

City of Kenmore



City of Kenmore - 18120 68th Avenue NE Kenmore, WA 98028 Phone: 425-398-8900
Agendas also available at www.kenmorewa.gov E-mail: cityhall@kenmorewa.gov

City Council Regular Meetings Agenda

May 10, 2021 7 PM via Zoom

LINK: <https://us02web.zoom.us/j/85690393345>

Or iPhone one-tap :

US: +12532158782,,85690393345# or +16699009128,,85690393345#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 856 9039 3345

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PROCLAMATIONS

- A. Asian American and Native Hawaiian/ Pacific Islander Heritage Month

[Asian American and Native Hawaiian/ Pacific Islander Heritage Month Proclamation](#)

- B. Affordable Housing Week 2021 - May 10-17

[Affordable Housing Proclamation](#)

- C. Peace Officers Memorial Day - May 15, 2021

[Peace Officers Memorial Day Proclamation](#)

VI. PRESENTATION

- A. Camp Unity Eastside with guests Pastor Anja of Northlake Lutheran Church and Mark Van Wormer

[Camp Unity Eastside - Report to Council](#)

- B. Northshore Schools Foundation with guest Carmin Dalziel, Executive Director

[Cares Funding Report - Northshore Schools Foundation](#)

VII. PUBLIC COMMENTS

We want to welcome our community members to the Council's meeting. In this forum, the Council cannot engage or dialogue with the public; the primary role of the Council is to listen. All comments must be addressed to the Mayor and City Council. Please use the "raise hand"

feature if you wish to speak. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name, city of residence for the record and keep your comments to the allotted time. Your time cannot be granted to another and your clock time will not be reset unless there are extenuating circumstances *and* the Presiding Officer has expressly allowed it. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. This meeting is being recorded. Thank you for taking the time to express your comments.

VIII. CONSENT AGENDA

A. Minutes:

[City Council April 19, 2021 Meeting Minutes \(updated 5.7.21\)](#)

IX. BUSINESS AGENDA

A. "City Council Meetings - A New Perspective" virtual Workshop, provided by Ann Macfarlane, Registered Parliamentarian and president of Jurassic Parliament

[Presentation Materials - Jurassic Parliament](#)

[Exercise - Script](#)

[Exercise - Role Sheets](#)

X. STAFF REPORT

A. American Rescue Plan Act Update, presented by City Manager Rob Karlinsey

XI. COUNCILMEMBER REPORTS & COMMENTS

UPCOMING MEETINGS:

May 17, 2021 - 7 PM

May 24, 2021 - Virtual Open House - Public Works Facility Site Search- 6 PM

May 24, 2021 - 7 PM

City of Kenmore, Washington

Asian American and Native Hawaiian/ Pacific Islander Heritage Month

PROCLAMATION

WHEREAS, the origin of Asian American and Pacific Islander Heritage Month in the United States dates back to 1978 when a joint congressional resolution established Asian/Pacific American Heritage Week in early May to coincide with two important milestones in Asian/Pacific American history: the arrival in the United States of the first Japanese immigrants on May 7, 1843, and contributions of Chinese workers to the building of the transcontinental railroad, completed May 10, 1869. In addition, prior to these events, Filipinos were early immigrants and contributors in many port cities; and

WHEREAS, in 1990, the first Asian/Pacific American Heritage Month was designated by presidential proclamation and in 1992, Congress permanently designated May of each year as a monthlong celebration that is now known as Asian American, Native Hawaiian/ Pacific Islander Heritage Month; and

WHEREAS, Asian Americans, and Native Hawaiians, and Pacific Islanders make our Nation more vibrant through a diversity of cultures, languages, and religions. There is no single story of the AANHPI experience, but rather a diversity of contributions that enrich America's culture and society; and

WHEREAS, we also celebrate and honor the invaluable contributions the AANHPI communities have made to the arts, law, science and technology, sports, and public service; and

WHEREAS, Asian and Native Hawaiian/Pacific Islander Americans continue to enrich our region's economy, culture, education, politics, arts, literature, science and technological developments despite institutional and systemic injustices that prevent and limit these achievements and contributions; and

WHEREAS, the Kenmore City Council reaffirmed its commitment to Diversity, Equity, and Inclusion by naming it one of its top three priorities of 2021, and

WHEREAS, the City recognizes that the AANHPI community accounts for nearly 11% of Kenmore's resident population and are therefore an invaluable force in shaping this community and its values; and

WHEREAS, despite the strength shown and successes achieved, the American dream remains out of reach for far too many AANHPI families. AANHPI communities face systemic barriers to economic justice, health equity, educational attainment, and personal safety, in addition to heightened fear felt by many Asian American communities in the wake of increasing rates of anti-Asian harassment and violence; and

WHEREAS, the City of Kenmore affirms that Asian Americans and Native Hawaiian/Pacific Islanders make our city stronger, and our experience in Kenmore more enriching.

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **May 2021 as Asian American and Native Hawaiian/Pacific Islander Month** throughout the City of Kenmore and call upon our community to learn more about those of Asian American, Native

Hawaiian, and Pacific Islander heritage to celebrate this month with appropriate programs and activities.
IN WITNESS WHEREOF, signed this 10th day of May 2021.



Signed: _____

Mayor David Baker

Attested: _____

City Clerk Anastasiya Warhol

City of Kenmore, Washington

Affordable Housing Week

PROCLAMATION

WHEREAS, all people should have access to safe, healthy, and affordable homes within communities that provide opportunity; and

WHEREAS, housing stability and staying socially distant from those outside of our household has become our state's core public health strategy; and

WHEREAS, the CDC recognizes safe, healthy, and affordable housing within communities of opportunity as key social determinants of health; and

WHEREAS, the King County community has responded to the historic challenges presented by the pandemic, by delivering direct supports to families and individuals in precarious housing situations; and

WHEREAS, the City of Kenmore has taken bold measures to meet constituent needs by supporting Governor Inslee's residential eviction moratorium to prevent Kenmore residents from losing their housing during the pandemic, and providing \$100,000 to Hopelink to help Kenmore residents with rental assistance, and

WHEREAS, the need for affordable homes across King County prior to the COVID-19 pandemic and the number of people experiencing homelessness had remained at crisis levels; and

WHEREAS, everyone benefits from affordable housing, including the people who reside in these properties, their neighbors, schools, businesses, employers, and the community as a whole; and

WHEREAS, united to raise public awareness, people, organizations, and communities throughout King County are participating in local Affordable Housing Week activities to elevate the critical need to create healthy communities with ample affordable housing; and

WHEREAS, the City of Kenmore endorses the goals, objectives, and purposes of Affordable Housing Week, and in doing so, firmly recommits itself to ensuring that our community's recovery from the crises at hand is equitable, and that all people in Kenmore live with dignity in safe, healthy, and affordable homes; NOW

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **May 10-17** as **Affordable Housing Week** throughout the City of Kenmore. **IN WITNESS WHEREOF**, signed this 10th day of May 2021.



Signed: _____

Mayor David Baker

Attested: _____

City Clerk Anastasiya Warhol

City of Kenmore, Washington

Peace Officers Memorial Day May 15, 2021

PROCLAMATION

WHEREAS, the first Peace Officers Memorial Day was recognized in 1963, several months after President John F. Kennedy signed the bill into law in October 1962; and

WHEREAS, it is important that all residents know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that police officers recognize their duty to serve the people by safeguarding life and property, by protecting against violence and disorder, supporting the building blocks of strong communities, and promoting peace; and

WHEREAS, we recognize that peace officers are frequently exposed to chaos, volatility, and sometimes mortal danger; and

WHEREAS, for officers who have been injured or have fallen in the line of duty, their families and their legacies are forever changed by the trauma and loss; and

WHEREAS, 394 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 295 officers who died in 2020 and 99 officers who died in previous years; and

WHEREAS, closer to home, 8 Washington officers tragically lost their lives protecting their communities in 2020, including Bothell Police Officer Jonathan Shoop; and

WHEREAS, the service and sacrifice of all officers who died in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 33rd Annual Candlelight Vigil in Washington, DC, on the evening of May 13, 2021; and

WHEREAS, the City of Kenmore is proud of the exceptional presence, service, and contributions of the 13 police officers serving its residents;

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **May 15** as **Peace Officers Memorial Day** throughout the City of Kenmore. We call upon our community to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to our beautiful, and safe Kenmore. **IN WITNESS WHEREOF, signed this 10th day of May 2021.**



Signed: _____

Mayor David Baker

Attested: _____

City Clerk Anastasiya Warhol



CAMP UNITY

EASTSIDE

CUE 60 Day Report to Council

April 20, 2021

Length of Stay: Northlake Lutheran Church began hosting Camp Unity on March 4, 2021 and the camp will complete its stay by June 29, 2021.

Current population at CUE: 12 residents

Housing efforts: So far this year, three residents have left Camp Unity for housing, including one resident who helped with the Camp Unity move to Kenmore and moved into an apartment shortly after. During 2020, 13 residents moved from CUE to housing.

Inspections: We are aware that the Northshore Utility District completed an inspection of the water and sewer hookup. The Utility district was satisfied with the hookup.

Police activity: On April 4, CUE called 911 after one of the new residents continued to be loud and scream after repeated requests that she be quiet. The officers spoke with her and she then quieted down. The next day she was required to leave CUE due to violations of the Code of Conduct.

COVID-19 Precautions: Camp Unity has continued to ask volunteers to drop off meals in disposable containers and not stay for the health of volunteers and CUE residents. CUE asks new prospective residents to complete the typical health checklist including temperature. The camp is not able to admit new residents who have been exposed to COVID-19 or are experiencing COVID-19 symptoms.

One of the CUE Board members is coordinating with the King County mobile vaccination team to arrange a time for the team to provide COVID vaccines at CUE for those who would like to participate.

Neighbors and Overall Community Support: Several of the local residents, members of area churches, and other volunteers have been very helpful. They assisted with the CUE move from Kirkland to the Northlake Lutheran Church property by helping with the actual move and by providing meals during the move. We particularly want to recognize Hodge Podge Café in Kenmore and GenCare Lifestyle – Scriber Gardens in Lynnwood for donating lunches during the move.



Following completion of the move, neighbors have checked in with residents to ask if they need anything and some have provided dinners. Overall, volunteers have signed up to bring a dinner to CUE each night during March and April and there are volunteer sign-ups for many of the evenings in May also.

The local community has also been generous in supporting a fundraiser for Camp Unity that Pastor Anja Helmon started on March 10. The fundraiser is posted on Facebook at Kenmore Neighbors for Neighbors, Camp Unity Eastside, and other locations. The purpose is to help pay for costs related to CUE's move-in, including costs to make sure the sewer line is clear of roots, and essential services during CUE's stay, such as portable toilets, waste management, water, and electricity. So far, donations total \$3,550 of the \$10,000 goal, leaving a gap of about \$6,400. If the City of Kenmore has suggestions or ideas regarding sources to help reach the funding goal, that would be welcome.

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
April 19, 2021**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video and audio is available on the City YouTube channel.

CALL MEETING TO ORDER

Mayor Baker called the meeting to order at 7:00 p.m. via Zoom.

PRESENT

Councilmembers: Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Melanie O’Cain
Councilmember Angela Kugler

Staff: City Manager Rob Karlinsey
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Environmental Services Manager Richard Sawyer
Finance and Administration Director Leticia Salcido
Administrative Specialist – Climate Action Plan – Sammie Roeun
Community Development Director Debbie Bent
Development Services Director Bryan Hampson

Speaking Guests: Stacey Valenzuela, Kenmore Resident
John Peeples, Kenmore Resident
David Morton, Redmond Resident
Elizabeth Mooney, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Julien Loh, Puget Sound Energy Representative
Diane Bates, Kenmore Resident
Katie Wilson, Stay Housed Stay Healthy Representative
Rose Hendrix, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
N. Hansen, Kenmore Resident
David and Kira Dorian, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Phyllis Finely, Kenmore Resident
Emilie Burnham, Kenmore Resident
Janet Hays, Kenmore Resident
Aditi Jain, Kenmore Resident
Sofia Leotta, Kenmore Resident and Student

Angela Pietschmann, Cascadia Consulting Group
Alejandro Paredes, Cascadia Consulting Group

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yor Baker led the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATIONS

Mayor Baker issued the Earth Day proclamation; it was received by local students Aditi Jain and Sofia Leotta.

Mayor Baker issued the Arbor Day proclamation; it was received by local students Aditi Jain and Sofia Leotta.

PUBLIC COMMENT

Tracy Banaszynski, a Kenmore resident, expressed how nature contributes to a deep sense of place in Kenmore. She spoke in favor of the Park Naming Policy and using native names.

John Peeples, a Kenmore resident, thanked the Council for reciting the pledge of allegiance. He also advocated for keeping Squire's Landing as the name for the Kenmore Park. Finally, he encouraged everyone to remain calm and responsible when communicating with first responders.

Julien Loh, Puget Sound Energy Representative, offered an update on PSE's efforts to become a net-zero company (no net impact on the climate from greenhouse gas emissions) by 2045.

Diane Bates, a Kenmore Resident, expressed concern over loud modified mufflers and car racing noises on 68th street.

David Morton, a Redmond resident, expressed concern over the emission factor rating of the Cadman Asphalt Plant.

Katie Wilson, representative of Stay Housed Stay Healthy out of Seattle, explained her work in preventing evictions during this pandemic and preventing the rise in homelessness.

Rose Hendrix, spoke in support of renaming parks to Native American names.

Stacey Valenzuela, a Kenmore resident, asked questions about items D, E, and H on the consent agenda.

Nancy Hansen, a Kenmore Resident, raised questions about whether impervious surfaces were considered for the Squire's Landing improvements.

David and Kira Dorian, Kenmore residents, supported the comments of Katie Wilson. In addition, David spoke in support of using Native American names for Kenmore parks.

Elizabeth Mooney, a Kenmore resident, member of PERK (people for an environmentally responsible Kenmore), and the Kenmore Clean Air Coalition spoke in support of honoring the environment on Earth Day.

Phyllis Finley, a Kenmore resident, expressed concerns over items being approved under the consent calendar, the reliance on consultants hired to work with the City, and perceived special interest in the Rhododendron Boat project.

Emilie Burnham, a Kenmore resident, spoke in favor of supporting the old-growth tree canopy in Kenmore.

Janet Hays, spoke expressed concern over emissions at the Cadman Asphalt Plant.

CONSENT AGENDA

- A. Approve Minutes:
[City Council March 15, 2021, Regular Meeting Minutes](#)
[City Council March 22, 2021, Regular Meeting Minutes - Revised 4/16](#)
[City Council March 25, 2021, Special Meeting Minutes](#)
[City Council April 5, 2021, For the Love of Kenmore Participation](#)
- B. Approve Total Check #s 46898 through 46988 totaling \$2,616,475.28 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dates 03/12/2021 totaling \$161,370.44.
[Voucher Approval Report dated 3/19/21](#)
- C. Adopt the Integrated Aquatic Vegetation Management Plan 2020 Update
[Agenda Bill - IAVMP Update](#)
[IAVMP 2020 Update](#)
- D. Authorize the City Manager to execute Contract 21-C2678 with PRR, Inc. in an amount not to exceed \$87,120 (contract authorization amount includes a 10% contingency), for the purpose of assisting with the Public Participation Plan and Community Survey component of the mandated Comprehensive Plan Update.
[Agenda Bill - PRR Contract](#)
- E. Authorize the City Manager to Execute an Interlocal Agreement with King County District Court for Provision of Municipal Court Services
[Agenda Bill - Interlocal Agreement for Municipal Court Services](#)
- F. Approve Public Works Maintenance and Operations Facility Site Selection Criteria
[Agenda Bill - Public Works Maintenance and Operations Facility Site Selection & Process](#)
[2021 - Property Selection Criteria - Final](#)
[Strategic Civic Investment Area](#)
- G. Confirm Adopted Proclamations Policy
[Agenda Bill - Proclamations](#)
[Proclamations Policy](#)
[Proclamations Calendar](#)
- H. Authorize the City Manager to Execute Addendum No. 2 to Contract 14-C1329

with WhatsSUP Stand Up Paddle and Surf

[Agenda Bill - WhatSUP Addendum](#)

[Attachment #1- Contract 14-C1329 - WhatsSUP Log Boom Park](#)

[Attachment # 2 - Addendum No. 1 to Contract 14-C1329](#)

[Attachment #3 - Amendment No. 2 to Contract 14-C1329](#)

[Attachment A to Amendment No. 2 \(Exhibit A\)](#)

MOTION: Deputy Mayor Herbig moved to approve the consent agenda excluding items E, G, and H above. Councilmember Pfeil seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

Further Discussion on Consent Items:

- E. Authorize the City Manager to Execute an Interlocal Agreement with King County District Court for Provision of Municipal Court Services
[Agenda Bill - Interlocal Agreement for Municipal Court Services](#)

Finance and Administration Director Leticia Salcido reiterated the background provided on the agenda bill. In addition, Staff answered questions to clarify what services were provided under the contract and which fell outside of the scope of the agreement.

MOTION: Councilmember Srebnik moved to Authorize the City Manager to execute an Interlocal Agreement with King County District Court for provision of Municipal Court Services. Councilmember O’Cain seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

- G. Confirm Adopted Proclamations Policy
[Agenda Bill - Proclamations](#)
[Proclamations Policy](#)
[Proclamations Calendar](#)

MOTION: Councilmember O’Cain moved to add “Suicide Prevention Week” as a proclamation to the Proclamations Calendar. Councilmember Pfeil seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

MOTION: O’Cain moved to confirm Proclamations Policy. Councilmember Pfeil seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

- H. Authorize the City Manager to Execute Addendum No. 2 to Contract 14-C1329 with WhatsSUP Stand Up Paddle and Surf
[Agenda Bill - WhatSUP Addendum](#)
[Attachment #1- Contract 14-C1329 - WhatsSUP Log Boom Park](#)
[Attachment # 2 - Addendum No. 1 to Contract 14-C1329](#)
[Attachment #3 - Amendment No. 2 to Contract 14-C1329](#)
[Attachment A to Amendment No. 2 \(Exhibit A\)](#)

Community Development Director Debbie Bent offered background on the item. She mentioned that the business owner has been involved in the discussions from the onset.

The Council unanimously consented to approve item “H”, authorize the City Manager to Execute Addendum No. 2 to Contract 14-C1329 with WhatsSUP Stand Up Paddle and Surf

BUSINESS AGENDA

- A. *Climate Action Plan, presented by Environmental Services Manager Richard Sawyer, Administrative Specialist Sammie Roeun, and guests Angela Pietschmann and Alejandro Paredes of Cascadia Consulting Group*

[Agenda Bill - Climate Action Plan Update](#)
[Draft Community Engagement Plan](#)

Environmental Services Manager Richard Sawyer previewed the action plan update. Administrative Specialist Sammie Roeun outlined the timeline for the community engagement plan. Cascadia Consulting Group representatives offered details about the draft engagement plan components. The Council emphasized the need to communicate the necessity of community involvement during the engagement phases.

MOTION: Councilmember O’Cain moved to approve the Community Engagement Plan component of the Climate Action Plan, as presented. Councilmember Srebnik seconded the motion.

VOTE: 6 Yes, 0 No, 1 Abstain. **MOTION CARRIED.**

STUDY SESSION AGENDA

- A. *Tree Preservation Workshop, presented by Senior Planner Samantha Loyuk, and Development Services Director Bryan Hampson, for Discussion and Direction*

[Agenda Bill - Tree Regulations Informational Presentation](#)
[Attachment 1-PowerPoint Presentation](#)

Senior Planner Samantha Loyuk offered a detailed presentation on Tree Regulations in Kenmore.

MOTION: Councilmember Pfeil moved to bring back Tree Preservation staff recommendations to a future meeting to be acted upon. Councilmember Kugler seconded the motion.

AMENDMENT 1: Councilmember Kugler amended the motion as follows: Motion to request that staff bring back the Tree Preservation recommendations of items which could be accomplished during the current docket year, for approval. Councilmember Marshall seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **AMENDMENT PASSED.**

AMENDMENT 2: Councilmember O’Cain moved to amend the motion as follows: Motion to request that staff proceed with the five recommendations as presented today

(Slide 38) and bring the item back with any additional recommendations. Deputy Mayor Herbig seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **AMENDMENT PASSED.**

AMENDED MOTION:

Motion to request that staff proceed with the five recommendations as presented today (Presentation slide 38-

1. Change the definition of “significant tree” so it includes smaller DBH trees
2. Revise Tree retention requirements so certain “nuisance species” do not receive credit for retention
3. Codify the tree removal application process for existing single-family residence – *code clean up item*
4. Update the removal penalty language for consistency – *code clean up item*
5. Have tree removal permits valid for a shorter period so replacement trees get into the ground faster)

and bring the item back with any additional recommendations.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

B. ***Park Naming Policy, presented by Community Development Director Debbie Bent, for Discussion and Direction***

MOTION: Councilmember Pfeil moved to rename Squire’s Landing to the Lushootseed name “Tl’awh-ah-dees”, as recommended by the Kenmore Heritage Society. Councilmember Marshall seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

MOTION: Councilmember Srebnik moved to ask Staff to bring back a Park Naming Ordinance which reflects staff recommendations. Councilmember Baker seconded the motion.

VOTE: 7 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

STAFF REPORT

Community Development Director Debbie Bent presented the Ratification of Amendments to King County Planning Policies. This item is ratified by taking no action.

COUNCILMEMBER INITIATIVES

After receiving a supportive second from the Council, Deputy Mayor Herbig briefly discussed the upcoming expiration of the eviction moratorium on June 30, 2021. The consensus of the Council was that this item is brought back for discussion and/or action in advance of the expiration date.

ADJOURNMENT

Mayor Baker adjourned the special meeting at approximately 11:17 p.m.

David Baker, Mayor

ATTEST:

Anastasiya Warhol, City Clerk



Mastering meetings using Robert's Rules

City Council Meetings – A New Perspective

Ann G. Macfarlane, Professional Registered Parliamentarian
Jurassic Parliament

City of Kenmore, Washington
By videoconference
Monday, May 10, 2021

1



Mastering meetings using Robert's Rules

Our topics

- I. Introduction
- II. Meeting discussion, Point of Order, Appeal
- III. How to do this?
- IV. Motions and Amendments
- V. Who's in charge?
- VI. Why do we need these rules?
- VII. Conclusion

2



Mastering meetings using Robert's Rules

I. Introduction

Why are we here?

To invigorate you to run effective meetings
to serve your community

3



Mastering meetings using Robert's Rules

After taking this training you will be able to:

1. Describe how the authority of the group is more important than any single individual, even the chair.
2. Make motions and amendments.
3. Make the personal commitment necessary to run effective meetings.

4



Mastering meetings using Robert's Rules

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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Mastering meetings using Robert's Rules

We are better than chimps

- Most adult human beings are peaceful and compliant.
- When group expectations are clear, they will follow them.
- Many of our councils and local governments do just fine.

6

 Mastering meetings using Robert's Rules

Solution

Adopt common guidelines
as a group
and make a personal and
whole-hearted commitment
to following them.

7

7

 Mastering meetings using Robert's Rules

Personal? Whole-hearted?

Emotion is the artesian spring
of our being.
It is far more important
than procedure.

8

8

 Mastering meetings using Robert's Rules

I think, therefore I am.
Rene Descartes, French philosopher

9

9

 Mastering meetings using Robert's Rules

I feel, therefore I am.
Dacher Keltner, American psychologist

10

10

 Mastering meetings using Robert's Rules

Your personal commitment
is essential
to achieving the goal
of better meetings.

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 Mastering meetings using Robert's Rules

Resolution No. 21-360

- Excellent rules of procedure!
- Congratulations on all your work on updating them.
- Read, mark and inwardly digest them.

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Mastering meetings using Robert's Rules

II. Meeting discussion, Point of Order, and Appeal

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Mastering meetings using Robert's Rules

Call meeting to order

- Sit in the chair reserved for the person running the meeting.
- Rap the gavel lightly one time and announce, "This meeting of the Dinopolis City Council is called to order."
- Lead the Pledge of Allegiance.
- Ask the clerk to take the roll.
- Announce that a quorum is present (or not).

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Mastering meetings using Robert's Rules

Quorum

- The "quorum" is the minimum number of voting members who must be present for business to be done.
- Usually it is a majority (more than half) of the members in office—the members who are actually serving on the council.
- "Quorum" is different from "votes cast."
- If you lose your quorum, you can't do business.

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Mastering meetings using Robert's Rules

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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Mastering meetings using Robert's Rules

Recommendations on minutes

- Robert's Rules says that minutes should not contain detailed reports of amendments made and the vote taken.
- Rather, they may include the initial motion, and the final version of the motion as amended.
- "After discussion and amendment, the following motion was adopted..."

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Mastering meetings using Robert's Rules

Recommendations on minutes

- Jurassic Parliament strongly recommends that comments from the public should not be included in the minutes.
- You can add time stamps to your minutes, so someone who wants to see what was said can find it easily on the recording.

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Jurassic Parliament Mastering meetings using Robert's Rules

Minutes

- WHY?
- Doing so can create liability for the body (see New Mexico crosswalk issue, City of Sumner libel issue).
- It requires too much staff time.
- Sometimes the public objects to what is written, which can waste the body's time in correcting it.
- See our article *Don't include detailed public comment in the minutes.*

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Jurassic Parliament Mastering meetings using Robert's Rules

Principle of Equality

All members have equal rights, privileges and obligations.

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Jurassic Parliament Mastering meetings using Robert's Rules

Key Point

Discussion in council and committee meetings is NOT A CONVERSATION. It is DEBATE and has its own rules.

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Jurassic Parliament Mastering meetings using Robert's Rules

Fundamental guideline

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

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Jurassic Parliament Mastering meetings using Robert's Rules

Why don't we follow this?

- Councils and committees 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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Point of Order
flying dinosaur

24

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 Mastering meetings using Robert's Rules

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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 Mastering meetings using Robert's Rules

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 staff be authorized also.
- Public may not raise a Point of Order.
- **May interrupt a speaker if necessary.**
- **Must be timely – made at the time of the offense.**

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 Mastering meetings using Robert's Rules

Process Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark breaks our rule against interrupting.*
4. Chair: *The point is well taken. Members will refrain from interrupting each other.*

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 Mastering meetings using Robert's Rules

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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 Mastering meetings using Robert's Rules

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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 Mastering meetings using Robert's Rules

- Chair: *The chair is uncertain about the word “malarkey.” The chair will ask the council to decide this matter. All those who believe that the word “malarkey” is insulting, please say “aye.”*
- Councilmembers in favor: *Aye.*

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Jurassic Parliament Mastering meetings using Robert's Rules

- Chair: *All those who believe the word "malarkey" is not insulting, please say "no."*
- Councilmembers opposed: *No.*
- Chair: *The ayes have it and the word "malarkey" may not be used, OR the noes have it and the word "malarkey" is acceptable.*

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Jurassic Parliament Mastering meetings using Robert's Rules

What is the role of the chair?

It is the duty of the presiding officer to enforce the rules relating to debate and those relating to order and decorum within the assembly.

Robert's Rules of Order, 47:7

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Don't weaponize Point of Order!

- You may interrupt to make a Point of Order.
- Sometimes you have to.
- Usually it is NOT NECESSARY TO INTERRUPT, and you should hold back.
- Usually it is best NOT TO CALL A POINT OF ORDER FOR GERMANENESS.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Appeal

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

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Process Appeal

1. Member A: *Appeal!*
2. Member B: *Second!*
3. Chair: *The chair's ruling has been appealed. The members will decide. All those who believe the ruling should be sustained, please say "Aye."*
4. Members in favor: *"Aye!"*

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Jurassic Parliament Mastering meetings using Robert's Rules

Process Appeal

5. Chair: *All those who believe the ruling should NOT be sustained, please say "No."*
6. Members opposed: *"No!"*
7. Chair: *The ayes have it and the ruling is sustained, OR The noes have it and the ruling is not sustained.*

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Jurassic Parliament Mastering meetings using Robert's Rules

Explaining the Appeal

- Chair must take care in explaining vote to members.
- Basic principle: The chair's ruling stands until it is overturned.
- The question being voted on is, "Shall the decision of the chair be SUSTAINED?"

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Jurassic Parliament Mastering meetings using Robert's Rules

Confusing!

- It takes a NEGATIVE vote for the Appeal to win.
- A majority vote in favor of sustaining the chair's ruling, or a tie, means that the chair's ruling stands.
- The chair may vote on the Appeal.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Debatable?

- Point of Order cannot be debated.
- Appeals pertaining to language, decorum, and the order of business cannot be debated.
- When an appeal can be debated, the process is different from anything else in Robert's Rules.

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Jurassic Parliament Mastering meetings using Robert's Rules

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 chaotic and chaotic action like a "chase". They are essential for every local

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Jurassic Parliament Mastering meetings using Robert's Rules

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.
- No sidebar conversations.
- Courtesy and respect are required.

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Jurassic Parliament Mastering meetings using Robert's Rules

Seeking recognition

- **Members must seek recognition from the presider before speaking.**

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Rights and Responsibilities of the Member

Weldon L. Merrill, FRP, CFP, 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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Jurassic Parliament Mastering meetings using Robert's Rules

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.
- Use the “round robin.”

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Jurassic Parliament Mastering meetings using Robert's Rules

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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SPEAKING CHART

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

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

No sidebars or texting

- No “sidebar conversations” or whispering.
- No chat between members during meeting.
- No texting to each other or people outside during meetings.
- No posting on social media during meetings.

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Jurassic Parliament Mastering meetings using Robert's Rules

Frustrating

- Structuring discussion in these ways can be frustrating.
- Council 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 council well.
- However...

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Jurassic Parliament Mastering meetings using Robert's Rules

An occasional exception...

- Sometimes there is benefit in the conversational style or “informal discussion.”
- This provides a sparky flow of ideas that can be beneficial.
- It can be useful at study sessions (Committee of the Whole), or in committee meetings.
- Do not make the conversational style your ordinary or “default” style of discussion.

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Jurassic Parliament Mastering meetings using Robert's Rules

Fundamental guideline

Courtesy and respect are required.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Personal remarks

The measure, not the member, is the subject of debate.

Robert's Rules of Order Newly Revised, 12th edition, 43:21

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Jurassic Parliament Mastering meetings using Robert's Rules

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 commissioners take this approach outside the meeting also.
- Focus on actions taken and do not criticize colleagues outside the meeting.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

How to be objective about subjective comments



What can you do when your colleagues on a board or council say things that you find offensive? What if they are making subjective statements that hurt your feelings? We are living in tough times for civility. People feel free to say things during meetings that can be offensive and challenging.

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Jurassic Parliament Mastering meetings using Robert's Rules

IV. Motions and Amendments

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Jurassic Parliament Mastering meetings using Robert's Rules

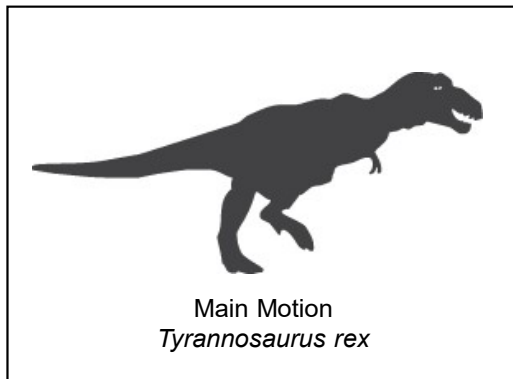
Main Motion

Tyrannosaurus rex

- A main motion is the usual and customary way to start the action of discussion and decision-making.
- For small boards (up to about 12 people), it is OK to have discussion before a motion is moved. Jurassic Parliament recommends moving the motion before discussing it whenever possible.

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Jurassic Parliament Mastering meetings using Robert's Rules

Main Motion

Two different ways to make main motions:

- Staff presents a draft motion as part of the agenda bill. It is only a draft until it is moved by a council member.
- Members make motions spontaneously during the appropriate agenda item.

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Jurassic Parliament Mastering meetings using Robert's Rules

Main Motion

We recommend this sequence for agenda bills:

- Staff presents proposal in writing and answers any questions. Each council 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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Jurassic Parliament Mastering meetings using Robert's Rules

Characteristics of Main Motion

- It should be in writing.
- 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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Jurassic Parliament Mastering meetings using Robert's Rules

Fundamental guideline

One thing at a time.

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Jurassic Parliament Mastering meetings using Robert's Rules

How do you introduce a Main Motion?

Three little words:

I move that...

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

I've been noticing that the number of wild cats is increasing in our city, and they're getting stomped on by bigger dinosaurs. It's important that the city do something to protect them, so I think allowing catios would be great, this fits in with our mandate to serve all species and it will make the little kitties safer.

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Jurassic Parliament Mastering meetings using Robert's Rules

State the exact motion clearly

I move that residents be authorized to build catios in their private yards.

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Jurassic Parliament Mastering meetings using Robert's Rules

Motion must be in writing!

1. You could designate the chat function to be used ONLY in order to provide the text of motions. Must be preserved as a public record.
2. Council member can write motion down before presenting it, and then say it TWICE so clerk can capture it.
3. Clerk can show the motion on a shared screen, so everyone is aware of the exact text.

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Jurassic Parliament Mastering meetings using Robert's Rules

Second

Councilmember Smith seconds the motion!

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Jurassic Parliament Mastering meetings using Robert's Rules

Second the motion

- You "second a motion" to show that you would like to talk about it.
- No need to be recognized. Just identify yourself and call out.
- 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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Jurassic Parliament Mastering meetings using Robert's Rules

Clerk should speak up

- If the clerk did not hear who seconded the motion, she should speak up.
The clerk inquires, who seconded this motion?
- In general, clerk **MUST** do this when lack of clarity prevents her from doing her job, and council must be patient!

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Chair must be precise

- The chair has the duty of repeating the exact words of the motion made by the council member.
- If some change is made, council member should speak up and repeat exact words.
- Other council members should not be speaking at this point – we don't want a "group grope."

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Jurassic Parliament Mastering meetings using Robert's Rules

Don't be hasty

The presiding officer must not permit members to press on so rapidly that the parliamentary steps are abridged or go un-observed. When a motion is made, he must not recognize any member or allow anyone to speak until the motion is seconded and he has stated the question. RONR 47:16

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Above all, just before the vote, the chair must make clear the precise question the assembly is to decide. It is far better to risk taxing the patience of an assembly by repeating the wording of a motion on which all may be clear, than to risk taking a vote whose effect may be unclear to even a few members. RONR 47:17

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Jurassic Parliament Mastering meetings using Robert's Rules

Main Motion

Tyrannosaurus rex

Residents will be authorized to build catios in their private yards.

87

87



Main Motion
Tyrannosaurus rex

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88

Jurassic Parliament Mastering meetings using Robert's Rules

Point of Information

Friendly member: *Chair, I'm confused! What exactly IS a "catio"?*

Chair: *A catio is a patio for cats. Here's an example.*

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Jurassic Parliament Mastering meetings using Robert's Rules

Point of Information

- Note that "Point of Information" is a QUESTION. It is also called "Request for Information." It cannot be used to GIVE information.
- This motion does not count as a member's speaking opportunity.

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Jurassic Parliament Mastering meetings using Robert's Rules

Discussion

General Contractor: *I feel that catios will allow our dear feline friends to experience the outdoors without getting hurt or endangering other wildlife. I urge my colleagues to vote in favor of this motion.*

91

Jurassic Parliament Mastering meetings using Robert's Rules

Discussion

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.*

92

Jurassic Parliament Mastering meetings using Robert's Rules

Discussion

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 Dinopolis.*

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Jurassic Parliament Mastering meetings using Robert's Rules

Moving to vote

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

94

Jurassic Parliament Mastering meetings using Robert's Rules

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.

95

Jurassic Parliament Mastering meetings using Robert's Rules

Voting

The "ayes" have it, the motion passes, and residents will be authorized to build catios in their private yards,
OR
The "noes" have it, the motion fails, and we will not implement this proposal.

- Note that on a voice vote, the chair must call for the negative vote, even if it seems obvious that the motion is unanimous.

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Jurassic Parliament Mastering meetings using Robert's Rules

No debate during voting

- Nothing can interrupt the voting process.
- Members are not allowed to explain their vote during the vote, or afterwards (note that your rules allow a statement after the vote is taken).
- A Point of Order must wait until the outcome is announced.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

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 count abstentions.

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Jurassic Parliament Mastering meetings using Robert's Rules

Abstain

- Some councils have a rule that an abstention is counted as a "yes" vote.
- Some councils have a rule that an abstention is counted as a "no" vote.
- We recommend against these approaches. We like Robert's guidance of giving the member freedom to abstain at his or her discretion.

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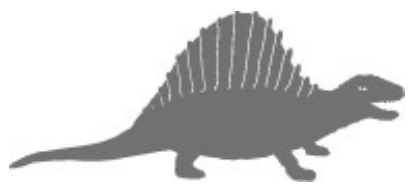
Jurassic Parliament Mastering meetings using Robert's Rules

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 on him or her during the meeting itself.

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101



Amendment
Dimetrodon

102

 Mastering meetings using Robert's Rules

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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103

 Mastering meetings using Robert's Rules

Amendment

Engineer: *I move that we amend the motion by adding the words, "Provided that the plan for each catio is approved by the Design Review Board."*

104

104

 Mastering meetings using Robert's Rules

If adopted, will read:

Residents will be authorized to build catios in their private yards, **provided that the plan for each catio is approved by the Design Review Board.**

105

105

 Mastering meetings using Robert's Rules

The chair must be careful to be exact in stating any proposed amendment so as to make clear the effect its adoption would have on the motion to be amended.

RONR 47:17

106

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 Mastering meetings using Robert's Rules

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 (tricky!).

107

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 Mastering meetings using Robert's Rules

Process Amendment

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

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Jurassic Parliament Mastering meetings using Robert's Rules

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

110

Jurassic Parliament Mastering meetings using Robert's Rules

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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111

Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

The process continues

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

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Jurassic Parliament Mastering meetings using Robert's Rules

"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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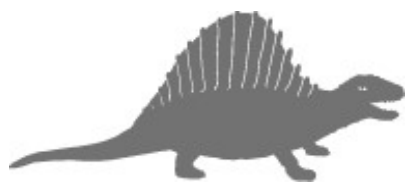
Jurassic Parliament Mastering meetings using Robert's Rules

Secondary amendment

- When an amendment has been proposed, it is called a "primary amendment."
- It is also possible to amend the amendment, which is called a "secondary amendment."
- This is processed just like the main motion, EXCEPT that no further amendments are possible—no "tertiary" amendments.

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115



Primary Amendment
Dimetrodon

116



Secondary Amendment
Small Dimetrodon

117

Jurassic Parliament Mastering meetings using Robert's Rules

Amend the Amendment

Architect: *I move that we amend the amendment by striking the words "Design Review Board" and inserting the words "a licensed architect."*

118

118

Jurassic Parliament Mastering meetings using Robert's Rules

If adopted, amendment will read:

provided that the plan for each catio is approved by the Design Review Board a licensed architect.

119

119



Secondary amendment
Secondary amendment
blocks primary amendment

120

Jurassic Parliament Mastering meetings using Robert's Rules

Sequence

- Discuss and vote on the secondary amendment.
- Discuss and vote on the primary amendment.
- Discuss and vote on the Main Motion.

121

121



Call the Question
Triceratops

122

Jurassic Parliament Mastering meetings using Robert's Rules

Call the Question *Triceratops*

- People often process this motion wrong.
- This motion requires a **second**.
- HOWEVER it cannot be **debated**.
- It cannot be **amended**.
- And, it takes a **two-thirds** vote to pass.

123

123

Jurassic Parliament Mastering meetings using Robert's Rules

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.

124

124

Jurassic Parliament Mastering meetings using Robert's Rules

Withdrawal

- Councilmember: *May I have permission to withdraw my motion?*
- Chair: *Is there any objection?* [pause]
- Chair: *Hearing none, the motion is withdrawn, OR Since there is objection, we will take a vote.*
- Chair: *All those in favor of withdrawing the motion etc.*

125

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Jurassic Parliament Mastering meetings using Robert's Rules

EXERCISE Using the surplus

Dinopolis has a \$10 million surplus this year.
What will the city do with it?

126

126

Jurassic Parliament Mastering meetings using Robert's Rules

Performing Arts Center

Moved and seconded: That the city build a performing arts center at a cost not to exceed \$10 million.

127

127

Jurassic Parliament Mastering meetings using Robert's Rules

V. Who's in charge?

128

128

Jurassic Parliament Mastering meetings using Robert's Rules

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, discuss, and vote, unless law, regulations or bylaws say otherwise.
- We recommend chair exercise restraint by speaking and voting last, and refrain from making motions (this is a Jurassic Parliament suggestion).

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Jurassic Parliament Mastering meetings using Robert's Rules

When does chair discuss and vote?

Confusion about the role of the chair at meetings can be widespread. Here are some parameters.

CHAIR OF LARGE MEETING DOES NOT DISCUSS AND VOTE
When a large assembly (group) is meeting, the chair serves as a facilitator. The chair does not take part in debate (discussion) and does not vote, unless the vote is by ballot. This is a basic and important rule for large groups.
If for some reason the chair feels compelled to speak in discussion, the chair



This chair was of the town of Redding, Washington, circa 1900

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Jurassic Parliament Mastering meetings using Robert's Rules

Robert's Rules of Order Newly Revised, 12th edition
Abbreviated RONR
"Rules of Order Newly Revised"

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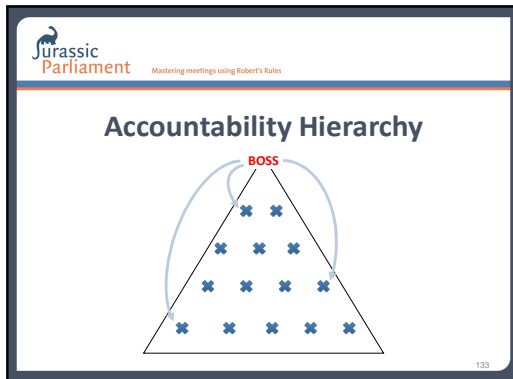
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Jurassic Parliament Mastering meetings using Robert's Rules

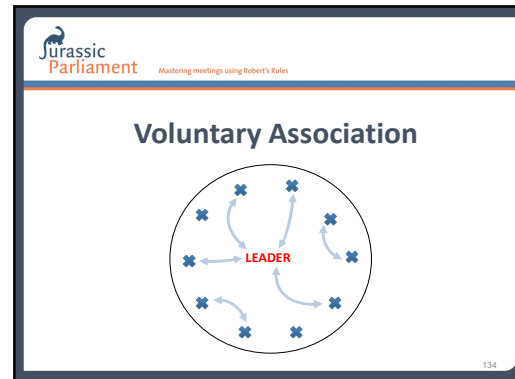
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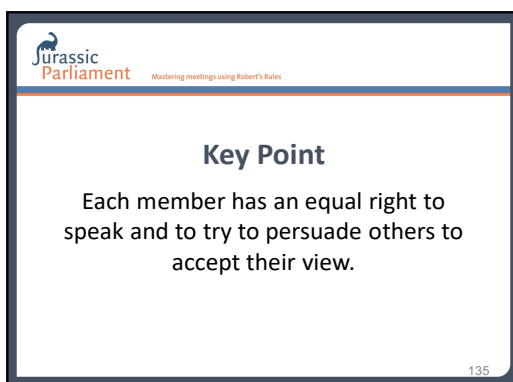
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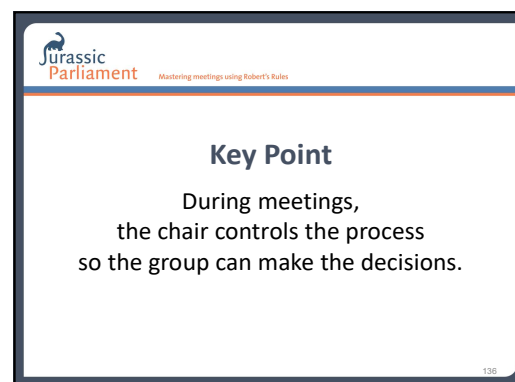
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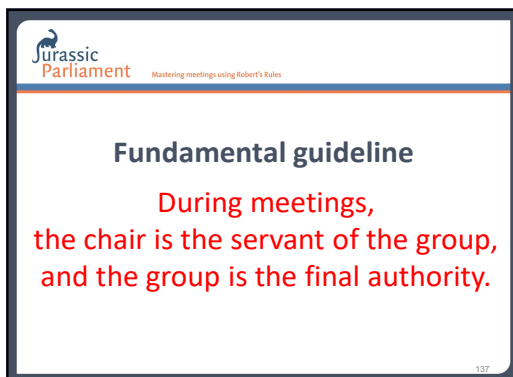
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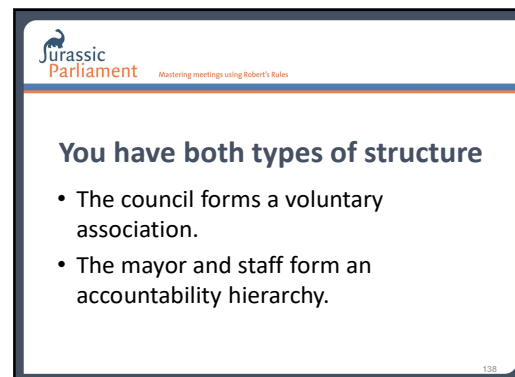
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Jurassic Parliament Mastering meetings using Robert's Rules

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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LEGISLATION is the prerogative of the council. City manager supports council, but does not decide.

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ADMINISTRATION is the prerogative of the city manager. Council may not interfere.

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Jurassic Parliament Mastering meetings using Robert's Rules

Your duty as a council member

- Debate and determine overall strategy, policy, and legislation for your city.
- Leave the details of operations to the city manager and staff.

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

Resolution No. 21-360

Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

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Jurassic Parliament Mastering meetings using Robert's Rules

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.
- It's a terrible system—but see Winston Churchill quote...

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Jurassic Parliament Mastering meetings using Robert's Rules

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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Jurassic Parliament Mastering meetings using Robert's Rules

The willingness to engage in honest debate and lose on issues you care deeply about reaffirms your commitment to common citizenship.

Cornell Clayton, Washington State University

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Jurassic Parliament Mastering meetings using Robert's Rules

What is the alternative?

The ballot box is sacred because the alternative is blood.

Elias Canetti

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Jurassic Parliament Mastering meetings using Robert's Rules

VI. Why do we need these rules?

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Jurassic Parliament Mastering meetings using Robert's Rules

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

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Jurassic Parliament Mastering meetings using Robert's Rules

Ego is the one affliction we all have in common.

Mark Epstein, psychotherapist

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Jurassic Parliament Mastering meetings using Robert's Rules

Our brains are larger

- The human brain is 3 times larger than the chimpanzee brain, compared to body size.
- Most of the difference is in the prefrontal cortex, with millions of GABA neurons whose job is to STOP US from acting on impulse!

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Jurassic Parliament Mastering meetings using Robert's Rules

Amygdala

- When the amygdala, center for fear and anger, starts firing, the pre-frontal cortex shuts down.
- We can control the amygdala, and our feelings, using the prefrontal cortex and its neurons.

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Jurassic Parliament Mastering meetings using Robert's Rules

What is your energetic state at meetings?

- Do you feel energized and expanded?
- Do you feel shut down and contracted?
- You have a choice about your inner energetic state.

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Jurassic Parliament Mastering meetings using Robert's Rules

Preparing for the meeting

- Ask yourself before a meeting, am I going into this meeting in a fighting mood, or a mood of collaboration, prepared to compromise?

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Jurassic Parliament Mastering meetings using Robert's Rules

Vision phase one

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

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Jurassic Parliament Mastering meetings using Robert's Rules

Vision phase two

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

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Jurassic Parliament Mastering meetings using Robert's Rules

VII. Conclusion

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Jurassic Parliament Mastering meetings using Robert's Rules

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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MASTERING COUNCIL MEETINGS
A GUIDEBOOK FOR ELECTED OFFICIALS AND LOCAL GOVERNMENTS

Ann G. Macfarlane, PRP, CAE
and Andrew L. Estep, CAE

Jurassic Parliament

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**CITIZEN'S GUIDE
TO EFFECTIVE CONDUCT OF PUBLIC MEETINGS
USING PARLIAMENTARY PROCEDURE AND
ROBERT'S RULES OF ORDER
IN WASHINGTON STATE**



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This guide has been prepared to assist citizens and residents who want to know the expectations for public

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Jurassic Parliament Mastering meetings using Robert's Rules

After taking this training you will be able to:

1. Describe how the authority of the group is more important than any single individual, even the chair.
2. Make motions and amendments.
3. Make the personal commitment necessary to run effective meetings.

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Jurassic Parliament Mastering meetings using Robert's Rules

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. These 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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Jurassic Parliament Mastering meetings using Robert's Rules

Four fundamental guidelines

1. The chair is the servant of the group, and the group is the final authority.
2. All members have equal rights, privileges and obligations. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.
3. Courtesy and respect are required.
4. One thing at a time.

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Jurassic Parliament Mastering meetings using Robert's Rules

Follow four fundamental guidelines for successful meetings



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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Jurassic Parliament Mastering meetings using Robert's Rules

Essential Guidelines for City Councils



Follow these essential guidelines of parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

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Jurassic Parliament Mastering meetings using Robert's Rules

Don't be picky

The president should never be technical or more strict than is necessary for the good of the meeting. RONR 47:19

- This applies to the members as well. Use the rules when necessary, but with restraint.

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Jurassic Parliament Mastering meetings using Robert's Rules

Minor mistakes don't invalidate action



A recent news report described how a school board, realizing that no one had seconded the motion they approved, went back at the next meeting and voted on it again. This was a waste of time.

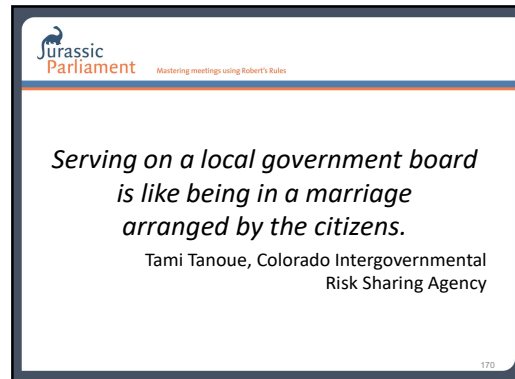
The purpose of "seconding the motion" is to be sure that at least two people on a board want to discuss the proposed action. Obviously if a board has passed a motion, at least two people wanted to discuss it, and did. A second is not a seal of approval or an "imprimatur" that must happen before action on a given proposal proceeds. It is just a way of confirming enough interest for discussion.

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PARKING FEES PRACTICE SCRIPT

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 Dinopolis. The staff has reviewed the matter carefully. As you know, our current rate is \$2 per hour. The staff recommends that the new fee be set at \$20 per hour. Does anyone care to make that motion?
2.	environmentalist	I move that parking fees be set at \$20 per hour.
3.	photographer	Second!
4.	chair	Very well, it has been moved and seconded that the 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 parking fees 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 really feeling the pinch. Our current tough economic times have hit them 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. Members must speak in turn. 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 to have 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	Oh, the point is well taken. The chair apologizes for her remarks. Further discussion?
24.	banker	<i>[speaking angrily]</i> In my opinion, this council 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 raising the parking fees 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 raise the parking fees to \$20 per hour.

food program director

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	We have to look at basic food need in our under-served communities. How about supporting the food bank instead!
Your Main Motion 	I move that we assign \$1 million of these funds to our food bank.
Sample remarks in favor of your motion...	The food bank does the best it can, but many dinos are not getting enough gingko fodder to eat! That's what causes delinquency.
Sample Amendment 	I move that we amend the motion by adding the words "and increase the Food Program subsidy by 200%."

football coach

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Our high school stadium is in pitiful shape! Why don't we spend the money improving it instead?
Your Main Motion 	I move that we request the Superintendent to open a touch football program in the elementary schools.
Sample remarks in favor of your motion...	Football is the only sport that teaches young dinosaurs how to succeed. It will make a difference in the game of life.
Sample Amendment 	I move that we amend the motion by adding the words "and make football mandatory for all college students."

fossil hunter

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	This is just a waste of money. Let's hire a team of archeologists who can preserve our ancient fossils before they are ground up in the maw of progress.
Your Main Motion 	I move that we create a Fossil Museum to preserve the precious heritage of our species.
Sample remarks in favor of your motion...	If we don't know what fossils of the past mean, we will fail to prepare for our future.
Sample Amendment 	I move that we amend the motion by adding the words "provided that the Archeology Council declares the area for the project to be a fossil-free zone. "

gardener

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	It's OK by me, as long as we guarantee that at least 2% of the cost will be dedicated to great landscaping.
Your Main Motion 	I move that we create a new public park to improve recreational opportunities in our fair city.
Sample remarks in favor of your motion...	Parks are one of the most important amenities in any city! If we want to preserve the environment we must preserve plants!
Sample Amendment 	I move that we amend the motion by adding the words "and that the Macfarlane Gardening Center be awarded the contract for the landscaping of this project. "

general contractor

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Small-scale industry needs support more than this kind of project. I'm in favor of grants to small businesses.
Your Main Motion 	I move that we build a new dock at the Dinopolis port.
Sample remarks in favor of your motion...	We have more than 200 vessels visiting per year and the old dock is just a disgrace!
Sample Amendment 	I move that we amend the motion by adding the words "and that the Macfarlane Marine Masterbuilders be retained to build the project."

gingko farmer

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	What about small farmers? This money ought to go to the backbone of our economy, not be wasted on frivolous entertainment. I'm against it!
Your Main Motion 	I move that we subsidize the cost of all supplies necessary to produce a healthy gingko crop for our families.
Sample remarks in favor of your motion...	Ginkgo is a staple of our diet! If we don't support good ginkgo crops, our health will really suffer.
Sample Amendment 	I move that we amend the motion by adding the words "and that we institute a crop spraying program to protect our gingko fields."

golfer

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	I think this would be a big waste of money. Our golf course needs refurbishing and improvements to continue to serve.
Your Main Motion 	I move that we build a new golf course to enhance our recreational facilities.
Sample remarks in favor of your motion...	Our old golf course has been totally chewed up by dinosaur claws.
Sample Amendment 	I move that we amend the motion by adding the words "and build a new golf course in addition."

guitarist

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	We don't need a big performance space. How about creating smaller venues that will allow for more intimate experiences, like guitar concerts?
Your Main Motion 	I move that we request the superintendent of schools offer guitar lessons to all students in the high school.
Sample remarks in favor of your motion...	Guitar is the best possible instrument for dinosaurs to make beautiful music.
Sample Amendment 	I move that we amend the motion by adding the words "and organize free guitar concerts in the city park at lunch time."

ham radio operator

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Emergency management is a crying need right now. I think we should invest in our ham radio system.
Your Main Motion 	I move that we establish a ham radio network so all dinosaurs can have good reception when the telephone and internet are down.
Sample remarks in favor of your motion...	We know that keeping everyone in the loop is essential for the public safety.
Sample Amendment 	I move that we amend the motion by adding the words "and that we request the ham radio enthusiasts to provide backup communication in the event of a natural disaster. "

harmonica manufacturer

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	My harmonica quartet will really enjoy performing in this space. I'm for it!
Your Main Motion 	I move that we subsidize our small musical-instrument factories who are finding it a challenge to make ends meet.
Sample remarks in favor of your motion...	Music and other recreational activities will suffer if we aren't able to produce harmonicas for every home in our city, as we have in the past.
Sample Amendment 	I move that we amend the motion by adding the words "and celebrate the completion of the project with a concert by the Happy Harmonica Band. "

knitter

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Don't forget the hobbyists! Let's include a yarn store in the center.
Your Main Motion 	I move that we request the YMCA to offer free knitting classes.
Sample remarks in favor of your motion...	Knitting is very good for soothing dinosaurs that suffer from stress.
Sample Amendment 	I move that we amend the motion by adding the words "and ensure that hobbyists are also included."

massage therapist

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	What if we transformed this idea into a wellness center? It could include the arts AND massage.
Your Main Motion 	I move that we research the health-giving properties of our mineral mud.
Sample remarks in favor of your motion...	We are sitting on a gold-mine here in Dinopolis. Do you have any idea how much people will pay for mud-bath treatments?
Sample Amendment 	I move that we amend the motion by adding the words "free massages be offered to all employees."

movie fan

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	We've gotta make sure that the center includes a wide screen suitable for showing IMAX movies.
Your Main Motion 	I move that we ask Mr. Steven Spielberg to film this project for posterity.
Sample remarks in favor of your motion...	Mr. Spielberg is one of the great directors of the world, and it would be an honor to have him film our project!
Sample Amendment 	I move that we amend the motion by adding the words "and we retain a local movie director to film the project for posterity."

museum director

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Performing arts live for a moment, but what we really need is a museum that will give immortality to dinosaurs.
Your Main Motion 	I move that we build a new museum to honor the glorious history of dinosaurs.
Sample remarks in favor of your motion...	We need to help our posterity remember where they come from. Our old museum is a disgrace!
Sample Amendment 	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."

neighborhood blogger

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	I can certainly promote this project on my blog – I have over 6000 readers!
Your Main Motion 	I move that we provide high-speed Internet access to every home in the city.
Sample remarks in favor of your motion...	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.
Sample Amendment 	I move that we amend the motion by adding the words “and give bloggers the same status as journalists.”

opera fan

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	This is a splendid idea and I look forward to patronizing our region's best opera performers!
Your Main Motion 	I move that we allocate \$1 million to partner with the schools and bring students to opera performances free.
Sample remarks in favor of your motion...	This will increase the happiness and well-being of our students.
Sample Amendment 	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. "

pharmacist

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	We've been hit by the pandemic so hard that mental health is really suffering. We ought to use this money to offer free Valium to our residents.
Your Main Motion 	I move that we provide Valium without charge to every resident dinosaur suffering from stress.
Sample remarks in favor of your motion...	In these tough economic times, many dinosaurs are truly suffering from anxiety and stress. Valium would make them calmer.
Sample Amendment 	I move that we amend the motion by adding the words "and provide chemical assistance to all."

port director

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Shiver me timbers! How can we think about a project like this when our port timbers are covered with barnacles?
Your Main Motion 	I move that we form a consortium with the five other ports of Dino Bay.
Sample remarks in favor of your motion...	All the traffic is going to Port Dino and Montedino! We need to rev up the economic engines.
Sample Amendment 	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."

psychiatrist

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	I think the members of this council ought to have their heads examined! How can we think of spending this money on a building, when people are so mentally beat up by the pandemic?!
Your Main Motion 	I move that we set up a Mental Health Court to deal with dinosaurs who have medical issues.
Sample remarks in favor of your motion...	It seems clear that the threat of impending doom has made many dinosaurs paranoid.
Sample Amendment 	I move that we amend the motion by adding the words "and provide long-term therapy to all residents who need it."

psychologist

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Provision of mental health services to our residents would be a much better use of the money.
Your Main Motion 	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.
Sample remarks in favor of your motion...	Dinosaurs find it very challenging to sit in a classroom for six hours a day!
Sample Amendment 	I move that we amend the motion by adding the words "including sensitivity training on interspecies respect."

restaurant owner

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	It will be great to have a restaurant of the very highest quality included, to create an elegant atmosphere.
Your Main Motion 	I move that we create a Culinary Institute to train young dinosaur chefs.
Sample remarks in favor of your motion...	We can't compete with the League of Southern Dinosaur Cities unless we have our own Culinary Institute.
Sample Amendment 	I move that we amend the motion by adding the words "and encourage all young dinosaurs to learn how to cook."

school superintendent

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	The schools need this money much more than our community needs a big bloated building. I think that we should spend this money to raise our teacher salaries.
Your Main Motion 	I move that we assign half the surplus to our local public schools.
Sample remarks in favor of your motion...	We need to ensure an excellent education for all dinosaurs! It's the most important thing we can do for our future.
Sample Amendment 	I move that we amend the motion by adding the words "and request that the Dinopolis High School Band provide the music. "

spa manager

Use the examples below as inspiration to make a Main Motion, to remark on a Motion, or to add an Amendment to a Motion.

Your remarks on motion to build a performing arts center...	Couldn't we spend half the money on the center, and use the other half to provide relaxing spa services to all our residents?
Your Main Motion 	I move that we fund skin care research to develop the useful properties of the special mineral muds of our area.
Sample remarks in favor of your motion...	Our spas could really benefit from this initiative. And given the stress of these tough economic times, spas are vital to our health.
Sample Amendment 	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. "