



Citizen Participation Plan
Community Development
Block Grant & HOME
Investment Partnership
Program



Citizen Participation Plan

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INTRODUCTION

This Citizen Participation Plan is intended to provide written documentation of procedures utilized by the City of Cedar Rapids, Iowa to inform the public about, and involve them with, select grants and programs administered and/or coordinated by the City's Community Development Department (i.e. the procurement of public and/or private financial resources). Principally, but not exclusively, such guidance is directed toward the "Consolidated Planning" initiative of the U.S. Department of Housing and Urban Development (HUD), as may be amended, which provides annual entitlement funding to the City through the Federally assisted Community Development Block Grant (CDBG) and HOME Investment Partnership Programs.

PURPOSE

As directed by Federal Rules and Regulations at 24 CFR Part 91 et. al., to implement a consolidated planning process for the below noted four HUD Community Planning and Development Formula Programs, with all to share a common fiscal year. (Note: The City of Cedar Rapids only qualifies directly for the CDBG and HOME Programs.)

1. Community Development Block Grant (CDBG) Program
Entitlement Program of Cedar Rapids, Iowa
2. HOME Investment Partnership Program
Entitlement Program of Cedar Rapids, Iowa
3. Emergency Solutions Grants (ESG) Program
Non-Entitlement Program to Remain Locally Competitive through State of Iowa
4. Housing Opportunities for Persons with AIDS (HOPWA)
Non-Entitlement Program Locally Dependent Upon Agency Specific Requests

GOALS

As below noted, there are three basic goals – each of which must primarily benefit low and very low income persons.

PROVIDE DECENT HOUSING

Assist the homeless, retain affordable housing stock, increase availability of permanent housing, increase supportive housing for persons with special needs, and refrain from discrimination.

PROVIDE A SUITABLE LIVING ENVIRONMENT

Improve the safety and livability of neighborhoods, increase access to quality facilities and services, reduce the isolation of income groups, revitalize deteriorating neighborhoods, restore/preserve features of special value for historic, architectural, or aesthetic reasons, and conserve energy resources.

EXPAND ECONOMIC OPPORTUNITIES

Create jobs, provide access for credit, and empower people in federally assisted and public housing to achieve self-sufficiency.

ACTIVITIES

With inclusion of specific objectives to: (1) eliminate and prevent slum and blighting conditions and influences which are detrimental to the health, safety, and general welfare of the public; and (2) provide a rational utilization of land and other natural resources – eligible activities associated with the improvement of public facilities/infrastructure are particularly directed toward qualified (neighborhood) project areas established under the State's Urban Renewal Authority (Chapter 403, Code of Iowa). While consideration is given to these core neighborhoods, activities that focus on the de-concentration of low- to moderate-income households and promote housing choice will also be a priority. "Transitional" neighborhoods that without support from City programs would be at risk of becoming troubled will also be considered as eligible to the extent to deconcentrate low-to moderate-income households as part of the US Department of Housing and Urban Development's goals. Preference is for the funding of activities which are sustainable and long-lasting.

PROCESS

Consolidated planning furthers statutory goals through a collaborative process whereby a unified vision is established for community development actions with coordinated strategies. By building on local assets in response to need, the intent is to undertake a comprehensive approach and avoid duplication of effort. Partnerships are desired among government agencies and between private groups. The intent is to strategically prioritize activities proposed for funding in association with the community needs identified.

CITIZEN PARTICIPATION FOR CONSOLIDATED PLAN AND AFFIRMATIVE FAIR HOUSING PLANNING

The City has prepared a plan to address citizen participation needs for broader consolidated plan and affirmative fair housing planning. The outreach for these plans will be more substantial to ensure that broad community goals are set with input from the community as a whole. Below are the minimum attempts to engage the public in plan preparation.

- Community meetings, including at minimum one public meeting and one stakeholder focus group. The meetings will be held at accessible venues near public transit.
- Consultation with key stakeholders including as needed Continuum of Care representatives, affordable housing agencies, and City staff to include Civil Rights, Section 8 Housing Choice Voucher Program and Community Development.
- A Resident Survey to be conducted in both paper and electronic format to obtain direct feedback from Cedar Rapids residents on their housing and community development needs. Surveys to be distributed directly to housing communities and program beneficiaries that have received assistance previously.
- City Council public hearing to discuss needs with elected officials and the community at large.

GRANTS AND PROGRAMS COMMITTEE

PURPOSE

The Grants & Programs Committee is to be comprised of uncompensated, civic-minded, volunteers interested in the betterment of their community (i.e. municipal area of Cedar Rapids, Iowa). Its purpose is strictly advisory – to provide recommendations requested by the City Council principally regarding the budgeting of activities proposed or funded for implementation. City Council will annually set priorities prior to the start of the funding allocation process as a means of addressing City Council goals and community needs. Following consideration, the Council (as decision-making body of the municipality) may reject, modify, or accept and adopt such advice provided by the Committee (or act in similar manner if the Committee should neglect to provide advice when requested or otherwise needed). Administrative matters are not referred the attention of the Committee but, rather, are undertaken independently by City staff – who also provide supportive technical assistance to the Committee. As referred to it by resolution of the City Council, the Committee may consider matters other than those directly associated with Consolidated Planning.

MEMBERSHIP

Membership on the Grants & Programs Committee is comprised of representation from three areas: (1) private non-profit neighborhood associations (limited to those with geographical boundaries predominately approximating that of urban renewal area); (2) designated entities with organizational association to purposes intended for Consolidated Planning; and (3) at-large individuals appointed by the Mayor from throughout the community.

PRIVATE NON-PROFIT NEIGHBORHOOD ASSOCIATIONS

Each private non-profit neighborhood association which satisfies the geographical parameters noted above (i.e. predominately duplicates coverage of urban renewal neighborhood project areas established/qualified by the City) shall be entitled, (but not required), to submit for City Council consideration one regular and one optional alternate representative to be a voting member of the Grants & Programs Committee. The regular and alternate representatives shall be identified through a democratic election process by majority vote of members present at a regularly scheduled and publicized meeting of the respective neighborhood association. The Neighborhood Association's current Chairperson or President shall then forward the candidates for City Council consideration. The City Council shall then approve or reject by resolution the appointment of the candidates.

Grounds for rejection of candidacy may include failure by a candidate to attend meetings or failure to conduct himself or herself in accordance with any of the rules of conduct for City Board and Commission members in a prior appointment period. In the event the City Council does not approve a candidate's membership, the neighborhood association shall be notified in writing and may have the opportunity to submit for consideration another candidate.

Representative appointments are to be made by April 30 of each year with respective individual's positions (regular or alternate), names, addresses, and phone numbers to be reported to the City's Department of Community Development as soon as practicable upon determination (in order to allow sufficient time for City Council action prior to the July 1 start of the program year for purpose of recording/maintaining a current membership roster). Generally, the term of each regular and alternate representative is to be a one year period (to expire June 30th of each year unless circumstances prudently dictate a need for either being shortened or extended). Representatives may serve consecutive terms. Should a vacancy occur, a replacement shall be selected as soon as practicable. Regardless of above provisions, a neighborhood association may change their regular and/or alternate representative at any time by providing appropriate notification to the City's Department of Community Development as soon as practicable upon such determination. Such changes must be ratified by a resolution of the City Council.

DESIGNATED ORGANIZATIONAL ENTITIES

Due to organizational association with purposes intended for "Consolidated Planning", the following specific entities are allowed representational membership on the Grants & Programs Committee:

- a. Linn County Continuum of Care Planning and Policy Council
- b. Linn County Local Homeless Coordinating Board
- c. Cedar Rapids Metro Area Economic Alliance

Each such designated organizational entity shall be entitled, (but not required), to appoint one regular and one alternate representative to be a voting member of the Grants & Programs Committee. The regular and alternate representatives to be appointed by each respective entity's Chairperson currently in office at the time of appointment. However, any manner of appointment, (other than such Chairperson selection), may be made – if approved by the respective entity (example, by approval of the whole, the entity could formally as a matter of record substitute in place of appointment by Chairperson a democratic election process or other similar process for the result to be achieved). The City Council shall then approve or reject by resolution the appointment of the candidates. Grounds for rejection

of candidacy may include failure by a candidate to attend meetings or failure to conduct himself or herself in accordance with any of the rules of conduct for City Board and Commission members in a prior appointment period. In the event the City Council does not approve a candidate's membership, the designated organization shall be notified in writing and may have the opportunity to submit for consideration another candidate.

Representative appointments are to be made by April 30th of each year with respective individual's positions (regular or alternate), names, addresses, and phone numbers to be reported to the City's Department of Community Development as soon as practicable upon determination (in order to allow sufficient time for City Council action prior to the July 1 start of the program year for purpose of recording/maintaining a current membership roster). Generally, the term of each regular and alternate representative is to be a one year period (to expire June 30th of each year unless circumstances prudently dictate a need for either being shortened or extended). Representatives may serve consecutive terms. Should a vacancy occur, a replacement shall be selected as soon as practicable (normally by respective Chairperson appointment unless selected through other means). Regardless of above provisions, a designated entity may change their regular and/or alternate representative at any time by providing appropriate notification to the City's Department of Community Development as soon as practicable upon such determination.

AT-LARGE INDIVIDUALS

A maximum of five (5) at-large individuals may be appointed as regular voting Committee members by the Mayor with consent of the City Council. Preference is to be given for the appointment of one regular member to represent each respective City quadrant (Northeast, Southeast, Southwest, and Northwest). However, the Mayor may appoint more than one regular member from any particular quadrant – if the stipulated system of preferential appointment would otherwise result in non-representation for any quadrant (such as that which may possibly occur due to lack of qualified volunteer interest from any particular quadrant). Regardless of noted preferential intention, another (fifth) member may be appointed as a general city-wide representative (as opposed to specific quadrant representative).

Notwithstanding individual merit/qualification of those interested in volunteering their service as a possible Committee member, and/or factors influencing gender and racial balance for the Committee, selection/appointment of at-large representatives is entirely a matter of Mayoral discretion. Because the Committee is intended as an informal advisory body, and not formally structured, members may also serve on other City Boards and Commissions.

Representative regular at-large appointments of the Mayor are to be made by July 1st of each year. Generally, the term of each regular and alternate representative is to be a one year period (to expire June 30th of each year unless circumstances prudently dictate a need for either being shortened or extended). Representatives may serve consecutive terms. Should a vacancy occur the Mayor shall appoint a successor to serve the remainder of the subject term. Regardless of above provisions, the Mayor may change regular representatives at any time.



GENERAL PROVISIONS

1. No person appointed to membership on the Grants & Programs Committee may serve as more than a single representative during any given term (i.e. one person, one vote). Further, during any term, no person may serve as both a regular and alternate representative member.
2. Because representative membership on the Grants & Programs Committee is allowed as an option available to those indicated (vs. mandatory) there is no minimum amount of members specified (other than need to have at least three persons present to conduct business – one to serve as Chairperson, one to make a motion, and one to second a motion). Likewise, because the Grants & Programs Committee is strictly advisory, there is no quorum requirement.
3. By adoption of resolution, the City Council may make provision for additional qualified neighborhood association or designated organizational entity representation (i.e. membership) on the Grants & Programs Committee. In addition, should a designated organizational entity decline to appoint a representative member to the Committee, the Council by adoption of resolution may also make provision for substitution by other related entities (as example, the Council by resolution could substitute economic development representation from another entity – should the Metro Area Economic Alliance decline to appoint a representative).
4. Private non-profit neighborhood associations and designated entities may elect/appoint anyone from their membership base to represent their respective interests as a member of the Grants & Programs Committee. Community-wide, at-large, (quadrant) members, however, must either be a resident of their respective quadrant to be represented, own property located there, or otherwise have some personal business, organizational, or institutional relationship there (examples: businessperson who leases vs. owns space; minister, pastor, priest, etc. of a religious place of worship such as church; etc.).
5. It shall be the responsibility of regular members to contact their respective alternate and arrange for their attendance in substitution of the regular at any meeting the regular will not be able to attend.
6. Committee members must be at least 18 years old and, except for residency requirements, otherwise be qualified (but not necessarily registered) to vote in a general election of the municipality (per criteria of Linn County Auditor).

7. Regular members of the Grants & Programs Committee are expected to attend meetings. If a member is absent from three or more consecutive meetings, a notice will be given to that member with a response requested to indicate whether such absences may continue in the future. If it appears such frequent absences may continue, or if indeed they do continue, the membership of that member may be terminated at the discretion of the City Council. Anyone so displaced from membership may not be re-appointed for a period of at least one full year from the date terminating their membership.
8. Members shall refrain/abstain from discussion and/or action of the Committee when their membership is in conflict (either directly apparent or when such impression may be presumed) with their relationships/associations with other entities. (Example: when a member is representing a private non-profit neighborhood association, or other similar entity, which requests the Committee to consider recommending funding for an activity proposed by, or which would otherwise favor such entity.) The burden of determination concerning such conflict of interest rests with each individual Committee member; recognizing they personally may be held liable if successfully challenged through litigation.
9. Members shall comply at all times with Iowa's open meeting laws, including refraining from side meetings or discussions outside the published time and place of the regular public meetings. Members may not hold discussions related to the business of the committee via email outside of the regular meetings of the group. This pertains to the entire term of service, not just while the Grants and Programs Committee is in session.
10. All members of the Committee shall attend City of Cedar Rapids Board and Commission training in each year that they serve to ensure an understanding of laws pertaining to open meetings.

OFFICERS

SELECTION

Officers for the Grants & Programs Committee shall consist of a Chairperson and Vice-Chairperson. Said Officers shall be elected by the membership of the Committee as soon as practicable following the first meeting initiated at the beginning of each respective term. Term of office shall be one year (comparable to, but not to exceed, the term of their Committee membership). Officers may serve consecutive terms.

TERM

Officers shall serve their full term unless their Committee membership is revoked or a motion to remove an Officer is supported by 2/3 vote of the Committee. However, such possible action must be listed as an agenda item for discussion/action by the Committee at a scheduled Committee meeting. When Committee membership is revoked, or an Officer is otherwise removed, such action shall be made effective immediately.

VACANCY

Should an Officers' vacancy occur a replacement shall be elected by the membership of the Committee as soon as practicable through the prescribed process described herein.

RESPONSIBILITIES

1. The Chairperson shall act as the presiding officer of the Committee and the Vice-Chairperson shall assume the duties of the Chairperson during the period of their absence (if both the Chairperson and Vice-Chairperson are absent from a meeting, the committee shall elect a member present to serve as temporary Chairperson for that particular meeting.)
2. It is the Chairperson's responsibility to maintain order and conduct meetings with the proper decorum and in accordance with all pertinent laws governing open meetings. This includes recognizing those people in attendance who desire to address the committee.
3. The Chairperson shall preside with impartiality, and should not debate motions while presiding. If the Chairperson wants to debate, the duty of presiding should be surrendered to another impartial party, (preferably the Vice-Chairperson), until another topic on the meeting agenda is presented for discussion.
4. The Chairperson may vote at any time but is wise to vote last and only when the result would be altered by creating or breaking a tie.
5. The Chairperson or Vice-Chairperson when acting as chairperson should in their capacity as presiding officer:
 - a) call the meeting to order
 - b) maintain or restore order
 - c) enforce applicable open meeting laws

VOTING

Unless the Committee chooses differently, all motions shall be decided by a voice vote. Those in favor of a motion should respond aye or yes when called upon, while those opposed should respond nay or no. A simple majority (one more than half) of those Committee members present and voting shall approve or disapprove any motion. A Committee member may, at their option, abstain from voting.

The use of absentee or proxy voting shall not be allowed. Other methods of voting that may be used at the discretion of the Committee, or the Chairperson of that committee, include a hand or standing vote, or a secret ballot. These alternative forms of voting may be used when a voice vote (other than roll call) is too close to clearly decide a majority or when a two thirds majority is required.

If a vote of the Committee should result in a tie, without a simple majority decided, the motion for which the vote was taken shall be tabled, thereby allowing the Chairperson to continue with business.

STANDARDS OF PARTICIPATION

The City of Cedar Rapids, Iowa, will provide a process for citizen participation that is consistent with the following policies:

ACCESS TO PARTICIPATION

All aspects of citizen participation will be conducted in accordance with the provision of the Open Meetings Law, Chapter 28A, Code of Iowa, to assure freedom of access for all interested persons. Meetings shall generally be held at City offices unless otherwise designated at other public places where accessible by persons with disabilities and suitable.

ACCESS FOR PERSONS WITH DISABILITIES

All citizen committee meetings shall be held at locations which are accessible to persons with disabilities. Principal meeting rooms to be located at City facilities with any other meeting places also able to accommodate persons with disabilities.

Individuals/groups with disabilities not related to mobility should notify City staff with the Department of Community Development, as soon as practicable, about any special accommodations they otherwise would not be able to provide themselves to enable them to participate at meetings. Reasonable effort(s) will then be made to provide said special accommodations. Should persons with hearing impairments need a sign language translator at a meeting, for example, and not be able to provide their own, reasonable effort(s) will be made by the City (upon request) to arrange for such accommodation. Reasonable cost of such accommodation to be incurred by the City.

ACCESS FOR NON-ENGLISH SPEAKING RESIDENTS

At present the population of Cedar Rapids, Iowa does not include a known large number of non-English speaking residents. Should a large number of non-English speaking residents be expected to attend a public meeting, (meaning twelve or more such residents of the City who speak the same foreign language), reasonable effort(s) will be made by the City (upon request) to provide an appropriate language translator at said meeting. Given sufficient lead time, reasonable effort(s) shall also be made to translate any written material to be distributed or discussed at said meeting. Further, the minutes of said meeting shall be translated into the appropriate foreign language. Reasonable cost of such accommodations to be incurred by the City.

ADEQUATE AND TIMELY INFORMATION

COMMITTEE MEETINGS

In addition to information that may be transmitted in advance of, or presented at, a citizens' committee meeting, a written notice of said meeting will be directly emailed to each member thereby informing them of the meeting date, time, place, and agenda. A media release will be sent out to inform the public of the meeting date, time, place, and agenda. A written notice of the meeting will also be placed on the public bulletin board on the first floor of City Hall at least 24 hours in advance of the meeting (unless an emergency or good cause would shorten such time period).

As a minimum, the minutes of the meetings recorded by City staff will reflect the following: (1) date, time, place and agenda of the meeting; (2) committee members in attendance; (3) any motion brought before the committee and its disposition (the names of the people making and seconding a motion will be stated but not those voting unless obtained by roll call); and (4) any general discussion and/or presentations made that, by discretion of the recording secretary, is needed to provide meaning and continuity to the minutes. Minutes will be directly emailed to committee members. Others who desire to review the minutes may do so during normal work hours where maintained at the office of the recording secretary (City staff). Reproductions of the minutes may also be obtained by paying the City's standard reasonable fee for duplication expense.

DATA AND RECORDS

All data and records are available for public review; except those of a confidential nature which would violate personal privacy as protected by applicable federal, state, or local laws. Such review shall be in accordance with the provisions of Chapter 68A of the Code of Iowa, "Examination of Public Records."

TECHNICAL ASSISTANCE

Technical services will be provided by the personnel of appropriate City departments and other consultant agencies, when necessary, to facilitate: (1) the citizen participation process as described herein; and (2) respective planning, budgeting, implementation, administration, and evaluation activities.

PUBLIC HEARINGS

Public hearings may be conducted by discretion of the City Council to obtain general citizen comments on any matter. However, public hearings will also be conducted in accordance with applicable local, state, and/or federal law – as stipulated by respective statute, rule, regulation, etc. Specifically in conjunction with “Consolidated Planning” efforts associated with the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Programs, (unless otherwise amended), a minimum of two public hearings are to be held on an annual basis. The first, to obtain possible comment regarding the identification of community development needs (housing and non-housing – such as public improvements, services, and facilities and economic development activities), program funding, and program performance. The second, to obtain possible comment regarding proposed funding for respective projects/activities.

As further required, and/or deemed necessary by Council, specific proposals will be publicized for public review (particularly in accordance with required exposure periods prior to hearings) but, regardless, shall include publication of public (legal) notice in the Cedar Rapids Gazette (and/or other) four to twenty days prior to such hearing(s). Council action or inaction as appropriate, to occur following such hearing(s).

SUBSTANTIAL CHANGE

Specifically in conjunction with Consolidated Planning efforts associated with the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Programs, an annual action plan containing approved statement of objectives and projected use of funds shall be amended when it is decided not to undertake an activity previously approved and described or when it is decided to undertake an activity not previously approved and described. An amendment shall also be made when an approved activity is substantially changed; generally meaning substantial modification of purpose, scope, location, or beneficiary.

With regard to budget, a substantial change shall generally include the reassignment of funds from one approved activity to another; whether within the same program year or from one program year to another. However, when the carryover of funds from one program year to another retains said funds within the same activity without reassignment to another, such transfer shall not be considered a substantial change.

A substantial change will be required of the consolidated plan, only when the

broad goals associated with the plan no longer meet the entirety of the needs of the community and it is deemed necessary to meet new needs with assistance of Community Development Block Grant (CDBG) and HOME Investment Partnership Program funds.

A substantial change for the Affirmative Fair Housing Plan includes necessary revisions that would change policies and procedures for how affirmative fair housing practices are conducted by the City and partnering agencies.

Other specific circumstances not considered to be a substantial change, and otherwise not requiring amendment, include:

1. The automatic placement or transfer of funds into a contingency allocation, such as unobligated funds remaining as a residual balance upon completion of an activity, or funds found to be ineligible. Similarly, at the discretion of City staff, the transfer of contingency funds to any approved activity shall also not be considered a substantial change otherwise requiring amendment (for example, such as when needed or necessary to supplement any under-funded activity allocated insufficient funding).
2. The transfer of funds between any City of Cedar Rapids' housing rehabilitation-related allocation including, but not necessarily limited to, funding for: service delivery; structural repairs; and lead-based paint testing, interim control, abatement, and/or relocation. As well as the transfer of funds from City of Cedar Rapids' administrative activities to housing rehabilitation activities in the event that administration funds are not fully expended.
3. Any other activity allocation modification determined to be non-substantial through review and approval by the Grants and Programs Committee. An example of a non-substantial change would be allowing or substituting work not specifically identified as part of an original allocation. Another example would allow the transfer of funds between the activities of any respective recipient's allocations. As stipulated above, the transfer of contingency funds to any approved activity is not considered a substantial change.

COMMENTS AND COMPLAINTS

In addition to those occasions set aside during public hearings, citizens are given the opportunity to submit comments and/or complaints at any time. In general, verbal comments should be made during pertinent public meetings/hearings or

appropriate staff of respective City departments. However, written comments and/or complaints should specifically be submitted directly to staff of the respective City department. If there is uncertainty, submission should be made to City's Department of Community Development. A written response to any written complaint so received will be made within 24 hours as practicable with notification given to the complainant if the request will take longer. Requests will take no longer than 5 business days.

DOCUMENT VIEWING

Consolidated plan, annual action plan, affirmative fair housing plan, and citizen participation plan will be available for viewing for a minimum of a 30-day public comment period. Plans will be available at City Hall located at 101 First Street SE during normal business hours. Copies will be located at Housing Services and the City Clerk's office. In addition the plans will be made available at both local public libraries, located at 3750 Williams Blvd. SW and 450 Fifth Avenue SE; these will be available during the libraries normal business hours. In addition plans will be made available on the City's website which can be accessed at www.cedar-rapids.org. All locations are located near public transit and are accessible.

COMMITTEE PROCEDURES

The following by-laws/procedures based primarily, but not entirely, on *Demeter's Manual of Parliamentary Law and Procedure* have been established to assist with the manner in which meetings are conducted and, when utilized, should help to: (1) establish orderly procedure: (2) protect the opinion of the minority; and (3) express the will of the majority. Because citizens committees are essentially advisory and function on an informal basis, these by-laws/procedures should serve as a reference guide and only used when needed to conduct meetings through a more structured system (which may be done all the time or only occasionally). Regardless, to resolve possible conflict in the absence of other remedy, the following shall prevail.

BASIC PROCEDURE FOR MOTIONS

The following outlines the basic procedure that should be utilized for a motion to be made, seconded, and voted upon:

1. A committee member raises their hand for recognition by the Chairperson.
2. The Chairperson recognizes the committee member thereby giving them the floor to address the committee.
3. The committee member states their motion to be considered by the committee.
4. Another committee member seconds the motion that has been made. The purpose of this second is to determine if there is support for discussion on the subject. Any motion, therefore, which fails to receive a second will be laid to rest by the Chairperson thereby enabling the committee to move onto other matters of business.
5. The Chairperson then calls for discussion on the motion. (It should be noted that some types of motions, as described below, do not need or allow for discussion to take place.)
6. Following discussion, and approval of any other motions with a higher priority including, but not limited to, motions to amend, postpone, table or call the question, the Chairperson calls for a vote.
7. The Chairperson announces the result of the vote.

RULES FOR MOTIONS

Committee motions are ranked in a hierarchy of priority from low to high (as outlined below, motion 1 has the lowest priority ranking while 10 has the highest). A motion for an amendment (2) for example, would take precedence over a main motion (1) and a motion to adjourn (10) would take precedence over all other motions. Any type of motion may be reconsidered, where appropriate.

1. Main Motion

Use: To introduce a specific subject for consideration. Only one main motion may be considered at a time and when no other business is pending.

- Requires a second.
- May be debated.
- May be amended.

2. Motion to Amend

Use: To change or improve a main motion. Amendments are voted upon separately and prior to voting on the main motion. Amendments must be pertinent to the main motion.

- Requires a second.
- May be debated.
- May be amended. (An amendment itself may be amended only once. There is no limit, however, to the number of amendments that may be made to a main motion).

3. Motion to Postpone Indefinitely

Use: To test the strength of a main motion; to kill a main motion. A motion which is postponed indefinitely cannot be brought up for consideration again unless it is introduced as a new motion at a later meeting.

- Requires a second.
- May be debated.

4. Motion to Postpone to a Definite Time

Use: To set a time for consideration of the subject; usually the next meeting.

- Requires a second.
- May be debated.
- May be amended.

5. Motion to Limit or Extend Debate

Use: To set a definite length of time for debate, to set the length of speech per debater, and/or to set a definite number of debaters that may speak. The Chairperson may on their own initiative apply limitations; if there are no objections.

- Required a second.
- May not be debated.
- May be amended.

6. Motion to Call the Question

Use: To terminate all further debate and amendments and vote on the main motion immediately.

- Requires a second.
- May not be debated.
- May not be amended.

7. Motion to Table

Use: To lay the main motion, as well as any motion affecting the main motion, aside temporarily. Business that has been tabled does not automatically come before the committee again. A motion to take from the table can prevail no later than the meeting where approved; otherwise it must be reintroduced as a new subject for consideration at a later meeting.

- Requires a second.
- May not be debated.
- May not be amended.

8. Motion to Recess

Use: To suspend business temporarily; usually for a designated time period such as five, ten, or fifteen minutes. The Chairperson may on their own initiative declare a recess; if there are no objections.

- Requires a second.
- May not be debated.
- May be amended.

9. Incidental Motions

May consist of the following:

- Point of Order

Use: To call attention to a possible infraction of the committee's by-laws.

- Does not require a second.
- May not be debated.
- Chairperson determines appropriate action.

- Question of Information
Use: To secure information concerning a main motion or the committee's by-laws.
 - Does not require a second.
 - May not be debated.
 - Chairperson determines appropriate actions.
- Appeal a Decision
Use: To secure a reversal of a decision by the Chairperson.
 - Requires a second.
 - May be debated.
 - May be amended.

10. Motion to Adjourn

Use: To bring the meeting to a close. May specify a time and place for the next meeting to be held. In the event of an emergency, the Chairperson may declare a meeting adjourned.

- May be proposed at any time after the meeting is called to order.
- Requires a second.
- May not be debated.
- May be amended.
- Does not require a quorum.
- Only announcements may be made after a motion to adjourn has been approved.

SUMMARY OF MOTIONS AND RANKINGS

Ranking	Type of Motion	Requires a Second	May Be Debated	May Be Amended
1	Main Motion	X	X	X
2	Amendment	X	X	X
3	Postpone Indefinitely	X	X	
4	Postpone to Definite Time	X	X	X
5	Limit or Extend Debate	X		X
6	Call the Questions	X		
7	Table	X		
8	Recess	X		
9	Incidental Motions			
	Point of Order			
	Question of Information			
	Appeal or a Decision of the Chair	X	X	X
10	Adjourn	X		X