



## **Commissions/Committees/Boards – Chair Responsibilities and Guidelines**

The following is a list of common responsibilities and actions for the Chair; it is not a comprehensive list. If you have any questions, please contact your staff liaison or the City Clerk at 760-643-5320.

### **Role of the Chair**

- Call the meeting to order
- Announce each item, explain process(es)
- Recognize members on the floor
- State motions to the floor, call for the vote, and announce the vote result
- Maintain order and decorum
- Adjourn the meeting

### **General Process of Discussion Items and Public Hearings**

- Announce the item and explain the process
- Ask for a staff report
- If there is an applicant, invite them to speak (no time limit)
- Call on each individual that has submitted a Request to Speak card (limited to 3 minutes each)
- Call upon each member that would like to comment

### **Putting a Motion to a Vote**

- Once a motion has been made and seconded\*, state "It is moved and seconded that..."
- Ask: "Are you ready for the question?" or "Is there any discussion?"
- If no one requests the floor, ask the members to cast their vote
- Announce the result of the vote:
  - "The motion carries unanimously" or
  - "The motion carries with \_\_\_\_\_ opposed/abstained/absent" or
  - "The motion fails with \_\_\_\_\_ opposed"

\*If a motion is not seconded, state: "The motion fails due to lack of a second" or "The motion will not be considered due to lack of a second"

### **General reminders**

- When you call the meeting to order, state the date and name of the Commission/Committee/Board
- At the beginning of the meeting (after the Pledge of Allegiance), explain that individuals wishing to speak on an item on the agenda must complete a "Request to Speak" card and indicate which item they would like to speak on. Those that would like to speak on an item not on the agenda must complete a "Request to Speak" card and mark "Oral Communication." Request to Speak cards must be turned in to the staff liaison/secretary.

- Remind speakers that:
  - they will have 3 minutes to speak \*
  - Individuals may only speak once on each item; time cannot be “given” to someone else
  - Speaker slips must be received prior to the call for the vote (or in the case of Oral Communication, before you have moved on to the next item)

\*If the speaker does not stop at the end of 3 minutes, you will need to tell them that their time is up

- At the beginning of the meeting (after the Pledge of Allegiance), explain the process for students to get “signed off” for attending (the process will vary from one Commission to another, talk to your staff liaison about the process)

### **Maintaining Decorum**

- Explaining the process and expectations at the beginning of the meeting can help
- Aside from public comment, there should be no interaction with audience
- If decorum is not maintained
  - Call for a recess
  - Adjourn the meeting (by a vote if there is still business to address; if there is no more business, the Chair can adjourn the meeting)