



# MEETING PROCEDURES

## Opening and New Business

- Mayor: "I will call this meeting to order on [Month, Date, Year] at [Hour, Minute, AM/PM]."
- Mayor: *"I would like to open discussion to any new business any member of council would like to bring before our council."*
- Council member who has agreed to sponsor any proposed states:
- *"I would like to move that our city council adopt an ordinance that [description of ordinance]..."*
- Mayor: *"This motion requires a second. Do we have a second?"*
  - *Note: a "Second" only moves a proposed ordinance to a discussion phase and does not per se imply support for, or opposition to, the proposal. Without a "second", no further action is taken on this ordinance proposal.*
- Any council member may 'second' the motion by stating: *"Second!"*

## Public Comment

- Mayor: *"Those who wish to speak may now come forward one at a time. Please state your full name and your town of residence. Each person may have up two minutes to share their thoughts, and we will end discussion in [five or ten] minutes."*
- The advocacy group in support of the moved and seconded ordinance should rise and speak at this point.
- The Mayor should request to hear from opposition. A group not supporting this ordinance is now encouraged to speak in opposition to it.

## Council Internal Deliberation

- After the Mayor confirms that everyone among the public has had the opportunity to comment, the Mayor states:
- *"Hearing no more discussion, we are closing public comment and opening the meeting to deliberation among the council."*
- Individual council members can and should speak up in support or opposition to the proposal, raising any questions or concerns they may have.
- Any council member may directly ask questions of audience members, who should formally answer from the podium.
- During deliberation, council members must speak clearly and in front of the audience and MAY NOT deliberate privately.

## Determine Decision Makers: Ordinance Adoption Game



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## Amend, Table, Vote

When the Mayor confirms that members of the council have no more comments or questions, the Mayor should say:

*"It is now time to vote on the proposal".*

At this point, any council member may move to amend or perhaps table the ordinance proposal.

### Amend

- Amend – an amendment refers to a specific change to the language of the proposed ordinance. The member must clearly state the proposed specific change to the ordinance as part of their motion, stating:
  - *"I move that we amend the proposed ordinance as follows\_\_\_."*
- After receiving a "second" council can discuss the amendment, and then must vote to amend the ordinance as proposed. First on the amendment only – if the amendment receives a majority vote, council **MUST THEN ALSO VOTE AGAIN ON THE ORDINANCE AS AMENDED**. If the amendment fails, the original proposal remains as the voting item.
- Mayor: *"All those in favor say aye. All those opposed say nay."* A simple majority wins.

### Table

- If council feels it does not yet have sufficient information to move ahead, but would like to consider the ordinance at a future meeting rather than just vote "no", any member can offer a motion to "table" the ordinance under consideration until a future date by stating:
  - *"I move that we table this proposal until a future meeting."* This stops further discussion.
  - The chair **MUST** immediately stop discussion and request a second to this motion. If received, council **MUST** move to an immediate vote without any further discussion.
  - Mayor: *"All those in favor, say aye. All those opposed, say nay."* A simple majority wins.
- If it passes, the proposal is tabled and there is no further discussion of this proposal or voting at this council meeting.
- Don't worry, this is a very typical 'mock meeting' outcome!

### Vote

- Mayor: *"All those in favor say aye. All those opposed say nay."*
- A simple majority wins.

At this point, the Mayor should again open the floor for new business and repeat this process.

## Determine Decision Makers: Ordinance Adoption Game