




MEMORANDUM

8 October 2019

TO: Barbara Hooper, Chair, and Denise Phillips, Vice Chair, La Honda Creek Preserve Public Access Working Group (PAWG)

CC: Tina Hugg, Senior Planner, Midpeninsula Regional Open Space District

FR: Lou Hexter, Sr. Project Manager, MIG 

RE: Committee Leadership Guidance

To assist the leadership of the La Honda Creek Preserve Public Access Working Group (PAWG) in managing effective meetings, we are offering the following guidelines:

- Encourage participation from all members of the Working Group. This may require calling on someone who has been silent to see if there is something he/she would like to contribute. Another opportunity is to ask for a comment from each Working Group member on a particular discussion item. A member is free to “pass,” but this offers everyone an equal opportunity to participate.
- Manage the discussion time so that all members have an opportunity to speak up. This may require interrupting a talkative member and asking him/her to complete comments in a timely fashion.
- Reserve comments from chair/vice chair for the end of the discussion time.
- Demonstrate and require civility within the discussion, focusing on issues not on individuals.

We are following parliamentary procedures and Robert's Rules of Order in taking action as a Working Group. This means formally opening and adjourning each meeting and using motions to ascertain the will of the members. The following may be useful guidance in entertaining and acting on motions:

How are Motions Presented?

- Obtain the floor – wait until the last speaker has finished.
- Address the Chair by saying, "Mr./Mme. Chair, or Mr./Mme. President."
- Wait until the Chair recognizes you.
- Make your motion.
 - Speak in a clear and concise manner.
 - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - Avoid personalities and stay on your subject.
- Wait for someone to second your motion.
 - Another member will second your motion or the Chair will call for a second.
 - If there is no second to your motion it is lost.
- The Chair states your motion.
 - The Chair will say, "it has been moved and seconded that we ...", thus placing your motion before the membership for consideration and action.
- The membership then either debates your motion or may move directly to a vote.
- **Once your motion is presented to the membership by the chair it becomes "assembly property," and cannot be changed by you without the consent of the members.**

Expanding on Your Motion

- The mover is always allowed to speak first.
- All comments and debate must be directed to the chair.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished, unless called upon by the Chair.

Previous Question/Stop Debate

The previous question motion is used to stop debate on a motion... The motion must be seconded, no debate is allowed, and a two-thirds vote is needed. If the motion passes, it requires an immediate vote on the pending motion.

Putting the Question to the Membership

- The Chair asks, "Are you ready to vote on the question?"
 - If there is no more discussion, a vote is taken.
 - On a motion to move the previous question may be adapted.

Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- **By Voice** – The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- **By Roll Call** – Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
- **By General Consent** – When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- **By Division** – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- **By Ballot** – Members write their vote on a slip of paper, this method is used when secrecy is desired.