

A man with dark curly hair, smiling and singing into a silver microphone. He is wearing a white, textured, long-sleeved shirt and a gold chain necklace. The background is dark with some yellow light on the left.

I SECOND THAT _(E) MOTION

How to make motions and when to use them

YOU'VE GOT ME FEELING THAT MOTION

Main motion – A motion must be made and seconded to initiate discussion on an issue (a limited amount of discussion may be allowed at the discretion of the Chair prior to the motion being made).

Amendment - If you support the motion but would like to add something that doesn't change the meaning of the motion, propose an amendment. The proposed amendment must be germane to the main motion.

An amendment can be amended and is debatable.



YOU'VE GOT ME FEELING THAT MOTION

- A motion to amend requires a second.
- After the motion to amend is seconded, a majority vote is needed.
- Then a vote is taken on the amended motion.



PAPA'S GOT A SUBSTITUTE MOTION

- A substitute motion is a form of amendment applied when the desire is to amend a motion in several different, nonconsecutive places.
- If you want to change the meaning of the motion or propose an alternative action to the main motion, use a substitute motion.

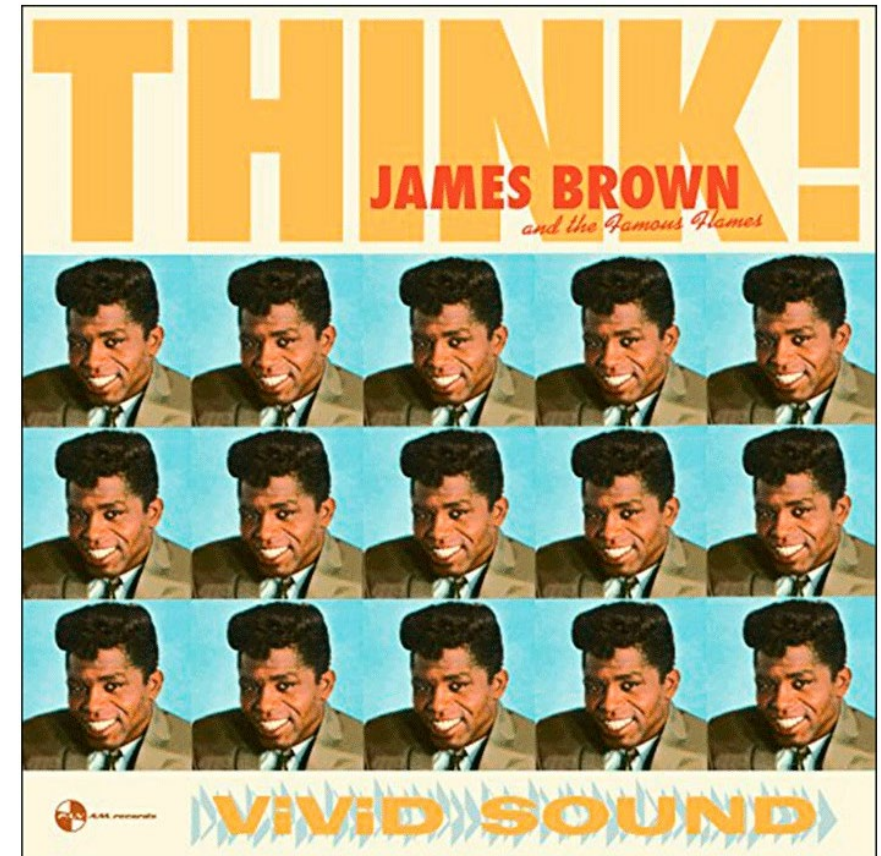
PAPA'S GOT A SUBSTITUTE MOTION

- Other types of substitute motions:
 - Motion to postpone – indefinitely/to a specific date
 - Call for the question – if a member feels the item has been adequately discussed & it is time for a vote
 - Table (means that the item will be discussed later in the same meeting)



PAPA'S GOT A SUBSTITUTE MOTION

- Up to one main motion and two substitute motions may be on the floor at one time.
- If the substitute passes, it does away with the prior motion.
- If it fails, the previous motion comes back up for consideration.



LESSER USED MOTIONS

Motion to reconsider – Can only be made by a member on the prevailing side of a previous vote. If seconded and passed, it rescinds the previous vote and brings the motion back for discussion.

The one thing that
can **solve** most of our
problems is **dancing**.

– James Brown

AZ QUOTES



HANDLING MORE THAN ONE MOTION

- Secretary: “I propose a motion to approve the variance with the following conditions: the applicant will provide extra tree mitigation.”
- Commissioner A: “I move to amend the motion that the condition includes that the applicant will provide 50 extra inches of tree mitigation.”
- Commissioner B: “I propose a substitute motion to deny the requested variance.”

METHODS OF VOTING

- **Adopt by consensus:** If there is no opposition
- **Vote by voice:** Ayes vs. nays
- **Show of hands:** Keep hands raised until Chair and staff have completed counting
- **Roll call vote:** If requested by a voting member



A promotional photograph for the television show 'Walk the Line'. It features four men standing against a dark, textured background. In the center, Mark Wahlberg, dressed in a black suit with gold embroidery, holds a vintage silver microphone and looks directly at the camera with a slight smirk. To his left is Cuba Gooding Jr., wearing a white suit over a black shirt, with his arms crossed and a gentle smile. To Wahlberg's right is another man in a white suit, also with his arms crossed and a slight smile. On the far right is a fourth man, also in a white suit, with his arms crossed and a slight smile. The lighting is dramatic, highlighting the men against the dark backdrop.

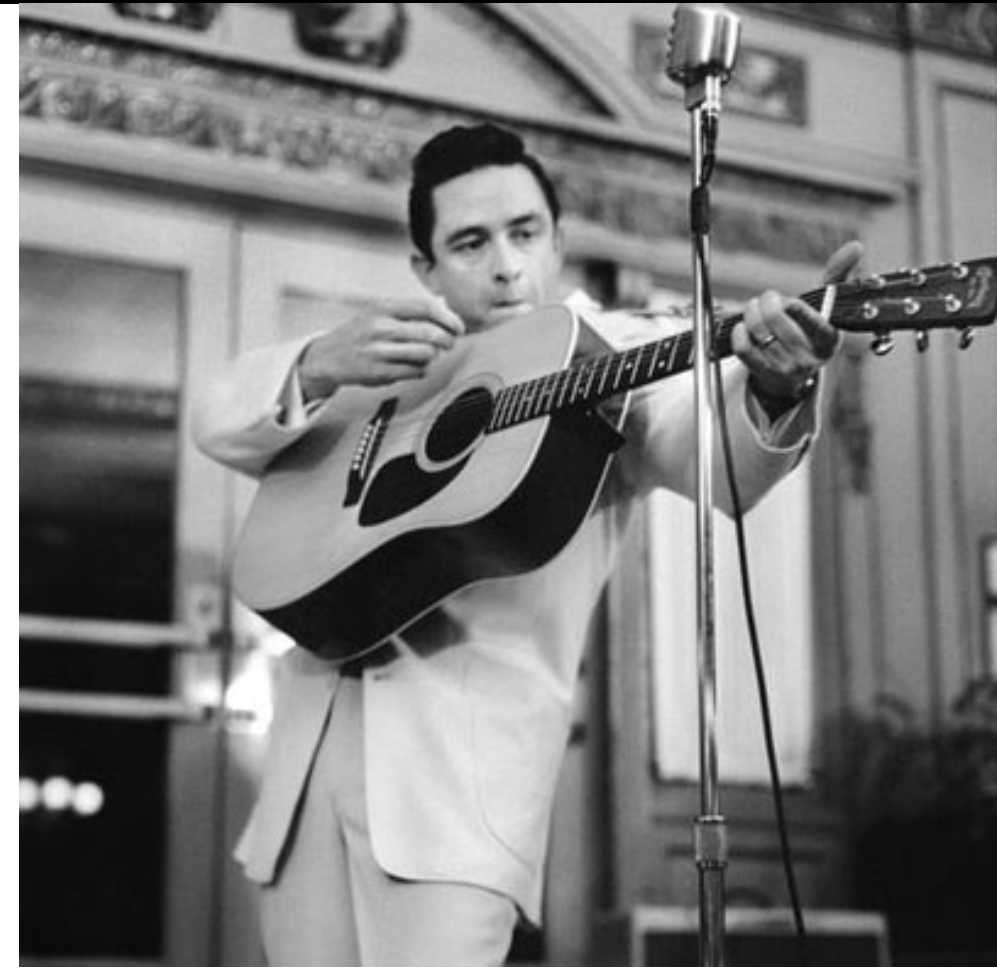
WALK THE LINE

A story about walking quorums and how to avoid them

WALK THE LINE

A meeting occurs when:

1. A quorum (6 or more) of a gov body gathers (in person, phone, or both)
2. Public business that the gov body has authority to supervise is discussed, and
3. A member of the governmental body participates in the discussion.



WALK THE LINE

- **TOMA 551.114: Criminal penalties for knowing participation in a closed meeting.**
 - Fine between \$100 to \$500
 - Confinement in county jail between 1 and six months
 - or both



BECAUSE I'VE TOLD YOU BEFORE...YOU CAN'T DO THAT



- Before a meeting, two members meet in person to discuss an agenda item, then have a phone conversation with three other members to decide how they will vote the next day.
- A stakeholder (staff, applicant, NGOs, residents) emails the entire commission regarding a potential business matter, and a commissioner replies to everyone on the email chain.

DON'T WANNA BE ALL BY MYSELF

- Remember: commission members aren't allowed to act independently on behalf of the commission.
- If you are meeting with stakeholders about an upcoming business item, don't forget that you are required by law to provide them with the Registered Lobbyist Disclosure.



Scheduled Meeting Disclosure Information:

Written disclosure is required by visitors when attending a scheduled meeting with a City Official regarding a municipal question for compensation on behalf of another person. Anyone scheduling or accepting a meeting invitation with a City Official must either acknowledge that the disclosure requirement does not apply or respond to the following survey:

<https://www.surveymonkey.com/r/BCVisitorLog>

Board and Commission members are not required to determine who meets the requirements listed above. If an individual requesting a meeting has questions about whether they meet the disclosure requirements above, please refer them to Ordinance 20160922-005 (<http://www.austintexas.gov/edims/document.cfm?id=265293>).

Additional information is available at:

<http://www.austintexas.gov/departments/lobbyists>.

I JUST CALLED TO SAY... LET'S TALK ABOUT IT AT THE MEETING (OR BEST PRACTICES)

- One-on-one convos outside of a meeting are OK but beware the “daisy-chain” of communications.
- Never “Reply All”. Best practice is to use blind copy or forward info to your liaison to distribute to others.
- You can meet with and ask stakeholders questions about an upcoming business item but save your recommendations for the meeting.
- You can send draft language for recommendations to the liaison before the meeting but avoid sending to other commission members.
- Get into the habit of asking yourself, “am I conducting business?” or “Could this be a future business matter?”

