Meeting Procedures

The Council Comes To Order

- Say, “The council will come to order.”
- Seat council members together facing the advocacy groups.
- Once council member will have CHAIR on their role card and the following script:
  - “Is there any new business?”
- Chair invites any council members to speak.

Clerk (played by facilitator, offers guidance)

- Council member may now make a motion: “I move that we adopt an ordinance to…” to adopt any of the policies proposed by the groups during their office hours (and ONLY those policies).
- “When a council member moves to adopt a policy, any other council member must ‘second’ the motion, or the motion fails and the policy is rejected.”
- If there is a second, facilitator invites the chair to open the floor for a period of public comment.
- From a designated podium invite advocates and opponents to formally address the council.
- To the extent possible, the chair should recognize one supporter, then one opponent.
- The chair should recognize each speaker only once and limit each speaker to two minutes.

Other procedures for facilitator to encourage the basic rules of decorum for any council meeting.

- Instruct speakers to wait until council chair formally recognizes them.
- Make sure meeting “attendees” are quiet, that speakers speak only when specifically recognized by council chair, and that speakers always address the council itself, not the other speakers/advocates in the audience.

Internal deliberation

- Council will formally close “public comment” and take time for internal deliberations.
- Chair recognizes fellow council members to speak individually.
- Council members should speak so that the audience can clearly hear their comments or questions.

Voting Options

- Take a vote on the policy, with a simple majority needed to pass.
- Propose an amendment to the policy: amendments must be proposed, seconded, and voted on individually; and/or
- Move to “table” the policy – must be a motion and a second and a majority vote. Council would table if they feel they have insufficient information or specificity to make a decision at this time.

Determine Decision Makers: Ordinance Adoption Game

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