

PROCEDURE PRACTICES  
PARKS, RECREATION AND GREENWAY ADVISORY BOARD (PRGAB)

1. **Regular Meeting.** The PRGAB shall fix the time and place of its regular meeting. The meeting schedule may be changed upon compliance with the notice provisions of the open meetings law.
2. **Special Meetings.** Upon compliance with the notice provisions of the open meetings law, the chairman or any three members of the PRGAB may call a special meeting by completing a special meeting notice form and having the same posted on the official meeting notice board located in the city's Public Affairs Office.
3. **Agenda.** The agenda shall be prepared by the Director of the Parks and Recreation Department. Each member of the PRGAB shall receive a copy of the agenda before the meeting and copies shall be made available to the public. PRGAB members shall confine their discussion at meetings to those items listed in the agenda. Any items not on the agenda may be discussed at the end of the meeting. No final action shall be taken on an item not on the agenda unless consented to by all of the members present. The chairman or any member of the PRGAB may request the Director to place an item on a future agenda. The item will be added unless objection is made. No item objected to will be placed on the agenda unless so directed by a majority of the members present.
4. **Addressing the PRGAB.** The PRGAB may schedule a period on each agenda for public comment. Persons wishing to speak on agenda items may do so when the item is discussed on the agenda and if approved by the majority of the PRGAB. The PRGAB shall limit comments to two minutes unless the chairman rules that a different amount of time would be appropriate.
5. **Powers of the Chair.** The chair shall preside at all meetings at which the chair is present. The vice-chair shall preside otherwise. In the absence of the chair and the vice chair, the members present at a meeting shall elect a temporary chair to conduct that meeting. The chair shall have the following powers:
  - To rule motions in and out of order.
  - To moderate debate and ensure civility
  - To entertain and answer questions of parliamentary law or procedure.
  - To call a recess.
6. **Action by the PRGAB.** The PRGAB shall proceed by motion, although limited discussion of a matter may be had prior to a motion being made. The chair shall control the amount of discussion on an item before a motion is made.
7. **Substantive Motion.** A substantive motion is out of order while another substantive motion is pending.
8. **Majority Vote.** A motion is adopted if it receives a majority of the votes of the members present and eligible to vote on the issue.

9. **Debate.** The chair shall state the motion and open the floor for debate. The debate will follow the following general principles.
- The introducer of the motion is entitled to speak first;
  - A member who has not spoken on the issue will be recognized before someone who has already spoken.
10. **Procedural Motions.** In addition to substantive motions the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion shall be debatable, may be amended, and requires a majority vote for adoption.
- (a) To adjourn. This motion may be only at the conclusion of action on a pending matter. It is not debatable.
  - (b) To take a recess
  - (c) To suspend the rules. This motion requires a two-thirds majority.
  - (d) Call of the previous question. This motion is not in order until all members who wish to speak on a matter have had at least one opportunity to do so.
  - (e) To postpone to a certain time or day.
  - (f) To amend.
  - (g) To reconsider. This motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote was taken. The motion cannot interrupt deliberation on a pending matter.
  - (h) To rescind or repeal.
  - (i) To substitute. A motion to substitute may seek the opposite result of the original motion, but be germane to the original motion.
11. **Renewal of Motion.** A motion that is defeated may be renewed at any later meeting.
12. **Withdrawal of Motion.** A motion may be withdrawn by the introducer at any time before a vote. The seconder's permission is not required.
13. **Duty to Vote.** Every member must vote unless excused from doing so because of a conflict of interest involving his/her own financial dealings or his/her official conduct. In all other cases, a member who fails to vote whether in the room or out of the room without being excused shall have his/her vote counted in the affirmative.
14. **Adoption of Motions.** A majority of the members present and allowed to vote shall be necessary to pass any motion or resolution.
15. **Closed Sessions.** The PRGAB may hold closed sessions as provided by law.
16. **Quorum.** A majority of the actual members of the PRGAB shall constitute a quorum. A member who leaves a meeting, whether excused or unexcused, shall be counted as present for purposes of determining the existence of a quorum. A quorum shall be required at all public hearings

17. **Minutes.** Accurate minutes of the PRGAB meetings shall be recorded and maintained for public inspection. The result of all voted shall be recorded in the minutes. This section does not require the recordation of verbatim minutes.
18. **Committees.** These rules are applicable to the PRGAB's committees as well as the full PRGAB.