

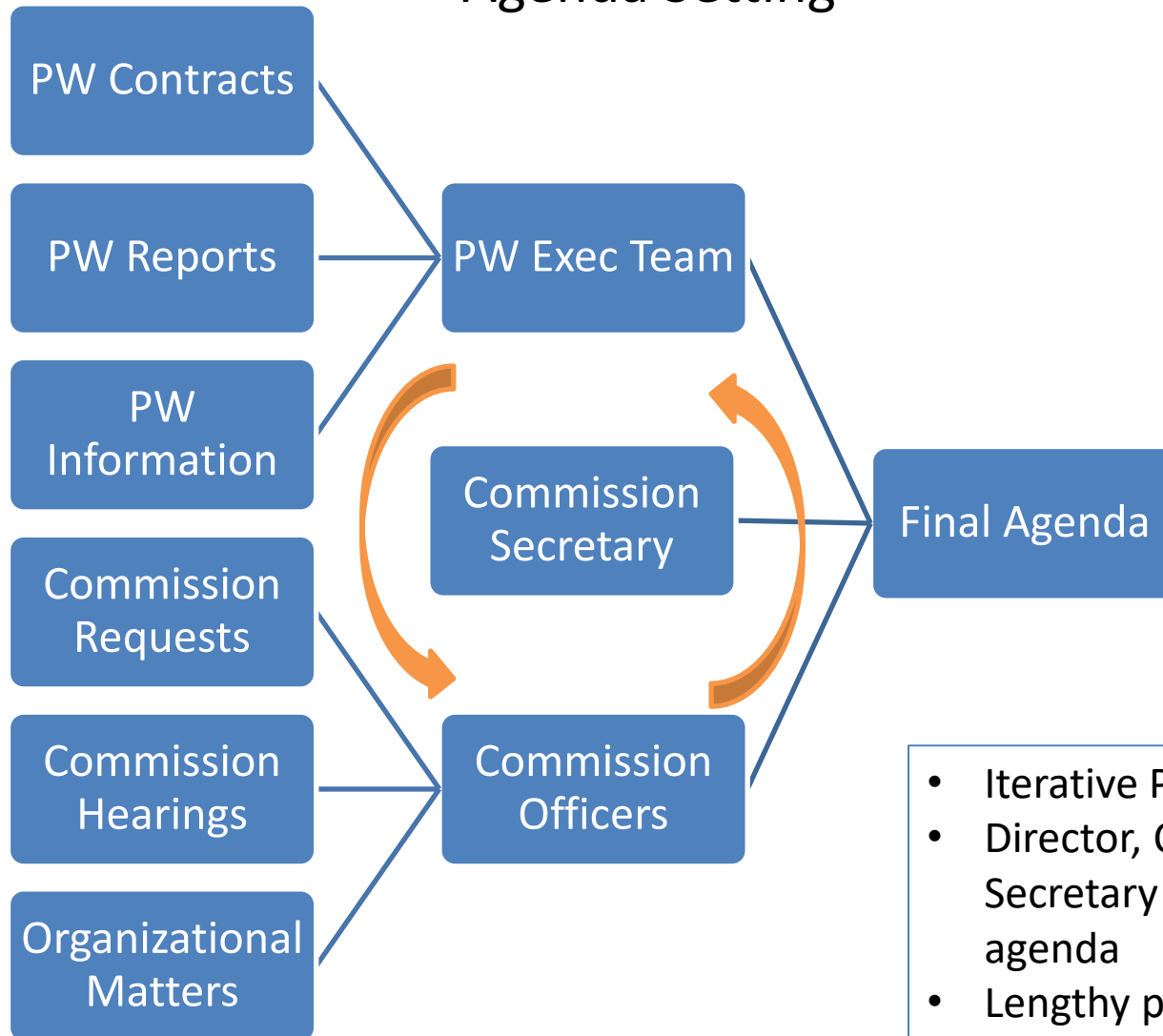


Items 3-7
Rules of Order,
Election of Officers, Meeting Calendar,
Hybrid Meetings and Minutes

August 19, 2022

Item 3 – Rules of Order

Agenda Setting



- Iterative Process
- Director, Chair and Secretary assemble agenda
- Lengthy process for department items

Item 3 – Rules of Order

Resolution Adoption

Item for Consideration

- Resolution required for most decisions
 - Staff Report accompanies most resolutions
 - Presentation may accompany item considered individually
 - Briefing may be requested
 - Regular vs. Consent
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- Must have quorum – majority of all members = 3
 - Resolutions require 3 yes votes, except procedural items
 - Motioned and seconded
 - Presentation, Public Comment, Discussion/Debate, Vote

Item 3 – Rules of Order

Resolution Adoption (cont.)

- Member votes are “yes” or “no” unless excused by a majority of members present
- Chair may vote on all matters
- Substantive amendments may require consideration to at a later date
- Substantive amendments to Rules of Order require 10-notice period before consideration

Example motion: “I move that we adopt the rules of order.”

Item 4 - Elect Commission Chair and Vice Chair

- Term – today through June 2023
- Written remarks available for Chair to use today
- My elect Chair and Vice Chair separately or single motion
- Will require a motion, public comment, any debate then the vote

Example: “I move that we elect _____ as Vice Chair of this Commission through June 2023.”

Item 5 - Regular Meeting Calendar

- Will require a motion, public comment, any debate then the vote

Example: “I move that we adopt the Commission Calendar for September 2022 through June 2023.”

| Month | Date |
|-----------|-------|
| September | 2nd |
| | 16th |
| October | 7th |
| | 21st |
| November | 4th |
| | 14th* |
| December | 2nd |
| | 16th |
| January | 6th |
| | 20th |

| Month | Date |
|----------|------|
| February | 3rd |
| | 17th |
| March | 3rd |
| | 17th |
| April | 7th |
| | 21st |
| May | 5th |
| | 19th |
| June | 2nd |
| | 16th |

*Rescheduled

Item 6 – Allow Hybrid Meetings

- Allows remote meetings during the COVID-19 emergency
- Continue remote meetings for the next 30 days
- Allows Commissioners impacted by COVID-19 to participate remotely without needing to accommodate the public in their remote location.
- Will require a similar resolution within the next 30 days.
- Will require a motion, public comment, any debate then the vote

Example: “I move that we adopt the findings under the State Urgency Legislation.”

Item 7 - Adopt Minutes from the 7/28/22 Joint Meeting

- Amendments and corrections
- Will require a motion, public comment, any debate then the vote

Example: “I move that we adopt the minutes from the July 28, 2022 joint meeting of this Commission with the Sanitation and Streets Commission.”



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