

LAKESIDE PARK EXPLORATORY COMMITTEE PROCEDURAL ITEMS

The following procedural items were presented and accepted by the committee. The Committee Chair will remain flexible and adjust with the consent of the committee as challenges or problems arise.

Parliamentary Procedures – intended to be more informal than formal.

- Attendance - visual inspection - declare quorum present.
- Minutes - Corrections or additions to minutes – aye/nay.
 - Details of some discussions will be included as addenda.
 - Sent as soon as available with addenda.
- Votes – will require a motion and a second.
 - Committee will be given an opportunity to discuss further.
 - Chair will ask aye/nay and declare results.
 - Any member may ask for a show of hands.
- Speaking - Need order. Not speak all at once. Give everyone an opportunity.
 - Raise hand - desire to speak will be noted by Chair or Vice Chair.
 - All others heard from before someone who has already spoken speaks again.
- Facilitator - When meeting is turned over to facilitator - facilitator rules.
 - Process will be appropriate for the task at hand.
 - Our procedures may or may not be used.
 - Break into groups; visiting public may only listen in on the discussions.

Media

- Chair and Vice Chair will speak on behalf of committee.
- All others speak as they deem appropriate.

City Council Liaison - Chair or Vice Chair will report to City Council.

Sub Committees - Formed as needed

- Size will depend on task.
- Chairs picked by members.
- Same rules for public disclosure as full committee.
- Open meetings, with prior announcement (At least 48 hours).
- Trips will not include the public. Space issue.
- Chair or Vice Chair will be ex-officio member.

Public Comments

- Near beginning of meeting.
- Chair will set total time allocated.
- No limit on number of speakers.
- Time divided among respondents, generally 3 to 5 minutes.
- No dialogue between speakers and committee or staff.
- Public should not expect reply.
- Committee Members may surface the comments for discussion when and if they deem appropriate.