



Commissions/Committees/Boards – General Motions and Rules

The following is a list of common motions and rules; it is not a comprehensive list. If you have questions about the Brown Act, Robert's Rules of Order, or the Public Records Act, please contact the City Clerk at 760-643-5320.

Main Motion

You want to propose an action for the group:

- After recognition by the Chair, the member makes the motion: "I move that (or to) _____"
- After recognition, another member seconds the motion: "I second the motion" or "Second"

Amending a Motion

You want to change some of the wording that is being discussed:

- After recognition by the Chair, the member makes the motion: "I move that the motion be amended by...
 - adding the following words _____"
 - striking the following words _____"
 - striking out the following words _____, and adding in their place the following words _____"

Dividing a Motion

You want to divide a motion into two or more separate motions (which can each stand on their own):

- After recognition by the Chair, the member makes the motion: "I move that the motion be divided and each item be voted on individually."

Making a Substitute Motion

You want to propose an alternate action:

- After recognition by the Chair, the member makes the motion: "I move that we consider the substitute motion....."

General Rules to Remember

- There must be a quorum to conduct the meeting and take any action
- Meetings must be open and accessible to the public
- The members may only discuss items on the agenda
- Discussions should take place publicly, at the meeting; Serial and Hub & Spoke meetings are illegal
- If you have a Statutory Conflict of Interest, announce that you have a conflict and leave the room for the discussion and vote
- Reports and Comments from members should pertain to the work of the group
- Communication from and to community members should go through the staff liaison; forward communication to the staff liaison or secretary