

Commission on Disability

A Brief Guide for Meetings, Motions, and Voting

This document details the general order of events at a regular Commission on Disability (COD) meeting, and for motions and voting.

Housekeeping + Start of Meeting

At the scheduled meeting time, the Commission on Disability Liaison (Liaison) will announce the start of the meeting, date and time, as well as the type of meeting. The Liaison then informs attendees of the methods and rules to provide a public comment.

The Liaison will request permission of the Commission on Disability President (President) to begin roll call and will state for the record if quorum is met. Five of the nine Commissioners must be present to meet quorum.

The Commission President then welcomes Commissioners, guests and the public as appropriate.

Agenda Items

The meeting will follow the agenda items as they appear in the agenda. The President has the authority to adjust the order of items, as they see fit; as is often done to accommodate speakers or maintain a quorum. Agenda items will be managed as described below:

1. The President will announce the item number, title, and read the item description.
 - a. If the agenda item includes a presentation, the presenter will be introduced by Department on Disability (DOD) staff and proceed with their presentation.
 - b. After the conclusion of the presentation, the President will ask any if any Commissioners have technical or clarification questions and the presenter will be given time to answer.
2. The President will ask for public comment on the item. Please note, public comment is not an opportunity for direct dialog between the public and Commissioners or the public and the presenter.
3. The Liaison will check for public comment and remind the commenter of the rules: 2 minutes per item, 5 minutes total per meeting, commenter name is requested (but not required).
 - a. If numerous public commenters would like to comment on an agenda item, the President may choose to limit the number of comments for scheduling purposes.
 - b. At the conclusion, the Liaison will announce that public comment for the item has closed.

Motions and Voting

4. If the item requires ACTION, then the President will ask for a motion from the Commissioners. Any Commissioner may make a motion. Motions will generally fall under these categories:
 - a. A Basic Motion: A motion to take action upon the business before the Commission. And can be followed by:
 - i. A Motion to Amend: A motion to amend the Basic Motion in a minor way.
 - ii. A Motion to Substitute: A motion which substantially alters the Basic Motion to an extent as to be considered a new motion.
5. The President shall state which member made the motion.
6. The President will ask if any Commissioner wishes to second the motion. The President shall state which Commissioner has seconded the motion.
7. The President may restate the motion or request that it be restated by the Commissioner who made the motion.
 - a. If a Commissioner makes a Motion to Amend or Motion to Substitute, the President will ask if any Commissioner wishes to second the motion. If there is not a second, the Commission will proceed under the original motion.
8. The President will ask if there is any discussion on the motion.
 - a. If none, voting proceeds.
 - b. If there is discussion, the motion may be restated by the President or the Commissioner who made the motion after the discussion and before voting proceeds.
9. The President may now call for a vote.
10. Voting will typically take one of two forms: Voice or Roll Call.
 - a. Voice: The President will ask for “Ayes”, “Nays”, and “Abstentions” then determine which received a majority.
 - b. Roll Call: The President may request the Liaison take the vote by roll call. The Liaison will read each Commissioner’s name and record their vote: “Aye”, “Nay”, or “Abstain”, then announce the result at the conclusion of the vote. This voting method is required when voting for new officers and when any member of the body is attending the meeting remotely, and may be used when the results of the voice votes are unclear or otherwise at the President’s discretion.

This is a brief overview of Robert’s Rules of Order and the Brown Act as applied to COD meetings. There may be instances where more complicated parliamentary questions arise at which point the City Attorney’s Office representative or Department on Disability Executive Director will provide additional guidance.

Agenda Item → Presentation (if applicable) → CoD Q.s →

Public Comment → Motion → Second → Discussion → Vote ✓