



**Mission statement of McKinleyville Community Services District:**  
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
PARK AND RECREATION COMMITTEE (PARC) WILL BE HELD  
WEDNESDAY, SEPTEMBER 18, 2024 AT 6:30pm**

**LOCATION: MCSD Conference Room  
1656 Sutter Road  
McKinleyville, California**

**Or**

**TELECONFERENCE Via ZOOM & TELEPHONE:  
Use ZOOM MEETING ID: 826 4834 2851 (<https://us02web.zoom.us/j/82648342851>) or  
DIAL IN TOLL FREE: 1-669-900-6833 (No Password Required!)**

To participate in person, please come to the MCSD Conference Room.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

**AGENDA**  
**6:30 p.m.**

- I. a. Introductions, Call to Order & Flag Salute  
b. Approval of Agenda  
c. Approval of August 21, 2024 Meeting Minutes
- II. Brown Act Information & Hybrid Meeting Compliance Information & Etiquette (Information)
- III. Communications
- IV. Public Comment
- V. Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)
- VI. McKinleyville Community Forest Report (Information)
- VII. Parks & Recreation Director Report (Information)
- VIII. Ad Hoc Committee Reports (Information)
- IX. Discuss agenda topics for next meeting
- X. Adjournment (Estimated 8:00 pm)

## **Posted 5:00 pm on August 16, 2024**

Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection on the web at <https://mckinleyvillecsd.specialdistrict.org/parks-and-recreation-committee-parc-meetings> or upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.



**TO: MEMBERS, PARK AND RECREATION COMMITTEE**

**FROM: KIRSTEN MESSMER, PARKS & RECREATION DIRECTOR**

**SUBJECT: STAFF NOTES FOR SEPTEMBER 18, 2024 MEETING**

**AGENDA ITEM I-**

- a. Introductions, Call to Order & Flag Salute**
- b. Approval of Agenda - Action**
- c. Approval of August 21, 2024 Meeting Minutes - Action**

**AGENDA ITEM II – Brown Act Information & Hybrid Meeting Compliance Information & Etiquette**

Presentation from MCSD Board Secretary Joseph Blaine on Brown Act Information and Hybrid Meeting Compliance & Etiquette.

*Information*

**AGENDA ITEM III - Communications**

*Staff or members may communicate any pertinent information not already scheduled to be discussed on the agenda.*

**AGENDA ITEM IV - Public Comment**

*Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville CSD Park And Recreation Committee.*

**AGENDA ITEM V – Possible Addition of Tribal Land Acknowledgement to PARC Procedures**

This item discussed at the May 15th PARC meeting at which one statement was offered and comments made. It was decided to bring the item back in June to give committee members time to propose alternate statements for consideration. The statement below is one option provided by committee member Jane Fusek. This item was pulled from the June 19<sup>th</sup> PARC meeting to seek Tribal Approval. Staff contacted Michelle Vassel, the Tribal administrator for the Wiyot Tribe. Michelle has added the Tribal Land Acknowledgement below to their next Cultural Committee agenda for review and suggestions. The next Cultural Committee Meeting has not occurred yet. The next Cultural Committee Meeting is tentatively set for September 16, staff hope to hear back after is the meeting does happen.

*“We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People*

who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding."

Information

### **AGENDA ITEM VI – McKinleyville Community Forest Report**

Update on McKinleyville Community Forest from MCF Committee Member Jennifer Ortega or Kirsten Messmer.

Information

### **AGENDA ITEM VII – Parks & Recreation Director Report**

#### Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration will open October 1<sup>st</sup>. The Class Fee is \$40 for residents and \$45 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration will open October 1<sup>st</sup>.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Soccer Fall Sessions are in progress and both sessions are full (Aug. 31-Sept. 28). The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 19/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration will open October 1<sup>st</sup>.
- The last Cooking Basics Class for Kids focused on Bread and Soup and it had 7/8 spots filled. The next class menu has not been finalized yet. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League has 8 teams registered and playing. Games will take place on Sundays from August 4 through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 – Blue Lake PTO
  - Friday, December 6, 2024 – McKinleyville Schools PTO

- Friday, February 7, 2025 – Jacoby Creek PTO
- Friday, April 18, 2025 – Pacific Union PTO

#### Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Maintenance crew is working hard to catch up on the spring and summer growth in all our landscaping areas. We are fully staffed again for the Saturday SWAP crews which started back up on Saturday, September 7. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

#### Facility Rentals & Use

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in August.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in August.

#### Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

#### Hewitt Ranch Property Updates

No updates at this time.

#### North Bank River Property Updates

No updates at this time.

#### Other updates:

- The open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- The new recreation database software went live on May 1<sup>st</sup>.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

#### *Information*

#### **AGENDA ITEM VIII – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell)

Fischer Ranch Estuary Project (Johnny Calkins)

BMX Bike Track & Park at School/Washington (Charlie Caldwell)

Community Garden (Charlie Caldwell)

#### *Information*

#### **AGENDA ITEM IX – Discuss Agenda Topics for Next Meeting**

#### *Discussion*

**AGENDA ITEM X – Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, AUGUST 21, 2024 at 6:30 P.M.  
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

**Agenda Item I –**

**a. Introductions, Call To Order, & Flag Salute**

The meeting was called to order at 6:36 p.m. with following committee members in attendance in person at the MCSD Office:

Jennifer Ortega- Vice Chair  
\*Scott Binder-MCSD Board Director (non-voting member)  
Johnny Calkins  
Charlie Caldwell  
John Kulstad  
Heidi Conzelmann - Joined at 6:50pm  
Jane Fusek  
Julie Gianini-Previde  
Ciara Torres

Absent:  
Chair- Phil Heidrick - Sick  
Dana Merrill - Sick  
\*\*Patti Stuart (alternate) – Traveling

Staff in Attendance:  
Lesley Frisbee  
Kirsten Messmer

The Pledge of Allegiance was led by Scott Binder.

The committee did quick introductions and welcomed Parks & Recreation Director Messmer to the new job and committee.

**b. Approval of Agenda**

**Motion:** It was moved to approve the agenda.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Gianini-Previde

There were no comments from the Committee or public.

**Roll Call:** Ayes: Ortega, Calkins, Caldwell, Kulstad, Conzelmann, Fusek, Gianini-Previde, Torres Nays: None Absent: Heidrick, Merrill and Stuart

**Motion Summary:** Motion passed.

**c. Approval of the June 19, 2024 Meeting Minutes**

**Motion:** It was moved to approve the agenda.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Gianini-Previde

There were no comments from the Committee or public.

**Roll Call:** Ayes: Ortega, Calkins, Caldwell, Kulstad, Conzelmann, Fusek, Gianini-Previde, Torres Nays: None Absent: Heidrick, Merrill and Stuart

**Motion Summary:** Motion passed.

## Agenda Item II – Communications

Parks & Recreation Director Messmer let the committee members know that there will need to be some changes to how the PARC meetings are run to be consistent with the District's other public meetings, as well as, to be in compliance with the Brown Act. MCSD Board Secretary Joseph Blaine will be present at the September PARC Meeting to give a presentation on the changes that need to be made.

Member Gianini-Previde gave an update about a new Bond that will be on the ballot this November for MUSD, as well as, letting the committee know there is now a way to report an alarm going off at MMS on the school's website.

## Agenda Item III – Public Comment

No Public Comment

## Agenda Item IV – Tribal Land Acknowledgement to PARC Procedures

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe.

**Motion:** It was moved to postpone this item until we have a response from Tribal Administrator Vassel.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Kulstad  
There were no comments from the Committee or public.

**Roll Call:** Ayes: Ortega, Calkins, Caldwell, Kulstad, Conzelmann, Fusek, Gianini-Previde, Torres Nays: None Absent: Heidrick, Merrill and Stuart

**Motion Summary:** Motion passed.

## Agenda Item V – Botanical Garden Update

Committee Member Fusek presented an update on the Botanical Garden. There were 2 work days in July and August that were successful. Each day someone new joined the volunteer work crew. This was an informational item. No action was taken.

## Agenda Item VI – McKinleyville Community Forest Report

McKinleyville Community Forest PARC Appointee member Ortega gave an update on the last two MCFC Meetings, as well as a tour of the Forest led by Staff for interested MCF Committee Members. There will be a subcommittee for the MCF Management Plan/ Funding/Budget and one for the Trails Plan/Security/Clean Ups/Infrastructure. These subcommittees will have seats available for members of the public to apply to fill in addition to the MCF Committee members who are on them. This was an informational item. No action was taken.

## Agenda Item VII – Parks & Recreation Director Report

### Recreation Program Updates

- *Drop-in Pickleball in June was on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center, Pickleball Drop-In has in July and August*



around our Summer Day Camps and will return to its normal schedule the first week of school on August 26. Drop in is \$4 per person.

- Beginning Pickleball class finished on May 14<sup>th</sup>. This class is very popular. This summer the pickleball instructor hosted several "Pickleball 101" single day workshops rather than a 6-week running class. Each workshop was 3 hours and provided all the basic instruction needed for beginners.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The Summer Basketball Program began June 25 and has 11 participants on the 3<sup>rd</sup>-4<sup>th</sup> grade Tuesday evenings and 11 participants on the 5<sup>th</sup>-6<sup>th</sup> grade Thursday evenings. It will finish up on August 8<sup>th</sup>.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old ran every Thursday from 10:30am-12:30pm through the end of June, it will resume after summer on Thursday, September 5<sup>th</sup>.
- The Tot-letics Soccer (Aug. 31-Sept. 28) and Basketball (Oct. 26-Nov. 23) will return this fall after summer, registration is now open and 35 of the 80 spots have been filled so far. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Specialty Half-day Summer Camps are ongoing. This summer we have Tot-Camp, Cooking Camp, Skate Camp and Basketball Camp.
- The next Cooking Basics Class for Kids will focus on Bread and Soup, registration is open now. The class will be in the Teen Center Kitchen on Saturday, September 7<sup>th</sup>.
- Registration had been ongoing for the Adult Wood Bat Softball League throughout the summer. By the close of registration, we had 8 teams registered. Games will take place on Sundays from August 4 through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 – Blue Lake PTO
  - Friday, December 6, 2024 – McKinleyville Schools PTO
  - Friday, February 7, 2025 – Jacoby Creek PTO
  - Friday, April 18, 2025 – Pacific Union PTO

#### Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. It is summer and everything is continuing to grow. The Maintenance crew is working hard to take care of landscaping, but things are growing faster than they can get to them. We have been down a full-time maintenance worker since July 12<sup>th</sup>, which led to suspending Saturday maintenance work as we get new staff trained and ready to manage SWAP crews on Saturdays. We anticipate being fully staffed for the Saturday SWAP crews on Saturday, September 7. We've budgeted for additional staffing beginning in July, and that Seasonal Maintenance Worker began on Monday, July 22. Staff continue to keep

up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

#### Facility Rentals & Use

- 14 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in June through July.
- 2 parties were booked through the Party Program at the Activity Center in June through July.
- 16 Pierson Park Rentals, 1 Hiller Park Picnic Area Rental and 2 Hiller Sports Site Field Rentals for a week long youth camp in June through July.

#### Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

#### Hewitt Ranch Property Updates

No updates at this time.

#### North Bank River Property Updates

No updates at this time.

#### Other updates:

- The Parks & Recreation Director position was filled on July 1<sup>st</sup> by Kirsten Messmer, leaving her previous position of Recreation Coordinator open. That position was posted and over 10 viable applicants applied before the posting deadline of July 19. Four interviews were conducted the week of July 22. We are happy to report that Mason Hooven was offered the position and he accepted. His tentative start date is August 16, 2024.
- The new recreation database software went live on May 1<sup>st</sup>.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

### **Agenda Item VIII – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell) – Gave a brief update on a recent Ladies Skate Competition fundraiser for the MFRC and the new sign that was hung at the Skatepark.

Fischer Ranch Estuary Project (Johnny Calkins) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Let the committee know the contractor broke ground this past Monday, August 19 at the park site.

Community Garden (Charlie Caldwell) – No new information

### **Agenda Item IX – Discuss Agenda Topics for Next Meeting**

Agenda Items for next meeting:

- Brown Act Information presentation by Board Secretary Joseph Blaine.
- Update on the status of the Flail Mower, jointly owned by several local municipalities.
- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.

**Agenda Item X - ADJOURNMENT**  
**Meeting Adjourned at 7:41 p.m.**

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Kirsten Messmer, Parks & Recreation Director

# McKinleyville Community Services District

## Parks And Recreation Committee

August 21, 2024

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: II**                                 **Hybrid Meeting Compliance Information & Etiquette**

**PRESENTED BY:**                         **Joey Blaine, MCSD Board Secretary**

**TYPE OF ACTION:**                         **None**

### **Recommendation:**

Staff recommends the committee listen to a brief presentation on ensuring the holding of compliant hybrid public meetings.

### **Discussion:**

As the committee continues to hold hybrid public meetings, there are a few things that should be communicated to ensure the meetings are being held in a compliant way.

The Ralph M. Brown Act requires local agencies to comply with certain requirements when holding hybrid meetings, including teleconferencing:

#### **Quorum**

At least a quorum of the legislative body must participate in person at a single location within the agency's boundaries. Currently a Quorum for this Committee is 6 members (From the MCSD Rules & Regs: ***Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee***).

#### **Public Access**

The public must be able to access the meeting remotely and provide public comment.

#### **Teleconferencing**

Members may only teleconference for a limited number of meetings, and only for publicly disclosed "just cause" or in "emergency circumstances" approved by the Parks And Recreation Committee. Under the just cause provision, a member must notify the agency "at the earliest opportunity" – which could be at the start of the public meeting – of their need to attend remotely due to one or more of four circumstances:

- (a) Caregiving needs for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner,
- (b) A contagious illness,
- (c) A need due to a physical or mental disability, or
- (d) Travelling while on official business for the District
- (e) Emergency circumstances, such as a physical or family medical emergency

### **Voting**

All votes must be taken by roll call

### **Internet Connection Issues**

To be compliant with AB 2449, if at any point the quality of the internet connection diminishes, we must pause the meeting until we are able to properly reconnect. This is rare, but should connectivity issues arise, the MCSD Parks & Recreation Director will alert the committee chair.

### **Meeting Etiquette**

It is **vital** to speak up into the direction of the microphone (OWL) when speaking. If the online participants cannot hear you, this is a compliance issue.

It is important to speak one committee member at a time. For online participants, talking over one another sounds like white noise and the discourse is difficult to follow. Ensuring one committee member speaks at a time is not only helpful for online participants, but also contributes to the overall smooth flow of the meeting.

Following the above will ensure the continuance and overall effectiveness of holding hybrid public meetings for the Parks And Recreation Committee.

# Brown Act Compliance

## About Meetings

Meetings of public leaders must be open and public. Actions taken must not be secret.

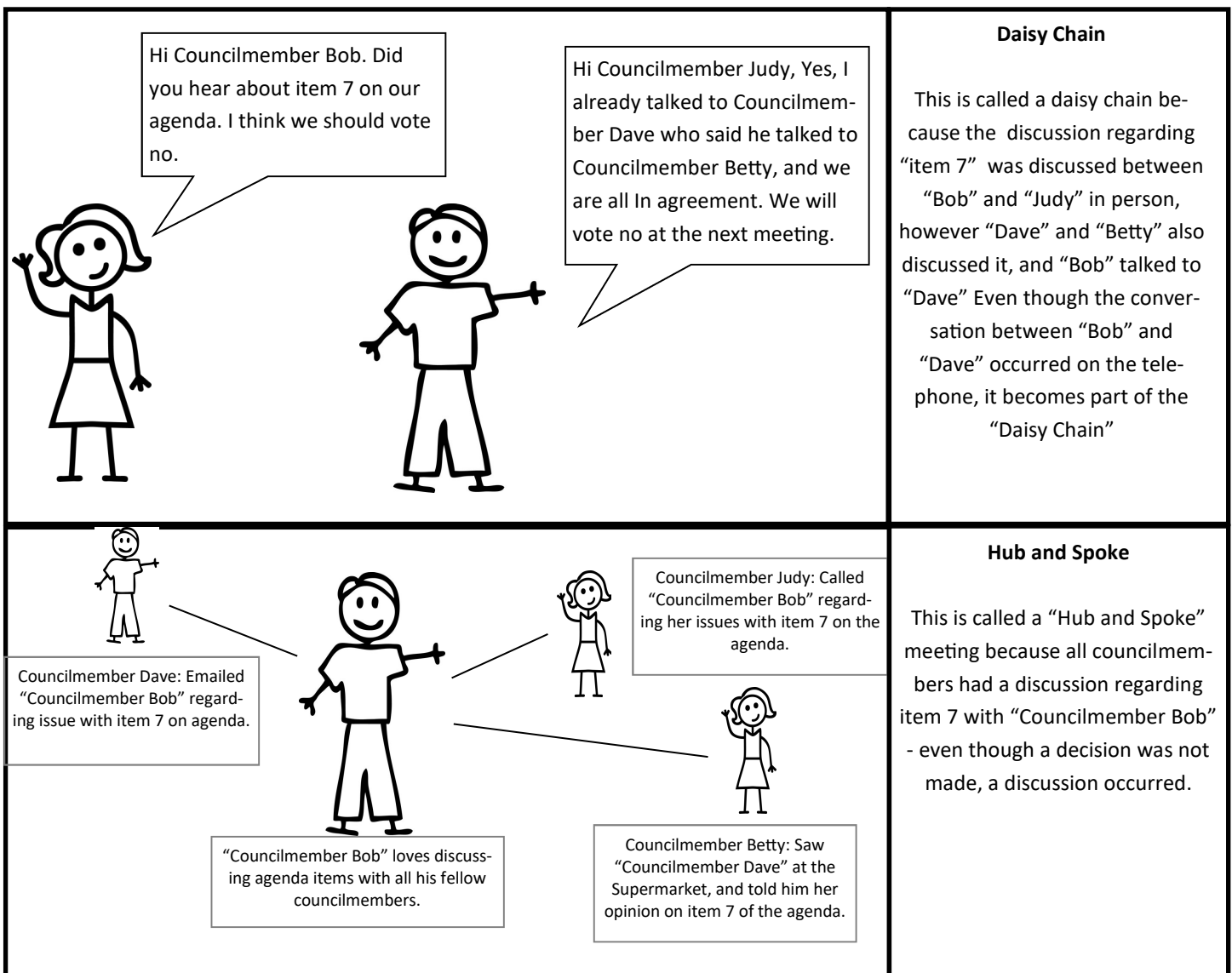
### What is NOT a meeting?

Conferences, other agency meetings, Ad hoc committee meetings, social or ceremonial events.

### Serial Meetings

A serial meeting where information goes from one person to another person, eventually relating information to quorum of members of the legislative body.

### Types of Serial Meetings



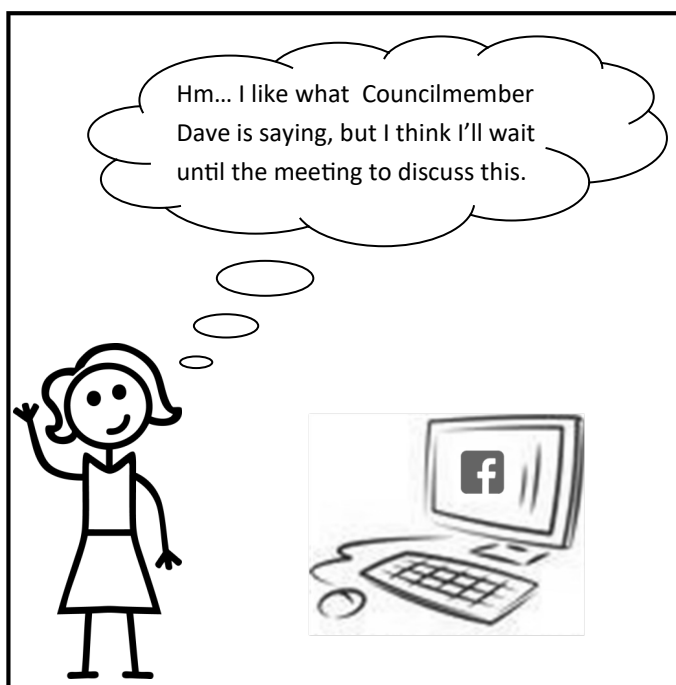
## Social Media

Social Media has created some issues when it comes to Open Meeting rules and there are many Brown Act pitfalls related to social media use. Even though a full conversation can occur on a public forum like Facebook or Twitter (X), there is still a violation to the Brown Act.

### Example of a social media “meeting”:

A pending item on an upcoming council agenda is disclosed on Facebook

- A Councilmember posts a comment about the item.
- A second Councilmember “likes” the post of Councilmember #1.
- A third Councilmember responds to the first Councilmember’s post.



### A brief word about quorum and committee action...

No action may be taken without a quorum of committee members present. In the case of the McKinleyville Community Forest Committee, a quorum is attained when a **minimum of 7 committee members** are present.



*This quick-glance reference covers some of the basics needed for effective meeting management, including a sample order of business and steps to handling motions. This reference is intended for informational purposes only and should not be used as a substitute for legal advice.*

Parliamentary procedure is a set of rules for conducting business at meetings in an orderly and productive fashion. Robert's Rules of Order have been adopted by many organizations and assemblies, including the governing boards of special districts, to help them establish their procedural rules of order and manage their meetings effectively. Using parliamentary procedure enables a special district governing board to consider and act upon the greatest number of issues in the shortest amount of time, while promoting a deliberative process of full and free discussion.

## Sample Order of Business

If a quorum is present, the board president or chair begins the meeting by taking his/her position and announcing: "The meeting will come to order." The meeting begins on the order of business, typically following the order below.

- 1. Reading and approving of the minutes:** If there is no objection, the minutes will be adopted as presented.
- 2. Reports of officers and standing committees:** Recommendations coming from these reports may result in motions from any board member in attendance. Reports are heard in the order in which the officers or standing committees are listed in the bylaws. Officers should not make motions off their own reports.
- 3. Reports of special (ad hoc) committees:** Recommendations coming from these reports may result in motions from any board member in attendance. Reports are heard in the order in which the special committees were created.
- 4. Special orders:** These are issues specifically slated for consideration at this meeting. Special orders not dealt with at the previous meeting come first. Often the bylaws dictate that certain tasks, such as elections or creation of committees, must be dealt with at a specific meeting. These tasks are typically dealt with as special orders.
- 5. Unfinished business and general orders:** These are issues left pending when the previous meeting was adjourned. Any motion that was postponed from the last meeting to the current meeting constitutes general orders. Older motions come before newer motions.
- 6. New business:** This is when any new issues are introduced.

Before adjourning the meeting, the chair should inform the board of any unfinished business that must be dealt with or be taken up at the next meeting. Any important announcements should be made at this time as well. The president cannot end a meeting without the board's consent. However, if all business is completed and a preselected (and voted upon) hour of adjournment has arrived, a motion to adjourn is not needed.

## Origins of a Motion

Board members may present motions to formally propose an action, second motions to express support for discussion, debate motions to express their opinions and, finally, vote on motions to make their decision. Listed below are the ways motions may be introduced.

- 1. Item on an agenda:** a) Chair introduces the item briefly; b) Member moves a motion (seconded); c) Debate and vote.
- 2. Item not on an agenda:** Action or discussion of items not on a posted agenda are generally prohibited under the Brown Act except in specific situations. Refer to Brown Act for more information.
- 3. Committee is charged with returning a recommendation:** a) Committee Chair presents a report and states committee's recommendations; b) Member moves the recommendation as a motion (no second required) or a slightly different motion (second required) or a completely different motion (second required); c) Debate and vote.
- 4. Committee is charged with returning a motion (or has the power):** Committee Chair presents a report; b) Committee Chair moves the committee's motion (no second required); c. Debate and vote.
- 5. Chair assumes a routine motion:** a) Chair states, "If there is no objection, a motion to... will be adopted;" b) If there is no objection the motion has been properly adopted without a second, debate or voting; c) If there is an objection, the chair handles the motion according to Robert's Rules' six formal steps.

## Six Steps to Handling a Motion

The basic form of the motion is the Main Motion. These introduce topics for consideration by the assembly. They cannot be made while another motion is pending.

### A Main Motion is brought before an assembly:

- 1. Motion is moved:** While no motion is pending, a board member seeks recognition from the chairperson. Once she is recognized she has the exclusive right to be heard at that time. Example: *"I move we allocate \$300 to repair the computers."*
- 2. Motion is seconded:** Someone without needing to be recognized seconds the motion. The seconder is not claiming to agree with motion. The seconder is stating that the motion should be discussed and voted by the organization.
- 3. Motion is stated:** The chair states the question, *"It is moved and seconded to allocate \$300 to repair the computers."* As the chair turns to the maker of the motion, she states, *"Are you ready for the question?"* The motion no longer belongs to the mover; it belongs to the assembly.

### A Main Motion is considered by the assembly:

- 4. Motion is debated:** All remarks by the members are made to the chair, never to or about another member. Debate can be closed only by a two-thirds vote by the assembly.
- 5. Motion is put:** The chair says, *"The motion is to allocate \$300 to repair the computers."*  
*All in favor of the motion indicate by saying, 'aye'.* (Not 'Yes')  
*All opposed to the motion indicate by saying, 'no'.* (Not 'Nay')
  - The wording of the motion when the question is put is the way it goes into effect.
  - A voice vote is the regular method when a majority vote is required for adoption.
  - A rising vote is the normal method when a two-thirds vote is required for adoption.
  - A 'show of hands' is intended for small assemblies or after an inconclusive voice vote.
- 6. Vote is announced:** The chair must make the following four statements.
  - *"The 'ayes' have it."* Or, *"The 'noes' have it."*
  - *"The motion is adopted."* Or, *"The motion is lost."*
  - The chair states the effect of the vote or orders its execution.
  - *"The next item of business is ..."*



## Other types of motions:

- 1. Subsidiary Motions:** Apply to Main Motions and can change how they are handled (for example: postpone, amend, refer to committee, limit or extend debate). They are voted on before the Main Motion.
- 2. Privileged Motions:** Concern matters not related to current business, but are considered before other motions (for example: call for recess, set the time for adjournment, call for the orders of the day).
- 3. Incidental Motions:** Questions of procedure with regard to pending motions. They must be decided before business can continue (for example: point of order, appeal, division of a question, request for information).
- 4. Motions to Bring Question Again Before Assembly:** Not related to pending business but enable certain items to be reconsidered (for example: amend something previously adopted, reconsider a previous motion, discharge a committee).

## Purpose and Form for Each Motion

PURPOSE	FORM & MOTION
PROPOSE SOME ACTION	MAIN MOTION: I MOVE TO...
IMPROVE A PROPOSAL	AMEND: I MOVE TO AMEND THE MOTION BY...
CHANGE THE AMOUNT OF TIME FOR DISCUSSION	LIMIT/EXTEND DEBATE: I MOVE TO LIMIT/EXTEND DEBATE TO...
STOP DISCUSSION AND VOTE NOW	CLOSE DEBATE: I CALL THE PREVIOUS QUESTION.
DELAY A DECISION	REFER: I MOVE TO REFER THE MOTION TO... POSTPONE TO A CERTAIN TIME: I MOVE TO POSTPONE THE MOTION UNTIL... RECESS: I MOVE TO RECESS.
KILL A MOTION	POSTPONE INDEFINITELY: I MOVE TO POSTPONE THE MOTION INDEFINITELY.
DEAL WITH AN EMERGENCY	LAY ON THE TABLE: I MOVE TO LAY THE MOTION ON THE TABLE.
OBTAIN INFORMATION	PARLIAMENTARY INQUIRY: POINT OF INFORMATION, CHAIRPERSON...(FOLLOWED BY QUESTION)
CHALLENGE THE RULING OF THE CHAIR	POINT OF ORDER: POINT OF ORDER, CHAIRPERSON...(FOLLOWED BY QUESTION)
ASSURE THE ACCURACY OF THE VOICE VOTE	DIVISION: I MOVE FOR A RISING VOTE.
CLOSE THE MEETING	ADJOURN: I MOVE TO ADJOURN.

## Ranking of Selected Motions

Not all motions need a second. Not all may be amended or debated. Not all require a majority vote, or even need a vote for adoption.

Some motions have a higher ranking in power than other motions. The following chart illustrates the ranking.

Parliamentary Procedure grants certain motions a higher rank than other motions because the rank illustrates which motion is in order when other motions are pending.

The Main Motion is the lowest ranking motion because all the other ranked motion are intended to perfect the Main Motion. This ranking concept establishes a priority ranking that protects the member's right from the whim of other members.

In other words, the higher the ranking number, the higher the power to bump another motion, and also the higher the power to be protected from lower ranking motions.

	May Interrupt Speaker	Requires Second	May Be Debated	May Be Amended	What Vote
<b>PRIVILEGED MOTIONS</b>					
13. FIX THE TIME TO WHICH TO ADJOURN		YES		YES	MAJORITY
12. ADJOURN		YES			MAJORITY
11. TAKE A RECESS		YES		YES	MAJORITY
10. RAISE A QUESTION OF PRIVILEGE	YES				CHAIR DECIDES
9. CALL FOR THE ORDERS OF THE DAY	YES				CHAIR DECIDES*
<b>SUBSIDIARY MOTIONS</b>					
8. LAY ON THE TABLE		YES			MAJORITY
7. PREVIOUS QUESTION		YES			2/3
6. LIMIT OR EXTEND DEBATE		YES		YES	2/3
5. POSTPONE TO A CERTAIN TIME		YES	YES	YES	MAJORITY*
4. COMMIT (REFER)		YES	YES	YES	MAJORITY
3. AMEND		YES	YES, UNLESS MOTION TO BE AMENDED IS NOT DEBATABLE	YES	MAJORITY
2. POSTPONE INDEFINITELY		YES	YES		MAJORITY
<b>1. MAIN MOTION</b>		YES	YES	YES	MAJORITY
<b>INCIDENTAL MOTIONS (NO RANKING)</b>					
APPEAL	YES	YES	YES		MAJORITY
DIVISION OF ASSEMBLY	YES				*
POINT OF ORDER	YES				CHAIR DECIDES*
REQUEST FOR INFORMATION					CHAIR DECIDES
SUSPEND THE RULES (THAT PROHIBIT)		YES			2/3
<b>BRING AGAIN BEFORE ASSEMBLY</b>					
RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED		YES	YES*	YES	*
RECONSIDER THE VOTE		YES	YES		MAJORITY
DISCHARGE A COMMITTEE		YES	YES*	YES	*
TAKE FROM THE TABLE		YES			MAJORITY

\*See Robert's Rules