

Library Advisory Board

May 3, 2011
Tuesday

Regular Meeting
5:00 P.M.

Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES**
(Minutes are approved during Regular Meetings only)
 - A. Meeting Minutes for the Regular Meeting on April 5, 2011 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Who will attend? Volunteers please!
 - C. Director’s Report – May 2011
 - D. Monthly Statistics – April 2011
 - E. Landscape Committee Report
 - F. Arts Committee Report
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Library Capital Projects - Status Report on Energy Efficiency Measures
 - B. Library – Comments, Responses, Issues, and Challenges
- 10. NEW BUSINESS**
 - A. Welcome New Boardmembers! Page 13
 - B. Memorandum from Deputy City Clerk Krause dated April 27, 2011 Re: General Review of Robert’s Rules for New Boardmembers Page 19
- 11. INFORMATIONAL MATERIAL**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 7, 2011** at 5:00 P.M. in the Cowles Council Chambers at City Hall at City Hall 491 E. Pioneer Avenue, Homer, Alaska.

Session 11-03 a Regular Meeting of the Library Advisory Board was called to order on April 5, 2011 at 5:05 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, WAGNER, LARSON, SEAMAN, AND MUNN

STAFF: LIBRARY DIRECTOR HILL
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

WAGNER/MUNN – MOVED TO APPROVE AS PRESENTED.

There was no discussion.

The Agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

- A. Meeting Minutes for the Regular Meeting on January 4, 2011
- B. Meeting Minutes for the Special Meeting on March 15, 2011

Chair Faulkner requested a motion to approve the minutes for the January Meeting and March Meeting. She explained that they did not have a February meeting due to lack of a quorum and minutes are not approved at Special meetings.

LARSON/SEAMAN - MOVED TO APPROVE THE JANUARY MINUTES.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Faulkner requested a motion for approval of the March Special meeting minutes.

LARSON/SEAMAN – SO MOVED.

There was no discussion.

The motion to approve the minutes was by consensus of the Board.

VISITORS

Chair Faulkner acknowledged that there were four visitors in the audience; she acknowledged that two were potential Boardmembers, she invited the Visitors to approach, and asked them to state their name for the record and explain to the Board why they were at the meeting.

Megan Murphy, city resident whose property borders the Library property on the northern side, they were the residence two doors down from the Dentist's office in the Smurf blue house she was inquiring if it was possible to adopt the piece of property that is located adjacent to the path to put in edible landscaping. She would like to discuss the possibilities or suggestions that the board might support.

Boardmember Wagner stated that she asked Ms. Murphy to come to the meeting since they will be having two Boardmembers leaving that are on the Landscape Committee and they have discussed the possibilities of adoption of certain weedy areas or grounds for mowing or putting in gardens. They discussed creating policies on this but have not done so. She wanted to have this discussed before she left the Board. Boardmember Larson agreed and queried on how to write the policy.

Chair Faulkner agreed and requested clarification of the proposed location that they are interested in adopting. Ms. Murphy explained that it is the section directly adjacent to the pathway that leads up to the street. Ms. Murphy explained that they haven't worked through the details on what they would plant but she was thinking of edible perennial plants that would be available for anyone to harvest from. Library Director Hill stated that she would recommend working with the Landscape Committee, the City Manager, Public Works and this will fall to the new Director to address, but she would not be starting until June possibly. Ms. Hill stated that in the time remaining she would not have the time to write a policy. Boardmember Wagner inquired about the policy and whose benefit was it for such as public works, the city, etc. Ms. Hill responded that there would be an agreement needed between the people, library, the city and the board. Boardmember Wagner recommended that Ms. Murphy join the Landscaping Committee as a public member and then her idea could be addressed. This would then be like the Rotary Garden. Discussion encompassed how the Rotary Garden was established. Boardmember Larson stated that the Rotarians initially stated they were interested in installing a garden at the new library. Library Director Hill noted that the Public Works Director was involved with that issue. She remembers that being agreed upon when the building was being built and did not meet any resistance.

Further discussion ensued on how to go about allowing this garden to be established and what would be required. It was recommended to see what other groups did to put in gardens on other city owned property such as in front of the car wash on Pioneer Avenue and Baycrest Hill.

Chair Faulkner noted that there was definite interest in the idea but more information was needed on how to go about this idea. She requested Ms. Murphy to make sure the Clerk had her contact information and Boardmember Wagner.

Ms. Murphy commented that she would be very interested in looking at the original plans for the garden and would love to volunteer to work on this overarching vision. She is not stuck on raspberries in response to comments on the possible bear attractant. Boardmember Larson commented that they would also have to think of the effect of the rabbit population on whatever is planted too in that area.

A brief discussion on access to original drawings and copies thereof; Boardmember Wagner will keep in contact with Ms. Murphy. Brenda Adams as President of the Garden Club will be contacted on information needed.

Chair Faulkner explained that due to budgetary issues that puts limits staff so they depend on volunteer efforts, the Friends of the Library has paid for the assistance of Brenda Adams in getting control of the weeds, etc. Boardmember Wagner explained the original concept of the landscaping at the Library. There was no further discussion.

Chair Faulkner thanked Ms. Murphy for coming and that staff will be in touch with them.

Monica Cogger and Kenneth Schroeder potential new members introduced themselves, and who invited or informed them about the opening.

There were no additional comments.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

There was no report.

B. Next Friends Meeting - Who will attend? Volunteers Please!

Due to schedules there will be no attendance by a board member at the next Friends meeting. Library Director Hill will be unable to provide a report at the May meeting since her last day will be April 29, 2011. She commented that she may be able to submit a written report to the Clerk if her scheduled allowed.

Chair Faulkner gave a brief summary on the Friends for the potential members.

There were no further discussions.

D. Director's Report – April 2011

Chair Faulkner inquired if the missing LEED sign has shown up and it has not. Ms. Hill reported that the Lifelong Learner and the Youth Learner were selected at the Special Friends meeting. Those selected were Norman Dick Griffin, bakes bread, writes books and builds boats and Adijo Davis, was on the Debate team; Clem Tillion will be the Keynote Speaker at the event. The cost has been reduced in half this year.

There was no further discussion.

E. Monthly Statistics – March 2011

Library Director Hill distributed the statistics. She noted that the circulation has increased dramatically since February almost a 1000 since last March. The Study Room usage has increased over last year too. Attendance remains comparable, internet users has increased; she commented that there are still many area residents who do not own a computer and related an incident about an older gentleman who had an email account but had never checked it or anything. There have been more materials added and weeded out than last year this time. Revenue was increased by \$577 more than same period last year. She did note that this winter and spring the Library was the only place that had paper Tax and Permanent Fund forms. These are still very popular. Some people coming in to the library were first time visitors.

Chair Faulkner inquired if the fees collected covered printed copies from the internet and Ms. Hill confirmed that it did.

There was no further discussion.

F. Landscape Committee Report

Boardmember Larson stated that the weed removal project is scheduled for May 21, 2011. Ms. Adams stated that they need to continue working towards getting the various areas designated for mowing and those were the only issues.

Discussion ensued on appointing a new Boardmember to the Landscaping Committee since the two members were retiring. Ms. Wagner and Ms. Larson can still be Public Members on the Committee but to have the Committee must have one Boardmember.

Ms. Munn volunteered as the new Boardmember for the Landscape Committee. Chair Faulkner accepted and appointed her to the committee.

A discussion was held with Mr. Meyer regarding mowing by Public Works personnel this season. It was noted that there was a "landscaping map" that denoted the areas to be mowed. It was acknowledged that the budget for this additional work was limited. Mr. Meyer will look into adding to the mowing contract but agreed that something could be worked out. He acknowledged there may be some value in mowing more areas to make the appearance more acceptable to the public. He noted that additional mowing could help with the sight distance issues at the two driveway entrances. He did not see why they could not take a site plan and request a price on the additional mowing. He was not sure that it would have to be approved by Council but it would depend on that amount. Ms. Hill will work with Mr. Meyer and Ms. Otteson and have the areas and cost information for the next meeting.

Mr. Meyer clarified the areas requested as south entrance to the east along the width of the gardens near the bench including the bench area; east side of the building.

The concern was allowing the dandelions and clover to reach heights that allow the prevailing winds to blow the seeds into the gardens where the time, efforts and money was spent to weed during the past summers.

There was further discussion on the benefits of mowing in certain areas and spreading grass seed to help prevent the dandelions and clover from taking over those areas.

There was no further discussion.

G. Arts Committee

Chair Faulkner reported that there were no items to discuss.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library Capital Projects - Status Report on Energy Efficiency Measures

Mr. Meyer reported that he has held several meetings with Mr. Smith and has forwarded his recommendations to the City Manager. He also held a meeting with ATS Anchorage on the tweaking needed to the system. This can hopefully be accomplished in the next thirty days. He further elaborated on several possible items that could be changed.

They did have a brief discussion on the areas of glaciation in or near the handicap parking and the immediate solution to relocate the parking space across the parking lot. It was noted that they could just restripe that space and relocate the signs. Mr. Meyer did note that there was a lot more heaving done

this winter than previous winters. This will be addressed as soon as possible. They did better this winter in keeping the snow piled up away from this area. It was noted that installation of speed bump may be needed since they do have several "speeders" that cut through the parking lot.

There was no further discussion.

Chair Faulkner called for a break at 6:30 p.m. The meeting was reconvened at 6:45 p.m.

B. Library – Comments, Responses, Issues, and Challenges

There were no items for discussion.

C. Review and Update Library Policies and Procedures

Library Director Hill gave a history on the revisions to the Library Policies and Procedures. She stated that due to the short time remaining in her tenure and the time allowed she will leave the remaining topics for the new director.

It was noted that there will not be new revisions until the new Director has the time to review and decide if she would like to update or revise the policies and the procedures as needed.

Library Director Hill further stated that she will be leaving a table indicating the status of each chapter in the Policy and Procedures.

There was no further discussion.

NEW BUSINESS

A. National Library Week Proclamation – Draft

Library Director Hill requested the Board members to review and comment on the draft proclamation recognizing National Library Week.

There was a brief discussion on the proclamation and attending the next council meeting to show support for the proclamation.

There were no further comments or changes on the content of the proclamation.

Chair Faulkner requested a motion to approve the draft proclamation as it was written.

WAGNER/SEAMAN – SO MOVED.

There was no discussion.

The motion to approve the Proclamation for National Library Week was approved by consensus.

There was no further discussion.

- B. Memorandum to Amend Chapter 1.48, Public Library
 - 1. Draft By-Laws showing Additions and Deletions of Proposed Changes
 - 2. Draft Ordinance 11-xxx, Amending Chapter 1.48, Public Library
 - 2. Current By-Laws
 - 3. Memorandum dated May 18, 2009 to Mayor and Council regarding previous Changes to By-laws.
 - 4. Ordinance 09-28(S), Amend HCC Chapter 1.48 Public Library

Deputy City Clerk Krause explained that all ordinances must be written by the City Attorney in response to why this was before the Board again. She further explained that the by-laws do not contain the membership make-up as shown in Code, they also do not indicate any meeting day or time.

She explained that an ordinance was needed to amend the Homer City code and a Resolution was required to change the bylaws in response to questions from Boardmembers.

SEAMAN/WAGNER – MOVED TO DIRECT STAFF TO SUBMIT THE DRAFT ORDINANCE REDUCING MEMBERSHIP REQUIREMENTS FOR COUNCIL APPROVAL.

A brief discussion was held on the necessity of making the changes to the membership requirements. It was noted that they could approve the reduction and withhold submitting it to council to see if they receive more applicants.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The Boardmembers discussed the necessity for updating the bylaws and agreed by consensus to implement the recommended changes.

There was no further discussion.

INFORMATIONAL MATERIALS

- A. Memorandum dated March 17, 2011 to Mayor and Council Re: Amending the Regular Meeting Time of the Library Advisory Board
- B. Memorandum date March 21, 2011 to Mayor and Council Re: Recommendations for the 2011 Land Allocation Plan.

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

Mr. Kenneth Schroeder inquired about the Rural Libraries Grant for a Video Conferencing System. Library Director Hill stated that they will not it will be given to the rural villages first.

COMMENTS OF THE CITY STAFF

There were no comments from Staff.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner gave a brief acknowledgement to Boardmembers Wagner and Larson and presented them each with a framed collage from events during their terms on the Library Advisory Board in recognition of their service and dedication. Chair Faulkner thanked the potential new members for attending and explained that the meetings are not normally this long and thanked them for volunteering their time; it's a great organization and great people.

COMMENTS FROM THE BOARD

Boardmember Larson thanked the members for the plaque on commented on the there was a dandelion missing from the picture. She stated she has really enjoyed working with everyone and that she knows Homer will experience a hole without Helen. She stated she will miss Helen.

Boardmember Seaman commented it has been great working with Flo and Kyra and they are amazing gardeners.

Boardmember Munn commented that it was great working with them and hopes to see them at future landscape meetings.

Boardmember Wagner stated one of the biggest gifts is to see two new members in the audience. She said it has been great working with the group and has really enjoyed it and if life and time would allow she would continue. Thank you.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 7:30 p.m. The next Regular Meeting is scheduled for May 3, 2011 at 5:00 pm at City Hall, Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Tamara Fletcher

Has been appointed to

serve as

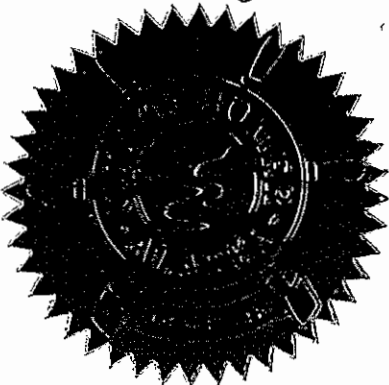
“Boardmember”

on the

“Library Advisory Board”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 25th day of April, 2011.*



James C. Hornaday
JAMES C. HORNADAY, MAYOR

ATTEST

[Signature]
JO JOHNSON, CMC, CITY CLERK



Office of the Mayor
James C. Hornaday

Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

Phone 907-235-8121 x2229
Fax 907-235-3143

Tamara Fletcher
4658 Rochelle Rd.
Homer, AK 99603

Dear Ms. Fletcher,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of April 25, 2011, via Memorandum 11-057

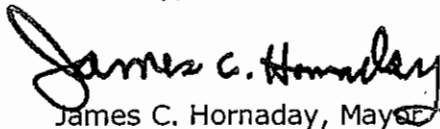
Included is the 2010 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest. You will also find a pamphlet on the basics of Robert's Rules of Order. This is intended to help you as a member of the board.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2013.

Cordially,


James C. Hornaday, Mayor

Enc: Memorandum 11-057
Certificate of Appointment
2010 Public Official Conflict of Interest Disclosure Statement
HCC 1.18
Robert's Rules

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Kenneth Schroeder

Has been appointed to

serve as

“Boardmember”

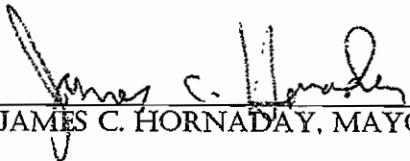
on the

“Library Advisory Board”


This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 25th day of April, 2011.*




JAMES C. HORNADAY, MAYOR

ATTEST:


JO JOHNSON, CMC, CITY CLERK



Office of the Mayor
James C. Hornaday

Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

Phone 907-235-8121 x2229
Fax 907-235-3143

Kenneth Schroeder
3894 Ben Walters Ln.
Homer, AK 99603

Dear Mr. Schroeder,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of April 25, 2011, via Memorandum 11-057

Included is the 2010 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

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Your term will expire April 1, 2014.

Cordially,


James C. Hornaday, Mayor

Enc: Memorandum 11-057
Certificate of Appointment
2010 Public Official Conflict of Interest Disclosure Statement
HCC 1.18
Robert's Rules

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Monica Cogger

Has been appointed to

serve as

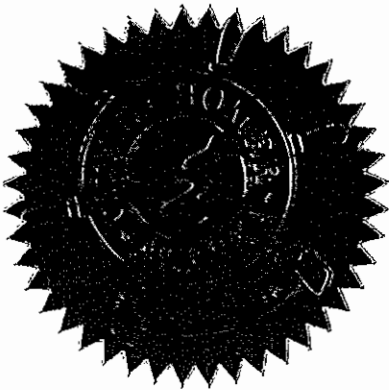
“Boardmember”

on the

“Library Advisory Board”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 25th day of April, 2011.*



James C. Hornaday
JAMES C. HORNADAY, MAYOR

ATTEST:

J. Johnson
JO JOHNSON, CMC, CITY CLERK



Office of the Mayor

James C. Hornaday

Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

Phone 907-235-8121 x2229
Fax 907-235-3143

Monica Cogger
PO Box 2454
Homer, AK 99603

Dear Ms. Cogger,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of April 25, 2011, via Memorandum 11-057

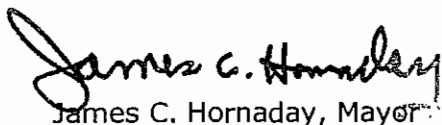
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Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2012.

Cordially,


James C. Hornaday, Mayor

Enc: Memorandum 11-057
Certificate of Appointment
2010 Public Official Conflict of Interest Disclosure Statement
HCC 1.18
Robert's Rules

Cc: Library Advisory Board

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



491 E. Pioneer Avenue
Homer, Alaska 99603-7624

(907) 235-3130
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Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 27, 2011

SUBJ: GENERAL REVIEW OF ROBERT'S RULES FOR NEW BOARDMEMBERS

Background

The Clerk's Office created the booklet to assist new and not so new members of the City of Homer Boards, Commissions and Committees. There is vital information such as how and when to make a motion.

On page 5 in your handbook it describes the role of the Chair and Vice Chair. These can seem somewhat imposing responsibilities but as you will see the current chair has a fun time with the responsibility of keeping the meeting on track for us all.

The chair's biggest role is in creating the agenda then getting the meeting going.

A vice chair conducts the meeting when the chair is absent.

Please consider volunteering to sit as chair during one year of your term. It is a most rewarding time and extremely easy to do!

Page 1 General Order of Meetings - Outlines the basics and how the meetings evolve and explains the process for making and amending your motions.

Page 2 Continuation on explaining the different types of motions and when to use them.

Page 3 Explanation on the different types of actions and when it applies.

Page 4 Types of Meetings – there are really only two types that is consistently used Regular and Special. An Executive Session is rarely used by the LAB. Types of Motions

Recommendation

Informational Only. No action required.

THE BASICS OF ROBERT'S RULES OF ORDER



City Officials Guide to an
Effective Meeting

City Officials Guide to an Effective Meeting

Basics of Robert's Rules

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers, Boards and Standing Committee Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and waits for recognition from the presiding officer.
2. The member states the motion. e.g. "I move that we paint city hall."
3. Another member must second the motion to continue.
4. The presiding officer states the motion. (This puts the motion on the floor.)
5. Presiding officer calls for discussion on this motion.
The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.
6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and is recognized from the presiding officer.
2. Member states the amendment. e.g. "I move that we paint city hall with funding received from grants."
3. Amendment must be seconded.
4. Presiding officer states the amendment.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

A "friendly amendment" is often used to describe an amendment offered by a member who agreed with the main motion, but believes that the amendment will improve the statement or effect of the main motion, or will increase the chances of the main motion's adoption.

1. Member raises hand and is recognized from the presiding officer.
2. Member states they would like to "offer a friendly amendment to the motion; I move to amend the motion, that we paint city hall red with funding from grants."
3. Amendment is seconded.
4. Presiding officer states the friendly amendment.

5. Presiding officer call for discussion on the friendly amendment.
6. Presiding officer calls for a vote on the amendment and announces result.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer states motion.
4. Presiding officer calls for discussion.
5. Motion is amendable and debatable.
6. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Suspend the Rules

Used if the Commission/Committee wishes to do something during a meeting that it cannot do without violating one or more of its regular rules. Commonly used to address agenda items out of order after the agenda has been approved or allowing an unscheduled visitor to address the assembly.

1. Can be made any time that no question is pending.
2. A member makes a motion; "I move to suspend the rules to hear New Business, Item C. before New Business, Item A."
3. Is out of order when another has the floor.
4. Motion must be seconded.
5. Motion is not debatable or amendable.
6. Motion must have two-thirds majority approval.
7. Presiding officer calls for a vote, and states the result of the vote and the action taken.

Motion for Point of Order

Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.

1. Does not have to be recognized by the presiding officer.
2. Does not need to be seconded.
3. Is not debatable. The presiding officer may allow explanation.
4. Is not amendable.
5. Is ruled on by the presiding officer. The presiding officer may seek the advice of the Clerk or more senior members present.
6. Cannot be reconsidered.

Motion for Reconsideration

Used to bring a motion back before the Commission/Committee for further consideration.

1. Can be made by a member who voted with the prevailing side (aye if the motion was adopted/no if the motion was lost.)
2. Motion must be seconded.
3. Motion cannot be amended.
4. Only the merits of the reconsideration are debatable.
5. Requires a two-thirds vote to adopt a motion to reconsider.
6. Presiding officer states the result of the vote and the action taken.

Call for the Question

Used to immediately close discussion and the making of subsidiary motions except the motion to "Lay on the Table." Commonly used to bring an immediate vote on one or more pending questions.

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Yields only to the subsidiary motion to lay on the Table, privileged motions and all applicable incidental motions.
3. Must be seconded.
4. Is out of order when another has the floor.
5. Is not debatable or amendable.
6. Requires a two-thirds vote to adopt a call for the question.
7. Cannot be reconsidered.

Lay on the Table

Used to enable the Commission/Committee to lay the pending question aside temporarily when something else of immediate urgency has arisen. Commonly misused to stop discussion on a motion, with the intent to "kill" or avoid dealing with a measure.

1. Takes precedence over all subsidiary motions and pending incidental motions when made.
2. Cannot be applied to main motions.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable or amendable. The presiding officer can ask the maker his/her reasons.
6. Requires a majority vote.
7. Cannot be reconsidered.

Meeting Minutes

1. Minutes are a record of what was done at the meeting, not what was said.
2. Meeting minutes are not verbatim transcripts.
3. Amendments that will change the substance of the minutes should be addressed on the record.
4. Approval of the minutes is not a time to correct typographical errors. If necessary, those may be provided directly to the recording clerk prior to or at the meeting.

Types of Meetings

A Regular Meeting refers to the regularly scheduled meetings as established by the bylaws for the particular commission/committee/board. These are scheduled for the upcoming calendar year by resolution every December. During a regular meeting the procedures as outlined under the General Order of Meetings is followed.

Special Meetings are held when a single business item or two are to be addressed; the day or meeting time is changed from the regular schedule established in the bylaws; or the commission/committee feels that additional meetings are required to address items on the agenda responsibly. Special meetings follow the same procedures as outlined under the General Order of Meetings with the exception that minutes are not approved.

Executive Session is a portion of a meeting at which the proceedings are withheld from the public. This type of meeting is normally used to handle matters relating to discipline or finances. The members adjourn to another location within City Hall (usually the conference room adjacent to the Mayor's office.) After dealing with the business at hand the members will return to the main meeting place and resume the public portion of the regular or special meeting.

Types of Motions

Original or Incidental main motions are used to introduce business.

Original Main motion is a main motion that introduces a substantive question as a new subject. This is the most commonly used motion. (e.g. I move that the Club contribute \$50 to the centennial celebration")

Incidental Main motion is a main motion (Point of Order, Suspend the Rules) that relates to the business of the Commission/Committee, or its past or future action. (e.g. I move to take a recess.)

1. Takes precedence of nothing. Cannot be made when a question is pending.
2. Can be applied to no other motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is debatable and amendable.
6. Requires a majority vote.
7. Can be reconsidered.

Subsidiary motions (Amend, Postpone) can be applied to the main motion to modify, delay action or dispose of the main motion. These motions are commonly made while the main motion is open for debate. Once made these motions must be voted on before the main motion.

Privileged motions (Recess, Adjourn) do not relate to pending business but deal with special matters of immediate and overriding importance. These motions are allowed to interrupt the consideration of anything else.

Role of the Officers

Chairperson

The member chosen for this position is selected principally for the ability to preside. They should be familiar with the bylaws of the commission/committee. As Chairperson the member selected has to use diplomacy, tact and common sense during a meeting. The duties of the chairperson are as follows:

1. To open the meeting at the appointed time.
2. Ascertain a quorum is present.
3. Announce in proper sequence the business before the commission/committee.
4. Recognize members who are entitled to the floor.
5. To state and put to vote all questions that legitimately come before the commission/committee and announces the results.
6. To protect the commission/committee from frivolous motions by refusing to recognize them.
7. To expedite business in every way compatible with the rights of members.
8. To enforce the rules relating to debate and to order and decorum within the commission/committee.
9. To respond to inquiries relating to parliamentary procedures.
10. To decide all questions of order subject to appeal.
11. To declare the meeting adjourned.

The Chairperson should have a copy of the bylaws in case they are needed for reference.

Vice Chairperson

The Vice Chairperson is chosen to preside over a meeting when the Chairperson is not present, or it is necessary for them to vacate the chair. The duties of the Vice Chairperson are the same as shown above for the Chairperson when assuming that role.

In most commissions/committees if the Chairperson and Vice Chairperson are not present or have disqualified themselves in some manner and there is still a quorum the most senior member of the commission/committee/board fills in as Acting Chairperson.

It is recommended to familiarize yourself with parliamentary procedures and terminology. When each member has understanding of these procedures the result is productive meetings.

