shrinking from hard choices
4. The arts commission is considering a report about the museum.	I was on my honeymoon in Norway and I just haven't had time to study this.	Failure to read packet
5. There is mixed public opinion about a developer's plans to site a shopping center near the main road.	When we're getting so many different conflicting views on this, I think we should just punt for another six months.	Decision delay
6. There has been a public outcry about changes to the irrigation district boundaries.	Six of my neighbors are very upset about this. They've taken the trouble to come to our meetings, so we should do what they want.	Deafened by decibels
7. The staff have made a recommendation to purchase a historic farm site as a museum.	Why are the staff making this recommendation? I think we're wasting our money on staff salaries. Only citizens really understand the issues here.	Confusion about staff role
8. The commission is discussing plans for a new hiking trail along the river.	I think we have to analyze what kind of paving stones are best, so teeny-tiny rocks don't get stuck in the paws of our dinosaur residents.	Lost in the weeds/analysis paralysis
9. The staff has carried out a survey.	Since I'm a professional surveyor, I can re-do the survey to verify it.	Confusion about your job
10. There's a lot of dubious activity going on the 110-acre park to the east of town.	I move that all parks commissioners be issued T-shirts saying "Parks Commission" and be authorized to issue tickets to offenders.	Confusion about scope



# *interior decorator*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we modernize the interior of City Hall.</p>
<p>Sample remarks in favor of your motion...</p>	<p>City Hall looks like something out of Mad Men! It's high time we made it modern.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and get the services of professionals to do it."</p>



## *jewelry maker*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we establish a jewelry-making project for out-of-work dinosaurs using amber and other precious metals.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We have some real unemployment issues here in our city, and this will make a difference.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “provided that we agree to encourage the export of amber to other cities. ”</p>



# *knitter*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we request the YMCA to offer free knitting classes.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Knitting is very good for soothing dinosaurs that suffer from stress.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and ensure that hobbyists are also included.”</p>



# *landscape architect*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we improve the landscaped areas around our civic buildings by adding more native plants.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Our civic buildings should reflect our city's prosperity and our history.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and have lots of nice flowers."</p>



# *librarian*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build a new library for the city.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Our old library is just falling apart! And books and CDs are the key to our dinosaur future.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and install new computers in the library so that dinosaurs can access the catalog more efficiently. ”</p>

## *massage therapist*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we research the health-giving properties of our mineral mud.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We are sitting on a gold-mine here in Bonny Dino. Do you have any idea how much people will pay for mud-bath treatments?</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “free massages be offered to all employees.”</p>



## *motel owner*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we eliminate the lodging tax.</p>
<p>Sample remarks in favor of your motion...</p>	<p>It would increase our revenues if visiting dinosaurs didn't have to pay that 50% lodging tax.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and invite everyone to stay in local motels at city expense."</p>





## *movie fan*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we ask Mr. Steven Spielberg to film this project for posterity.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Mr. Spielberg is one of the great directors of the world, and it would be an honor to have him film our project!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and we retain a local movie director to film the project for posterity.”</p>



## *museum director*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build a new museum to honor the glorious history of dinosaurs.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We need to help our posterity remember where they come from. Our old museum is a disgrace!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and give out free museum tickets to all participants in the project in appreciation for their hard work.”</p>



## *music teacher*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we donate a set of new instruments to all our school bands.</p>
<p>Sample remarks in favor of your motion...</p>	<p>As it is now, the mammals outshine us every time! We need better instruments that we can play with our dino teeth.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and that we provide special grants to encourage musical dinosaur children to participate in this project.”</p>



# *naturalist*

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Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we</p>
<p>Sample remarks in favor of your motion...</p>	
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words ""</p>



## *neighborhood blogger*

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Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we provide high-speed Internet access to every home in the city.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We need to give everybody access to my blog so they can find out the real truth about what's going on in our city.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and give bloggers the same status as journalists."</p>



## *nurse practitioner*

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Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we donate funds to the school district to assign a qualified dinosaur nurse practitioner to each elementary school.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We have some real public health problems, and we need to get serious about solving them!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and get input from our local dinosaur nurse practitioners to make sure that there is no damage to the public health. ”</p>



## *office manager*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we eliminate the head tax on employees in offices located in this city.</p>
<p>Sample remarks in favor of your motion...</p>	<p>This tax is wildly unfair and makes us non-competitive.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and subsidize free lunches for all city employees.”</p>



## *opera fan*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we allocate \$1 million to partner with the schools and bring students to opera performances free.</p>
<p>Sample remarks in favor of your motion...</p>	<p>This will increase the happiness and well-being of our students.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and that we invite our high school choir to sing at the ceremony marking the opening of the project. ”</p>





## PE teacher

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Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we donate new uniforms to all our school sports teams.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Right now it's a disgrace how our sports teams are dressed! The City of Bonny Dino just looks plain old shabby.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and request our High School Dinosaur Drill Team to provide the entertainment."</p>



# *pharmacist*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we provide Valium without charge to every resident dinosaur suffering from stress.</p>
<p>Sample remarks in favor of your motion...</p>	<p>In these tough economic times, many dinosaurs are truly suffering from anxiety and stress. Valium would make them calmer.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and provide chemical assistance to all.”</p>



# *photographer*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we create the position of “official photographer” as a city employee.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We’re doing great things here in Bonny Dino, and we need to be able to market the city with quality pix!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and document the project with high-level photographs.”</p>



# *pilot*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we establish a short hop air transport system among all the cities of our region, with our city as the hub.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Better transportation options will be the key to economic vitality and growth in our city.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and make arrangements for all transportation tickets to be purchased online.”</p>



# *plastic surgeon*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we direct the Welfare Department to offer plastic surgery to dinosaurs suffering from facial disabilities.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Many dinosaurs have social phobias as a result of their ugly mugs. This will fix it.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and recognize the importance of clear skin to self esteem.”</p>



# *plumber*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we subsidize the cost of repairs to the sewer lines for each homeowner when flooding occurs.</p>
<p>Sample remarks in favor of your motion...</p>	<p>It's not fair that dinosaurs have to cover the cost of repairing their own sewer lines!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and make all sewer lines part of the city system."</p>



## *port director*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we form a consortium with the five other ports of Dino Bay.</p>
<p>Sample remarks in favor of your motion...</p>	<p>All the traffic is going to Port Dino and Montedino! We need to rev up the economic engines.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and do an in-depth study of port traffic to find out what our true costs are.”</p>



# *psychiatrist*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we set up a Mental Health Court to deal with dinosaurs who have medical issues.</p>
<p>Sample remarks in favor of your motion...</p>	<p>It seems clear that the threat of impending doom has made many dinosaurs paranoid.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and provide long-term therapy to all residents who need it.”</p>





# *psychologist*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we support a psychologist in the high school to provide counseling and assistance to the dinosaur youth who are challenged by school conditions.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Dinosaurs find it very challenging to sit in a classroom for six hours a day!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “including sensitivity training on interspecies respect.”</p>



# PTA President

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we increase the city's subsidy to our school system by 50%.</p>
<p>Sample remarks in favor of your motion...</p>	<p>The schools are our future – if we don't put our money there, we'll go extinct!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and recognize the importance of our schools."</p>



## *real estate developer*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we zone the city's southern belt for commercial development.</p>
<p>Sample remarks in favor of your motion...</p>	<p>There is plenty of land south of us that isn't any use to anybody. This would provide real economic growth.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and encourage local entrepreneurs to invest in our city."</p>



## *restaurant owner*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we create a Culinary Institute to train young dinosaur chefs.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We can't compete with the League of Southern Dinosaur Cities unless we have our own Culinary Institute.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and encourage all young dinosaurs to learn how to cook."</p>



# sailor

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we purchase a fleet of six Optimist sailboats to be stored at the city boathouse.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Our dinosaur youth would really benefit from enhanced opportunities for recreational sailing.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and we ask members of the Sailing Club to promote the project. ”</p>



# *school superintendent*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we assign half the surplus to our local public schools.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We need to ensure an excellent education for all dinosaurs! It's the most important thing we can do for our future.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and request that the Bonny Dino High School Band provide the music. "</p>



# scientist

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we publish a new scientific journal to share all the breaking news about research.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We need to spread the word widely about the important discoveries being made in our city!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and that we publicize the results of this project in scientific journals across the nation. ”</p>



## *security guard*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we double the security force on all city buildings.</p>
<p>Sample remarks in favor of your motion...</p>	<p>The woolly mammoths have been rampaging all over the city. We need to protect our buildings!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and take steps to ensure that all buildings are secure from mammoth attack.”</p>





# sheriff

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we purchase all-terrain vehicles for all our law-enforcement officers.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We can't pursue criminals into the wastelands to the west without better transportation.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and give all support to law enforcement possible."</p>



# skier

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we promote a sister-city relationship with the city of Rockville.</p>
<p>Sample remarks in favor of your motion...</p>	<p>If we do this, our skiers can be given discounted rates when they head to the northern mountains for winter recreation.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and that we institute a ski-training program in our high schools. ”</p>



## *social worker*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we establish a summer camp for delinquent dinosaurs.</p>
<p>Sample remarks in favor of your motion...</p>	<p>The schools are just not meeting the needs of the dinos with special needs. A summer camp would make a big difference.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and request the Department of Social Work to report on whether this will help the young delinquent dinos. ”</p>



## *spa manager*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we fund skin care research to develop the useful properties of the special mineral muds of our area.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Our spas could really benefit from this initiative. And given the stress of these tough economic times, spas are vital to our health.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and that our city provide subsidized spa treatment to all employees in recognition of the stress of their jobs. ”</p>



# surveyor

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we commission a new survey of all the city grounds.</p>
<p>Sample remarks in favor of your motion...</p>	<p>All we have now is a survey from territorial times. It's clearly inadequate.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and survey the extent of the project using professional assistance."</p>



## *swim champion*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build a new swimming pool open to all residents.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Dinos of all ages need proper exercise, and swimming is the best! Every dino should know how to swim.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “provided that oversize dinosaurs be prohibited from doing cannonballs in our pool. ”</p>



## *taxi driver*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we cut the permit fees for taxi licenses in half.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We have so few taxis nowadays that it's practically impossible to find one on Saturday night.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and provide taxis as transportation for everyone involved."</p>



## *tennis player*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build new city tennis courts that have modern surfaces.</p>
<p>Sample remarks in favor of your motion...</p>	<p>The old tennis courts are built on lava beds. They are just a disgrace!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and build a new tennis court onto to the project.”</p>





## *tourism officer*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we hire a public relations firm to help promote our city.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Our city efforts are just puny. We need to get professional help to draw the tourists that will make Bonny Dino prosperous.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and get an excellent PR firm to publicize this project.”</p>



# TV anchor

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build a new TV broadcasting station.</p>
<p>Sample remarks in favor of your motion...</p>	<p>It's really unfair that reception varies so badly in the different areas of the city. It's a matter of equity to equalize the situation.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "and that we have a competitive bid process to make sure that we get the best price for the project."</p>



## *union president*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we raise the minimum wage to 5 ginkgo bales per hour.</p>
<p>Sample remarks in favor of your motion...</p>	<p>In these tough economic times, we've got to consider the working stiff.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "provided that the minimum wage is raised."</p>



# *university professor*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we donate the entire surplus to the university.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Research is the only way to assure a good future for the dinosaurs.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and get support from the Chancellor of the University.”</p>



# *veterinarian*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we provide free rabies shots to all pet dinosaurs in the city.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Pet dinosaurs are a real risk to their owners.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and provide anti-rabies information on local television.”</p>



## *wind power enthusiast*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build an experimental wind farm to the south of Bonny Dino.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Denmark gets 40% of its power from wind farms – why shouldn't we do the same? They've reduced carbon emissions and strengthened their economy.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words "alternative energy sources be considered as part of the project"</p>



## *winery owner*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we invest in a campaign to promote the wineries of the Bonny Dino region as a tourist destination.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We need to attract folks to the fabulous facilities that we have! This will make a big difference to our revenue.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and we send a delegation of dinosaurs to the Vintners Convention to promote our region as a fine wine destination.”</p>



## *world language teacher*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we request that the Superintendent of Schools require the study of a world language in our high schools.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Good relations among all species in our city requires that we be able to understand each other.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and our city will purchase 30 books in each language spoken in our city for the Public Library. ”</p>





## *yoga teacher*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we offer free yoga classes on Saturdays to all our citizens.</p>
<p>Sample remarks in favor of your motion...</p>	<p>Yoga is much better than drugs or alcohol for relieving dinosaur stress.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and blend eastern and western culture in the project.”</p>



## *zipline owner*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we build a zipline facility in the city park.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We had a 90-year-old dinosaur on our zipline last week! Clearly this is going to be a great recreational service to all residents.</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “outdoor recreation be a focus of all future planning.”</p>



## *zoo director*

---

Make this motion, or make up one of your own if you prefer!

Be prepared to improvise amendments, depending on what other motions are made.

You can say whatever you like.

<p>YOUR Main Motion</p> 	<p>I move that we contribute \$300,000 in improvements to the Regional Zoo.</p>
<p>Sample remarks in favor of your motion...</p>	<p>We really need to do something about upgrading the disgraceful habitats for the animals in our zoo!</p>
<p>Sample Amendment</p> 	<p>I move that we amend the motion by adding the words “and we ask the Regional Council to support this project.”</p>