PROCEDURES FOR GREATER GOLDEN HILL MAD OVERSIGHT COMMITTEE
MEETINGS
August 14, 2008 – APPROVED
November 5, 2008 APPROVED

These procedures are to provide direction for conducting Greater Golden Hill Maintenance Assessment District Clean, Green, and Safe Committee meetings. These procedures outline activities for conducting and dealing with:

- Preparing the agenda
- Starting and running the meeting, including public input
- Preparation for the next meeting

It is recognized that the goals below may not always be possible to meet, but serve as the desired result. These procedures do not conflict with the bylaws and were proposed after a review of the existing bylaws.

1. PREPARING THE AGENDA

The agenda is prepared by the Committee Chair, and will be time-limited by the 1 ½ hours available for the meeting.   Only items requested by committee members will be placed on the agenda.   Any committee member may propose an item for the agenda by requesting it of the Chair. The person who proposes the agenda item is responsible for distributing information in advance, providing any advance copies of motions, and performing any co-ordination required for the item to be heard expeditiously. This member may also be a subcommittee Chair acting for the committee.

Agenda items will be time specific, and the person who requests the agenda items shall request the amount of time required. Agenda items known in advance should be presented to the Chair as far in advance as possible for the draft agenda.

The agenda will be distributed one week in advance of the meeting if possible, always meeting the 72-hour advance distribution requirement.

The agenda will be divided into the following order:

a. Introduction

- Call to order, establishment of quorum, membership
- Roll call
- Approval of minutes

b. Public Comment
c. Agenda items

Agenda items shall be divided into three categories

- Action items.
- Discussion items
- Information items

d. Next agenda

- Preparation for the next meeting

2. CONDUCTING THE MEETING
2.1 STARTING THE MEETING
The standard introduction will consist of a call to order and establishment of quorum, the roll call, any membership announcements, and approval of the minutes. Any corrections to the minutes should be handled by email prior to the meeting if at all possible. The minutes shall be approved by a simple motion.

2.2 PUBLIC COMMENT AND INPUT
At the beginning of the meeting, any member of the public may submit a speaker slip. All public comment requires a speaker slip. A committee member other than the Chair or the Secretary will collect the slips, organize them, and provide the data to the Chair. Although members of the public who attend committee meetings are not required to identify themselves, it will be helpful to have additional information for speakers. Many public concerns can be addressed through a follow up phone call or email instead of discussion at the time. Phone numbers or email will be clearly marked as optional on the speaker slips and are not required.

A member of the public who wishes to address an agenda item or an item being heard at the meeting will be able to do so (within time constraints), either at the beginning or when the item is heard. Comments not associated with an agenda item will be heard at the beginning of the meeting. Speakers will come to the front of the room to speak.

The "Speaker Organizer" committee member can organize topics during the other introductory items, so that the Chair is not required to perform this function. This information will then be provided to the Chair, who will then provide an equal amount of time to each speaker at the Chair's option based on the number of speakers and the amount of items on the agenda. The Chair shall state how long will be provided for each speaker and shall then call for public comment. A timekeeper shall be employed to regulate comments.

Members of the public in attendance may make a comment on any subject. They shall not be interrupted, debated, and may not cede their time to anyone else.

A goal of the Committee is to encourage public input while maintaining control of the meeting. The use of speaker slips will enable a record to be made by name in the minutes. Public input should not generate discussion outside of agenda items. Speakers may make a statement only. Further discussion shall be referred to a committee or as an agenda item for the next meeting, indicating strongly to the public that their concerns will be addressed by the committee.

2.3 AGENDA ITEMS
The Chair will then commence the agenda items for the meeting moving through them in the order stated on the agenda. Members of the committee shall only speak when recognized by the Chair. They shall indicate their desire to speak by simply raising their hand. The process for public input will be as described in *Section 2.2, Public Comment and Input.*

2.4 ACTION ITEMS

The purpose of action items is to first take action on any item that requires a committee vote. The goal is to conduct the business of the committee before proceeding to any other items.

An action item begins with a motion, followed by discussion. The motion should have been prepared ahead of time and provided to the committee. Action items will result in a vote. The Chair will begin the item by requesting a motion. The Chair will then invite discussion on the item before proceeding to a vote.

2.5 DISCUSSION ITEMS

The goal of a discussion item is to provide for discussion prior to the making of a motion (not traditionally allowed in Roberts Rules of Order). The Chair shall begin a discussion item by inviting members of the committee to make statements regarding the item. The Chair shall discourage back and fourth debates between members but rather invite the members to make statements of opinion or ask questions regarding the item.

At the Chair's option members of the public may make statements during discussion items if they have registered speaker slips. Their statements shall be limited to opinions or questions and they shall abide by the time limits set fourth by the Chair.

After the agreed upon time for the item elapses the Chair will consider motions from the group. If none are forthcoming the item is concluded. Discussion items that run over time should be referred to a committee for further debate. However, at the Chair's option a member may motion to extend debate on the item. A member may also compose a motion at this time to conclude the item. Rather than planning projects on the fly, a discussion item should be quickly referred to a committee if it has not been previously addressed. A discussion item at a meeting should be likely to result in an action item at the following meeting.

2.6 INFORMATION ITEMS

Information items will consist of statements made from the CDC or a committee member. Financial reports and progress reports should always be provided from the CDC as an information item. The same general rules for time limits and points of order apply. Speakers will be limited to speaking only once. Information items are presented by one person and a general discussion should not ensue from information items, but should be referred to committee or placed on the regular agenda for the next meeting. Information items are not required to be pre-listed as agenda items, although it is helpful to do so with time-specific requirements. Information relating to Action or Discussion Items may be delivered during Action or Discussion.

2.7 NEXT AGENDA

The Chair will request preliminary agenda items for the upcoming meeting. The Chair will announce the date, time and location of the next meeting. The Chair will conclude the meeting.

3. EXCEPTIONS TO MEETING CONDUCT

The following allows for exceptions to the conduct above.

3.1 STRAW POLL PROVISION

At any time any committee member may request a Straw Poll of the committee members. The enacting of the poll will be at the discretion of the Chair. This is brief and to be within the time limits of the item.

3.2 POINT OF ORDER PROVISION

The point of this provision is to keep the group on subject when discussion goes array. Any member may call a "point of order" at any time during the meeting. A point of order is established by raising one's hand and saying "point of order." This is to interrupt on-going discussion. The Chair shall recognize the speaker who then describes how the meeting is off track either by being over time, off subject, or otherwise off agenda. It will be the duty of the Chair to return the discussion to the item at hand or refer the item back to committee. This provision may be over-ruled with a vote.