

520. Sample Word Track for Running a BC Meeting

Departments involved:	City Clerk, various
Related Procedures:	

SAMPLE WORD TRACK FOR RUNNING A BOARD/COMMISSION MEETING

CALL TO ORDER

Chair: **“The time is XX:XX p.m. on [meeting date, e.g. January 25, 2017] and I would like to call this meeting of the [Name of Board/Commission, e.g. Board of Ethics] to order.**

“Would the secretary please call the roll?”

ROLL CALL

Secretary: *Read each member’s name and allow member to state “present” for the record – e.g. “Commissioner Smith, Commissioner Jones, etc.”*

If a member is absent state, “Commissioner [Last Name] is absent.”

CONSENT CALENDAR

Chair: **“The first order of business is the Consent Calendar. I don’t have a request from any member or from the public to pull any of the items on the Consent Calendar. Are there any questions or comments on any of the Consent Calendar items?”**

If there are questions or if an item has been pulled from the Consent Calendar (e.g. question by a member, public request to speak on a Consent item, or staff has asked that an item be pulled), announce that that item will be removed from the Consent Calendar and heard separately. Proceed with vote on items that remained ON the Consent Calendar and then hear those that were removed at the conclusion of the Consent Calendar vote.

Chair: **“Is there a motion to approve the items on the Consent Calendar?”**

Member 1: **“Move approval of the Consent Calendar.”**

Chair: **“Is there a second?”**

Member 2: **“Second.”**

Chair: **“I have a motion by [state Member 1’s name, e.g. Commissioner Smith], and second by [state Member 2’s name, e.g. Commissioner Jones]. All in favor? --- Any opposed?”**

“The Consent Calendar PASSES/FAILS [restate the vote, e.g. unanimously or with Commissioner Smith opposed, etc.].”

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ITEMS REMOVED FROM THE CONSENT CALENDAR *(IF ANY)*

Chair: **“Item ## was removed from the Consent Calendar by [name whoever requested the item be removed, e.g. staff or Commissioner Jones].” Then refer to that individual for questions, remarks, etc.**

Entertain motion if appropriate.

PUBLIC COMMENTS

Chair: **“Public Comments is the section on the agenda for members of the public to address the board on items that are not listed on the agenda.**

If there are NO speakers:

“I don’t have any requests from the public to speak.”

If there are speakers:

“Speakers will have 3 minutes [or whatever amount of time is set by the board] to address the board on items under the board’s jurisdiction.”

ALL OTHER ITEMS

Chair: **“The next item on the agenda is Item ##.”**

Refer the item to staff for a report or lead discussion of the item as appropriate.

If there are any requests to speak, call speakers as appropriate after staff’s comments and before discussion by the board/commission.

Entertain motion if appropriate.

STANDARD WORD TRACK FOR MOTIONS

Chair: **“Is there a motion to approve Item ##?”**

Member 1: **“Move approval.”**

Chair: **“Is there a second?”**

Member 2: **“Second.”**

Chair: **“I have a motion by [state Member 1’s name, e.g. Commissioner Smith], and second by [state Member 2’s name, e.g. Commissioner Jones] to [state whatever the action/motion is, e.g. approve Item 5, or make a referral to staff to XYZ]. All in favor? --- Any opposed?”**

Chair: **“The item PASSES/FAILS [restate the vote, e.g. unanimously or with Commissioner Smith opposed, etc.].”**

ADJOURNMENT

520. Sample Word Track for Running a BC Meeting

Chair: **“It is XX:XX p.m. and I am adjourning this meeting to [state the next meeting date, if available; e.g. *the next regular meeting of the Board of Ethics on February 1, 2017 in the Council Chambers*].”**