



RIVER FOREST DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP MEETING AGENDA

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group will be held on Tuesday, January 18, 2022 from 7:00-9:00 P.M. in **Room 107** in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

Physical attendance at this public meeting may be limited, with DEI Advisory Group officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to: Lisa Scheiner at lscheiner@vrf.us. You may view or listen to the meeting by participating online or via telephone. Join the meeting at <https://us02web.zoom.us/j/88029631372> or call (312) 626-6799 and use meeting ID 880 2963 1372. If you would like to participate online or over the phone, please email lscheiner@vrf.us by 4:00 PM on the day prior to the meeting with your name and the last four digits of the phone number you will be using to call in.

- I. Call to Order/Roll Call
- II. Approval of Minutes of the December 7, 2021 DEI Advisory Group Meeting
- III. Public Comment
- IV. Unfinished Business
 - a. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities through Subcommittees
 - b. DEI Education & Small Group Discussion
- V. New Business
- VI. Confirmation of Next Meeting Dates
- VII. Adjournment

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES
DECEMBER 7, 2021**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Monday, December 7, 2021, from 7:00–9:00 P.M. in Room 107 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:05 P.M. Upon roll call, the following persons were:

Present: Austin, Bachner, Baird, Bonner, Brandhorst, Credi, Desorbo-Quinn, Duba-Clancy, Foster, Grant, Johnson, Johnson, Johnston, Keskitalo, McAdams, Navarro, Nicholas, Oates, Oliver, Peavy, Riley, Scheiner, Schumacher, Szerszenowicz-Olweny, Weissenberger, Yoon (arrived 7:35 P.M.)

Absent: Addy, Arauz, Burkett, Economos, Graham, Hartshorn, Herrman, Humbert, Iverson, Kang, Khaledan, Kirk, Kreisman, Macaulay, O'Rourke, Papirnik, Petrov, Rogers, Shea, Simon

II. NOVEMBER 16, 2021 MEETING MINUTES

A MOTION was made by Navarro and SECONDED by Duba-Clancy to approve the November 16, 2021 minutes of the DEI Advisory Group. On voice vote, motion passed.

III. PUBLIC COMMENT

Chairperson Bachner read a land acknowledgment statement.

Members Credi, Foster, and Johnston stated the Pledge of Allegiance.

IV. SMALL GROUP DISCUSSION

None.

V. UNFINISHED BUSINESS

DEI Education: Nothing discussed.

Continued Discussion and Direction Regarding Execution of DEI Goals and Responsibilities: Chairpersons Bachner and Johnson led the group in a discussion regarding the creation of subcommittees that will be formed to identify different areas of focus.

Member Weissenberger made a MOTION that was SECONDED by Member Foster, that the DEI Advisory Group focus on engaging a third-party consultant and creating an RFP so that it is the next step.

The DEI Advisory Group discussed that the subcommittees and activities of the DEI Advisory Group would include education regarding the RFP and procurement process and a subcommittee that works towards drafting the RFP for the consultant. At the conclusion of the discussion, Members Weissenberger and Foster agreed to withdraw the motion with the understanding that among the various activities of the Advisory Group is that there is progress toward drafting an RFP and engaging a consultant.

The DEI Advisory Group continued to discuss the areas of focus of subcommittees to be formed and identified seven potential areas of focus:

1. RFP/Consultant: Create a timeline, review other Requests for Proposals, and draft an RFP to select a consultant that will perform the work identified by the DEI Advisory Group in accordance with its goals and responsibilities.
2. Employment/HR: Examine these matters as it relates to the Village as a municipal employer.
3. Purchasing/Suppliers: Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.
4. Housing
5. Community Outreach: Community education regarding the work of the Advisory Group, including two-way communication with the community; includes an examination of what it's like to live, shop, and work in River Forest.
6. Intergovernmental Relationships: Relationships with other agencies in and outside the Village, particularly those with DEI processes and initiatives; includes exploration of the Twin-Village Covenant with Maywood, and connection with the Dominican University Truth, Racial Healing, and Transformation (TRHT) framework.
7. Governance and creation of a DEI review framework for matters that come before the Village.

The Chairs stated that they would bring these ideas back to the group in January for further review, refinement, and discussion.

VI. NEW BUSINESS

None.

VII. CONFIRMATION OF MEETING DATES

The Advisory Group reviewed the 2022 meeting calendar and determined that the next meeting of the DEI Advisory Group will be held on January 18, 2022, at 7 P.M.

VIII. ADJOURNMENT

A MOTION was made by Member Foster and SECONDED by Member Schumacher to adjourn the meeting at 9:02 P.M. On voice vote, the motion passed.

Erika Bachner Chairperson	Date
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Ken Johnson Chairperson	Date
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Lisa Scheiner Chairperson	Date
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Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 14, 2022

To: Erika Bachner, DEI Advisory Group Chair
Ken Johnson
Brian Murphy

From: Lisa Scheiner, Assistant Village Administrator

Subj: DEI Advisory Group Named "Villager of the Year"

The Village of River Forest Diversity, Equity, and Inclusion Advisory Group has been named "Villager of the Year" by the Wednesday Journal. Congratulations on this recognition! A copy of the article has been attached for your convenience and is available online at: <https://www.oakpark.com/2022/01/12/river-forest-faces-embraces-its-diversity/>.

COMMUNITY

River Forest faces, embraces its diversity

Dozens join Diversity, Equity and Inclusion Advisory Group



by **F. Amanda Tugade**

January 12, 2022 Updated January 13, 2022



Erika Bachner is a River Forest village trustee and co-chair of the ad hoc DEI committee. The 43-member committee is the Journal's River Forest Villagers of the Year. | Alex Rogals/Staff Photographer

Like most people, River Forest Trustee Erika Bachner still feels the impact of 2020. The onset of the COVID-



A graphic for the 2021 Villager of the Year award. It features a yellow rectangular background with a green horizontal bar at the top. The text is centered and reads: "2021" in a bold, black, sans-serif font; "VILLAGER" in a larger, bold, black, sans-serif font; "of the" in a smaller, black, cursive font; and "YEAR" in a bold, black, sans-serif font.

2021
VILLAGER
of the
YEAR

19 pandemic and the civil unrest spurred by the murders of George Floyd, Breonna Taylor, Ahmaud Arbery and countless other innocent Black men and women have had a lasting effect on communities nationwide.

Bachner was among those who watched people across the country and in her own neighborhood unite and speak up against racial injustice, police brutality and white supremacy, systemic issues that were ever-present in today's world. The fight for freedom and equality was far from over.

It wasn't long before Bachner and fellow River Forest Trustee Katie Brennan began talking about creating a diversity group, engaging in larger discussions about inequity and understanding their residents' realities beyond the rows of luxury homes on manicured lawns. On the surface, River Forest is a majority-white, affluent Chicago suburb, and with the exception of nearby Oak Park, it's surrounded by some communities where the median income per household ranges between \$25,000 and \$40,000. River Forest is also home to a pair of private universities, one of which has pulled in a large Latinx student population over recent years.

Bachner, who is Latinx and represents those in River Forest who make a moderate income, said she has dreamed of putting this kind of group together for River Forest, and there was no better time to act than now.

"We brought it to the table of the village board, and we were told to run with it," Bachner told Wednesday Journal about the start of River Forest's Diversity, Equity and Inclusion (DEI) Advisory Group.

"We spent many months speaking with community members, experts and stakeholders about what this might look like, what would be important in the work and what [would] our focus, mission, and goals, and responsibilities look like," said Bachner, who co-chairs the diversity committee.

And they haven't looked back since.

'Where you stand depends on where you sit'

Last April, the River Forest village board voted to establish the size of the DEI committee and **appointed 43 members**, most of whom, if not all, are residents with a story and hope to make a difference in some way.



Renee Duba joined the DEI Committee to listen to marginalized voices and to share the experience with her two teenage children. | Alex Rogals/Staff Photographer

Take Renee Duba, a River Forest mother of two. Or David Bonner, who moved to River Forest with his wife, a Maywood native, almost two years ago. Duba and Bonner were among dozens who submitted their applications and expressed interest in joining the diversity committee.

Duba told Wednesday Journal she's passionate about social justice and wanted to participate in the ad hoc committee to set an example for her teenage children, while Bonner was moved by the village's decision to adopt a **covenant** with nearby Maywood, a mostly Black community, and sought to help deepen and further those ties.

Back in June 2020, Maywood Trustee Miguel Jones approached the River Forest village board with an idea to create a covenant between the two suburbs, after a prominent River Forest developer was charged with one count of a hate crime and one count of aggravated battery by the Cook County State's Attorney's Office.

The developer, a white man, allegedly assaulted a Black woman in the parking lot of the River Forest Jewel, according to earlier reporting in Wednesday Journal. The woman recorded the incident on her cellphone and uploaded the video on Twitter, which later went viral and "put at least one Maywood resident on edge," according to reporting in Maywood's Village Free Press.

Bonner, who is Black, said the covenant in tandem with the newly formed DEI committee is necessary, especially for a town that may have "lost sight" of its racial demographics.

"[It's] 80% Caucasian and the rest are other races [in River Forest], and I thought this [the DEI committee] is a good way to extend the work that the village has done," said Bonner, adding he had worked with other organizations such as My Brother's Keeper, a mentoring program for young men and boys of color launched by former President Barack Obama. "I thought this was right up my alley."

David Bonner

Duba shared that her desire to be part of the diversity committee also comes from a personal place. Apart from her years serving on the board of the Community Renewal Society, one of Chicago's oldest faith-based nonprofits and owner of the publication, The Chicago Reporter, Duba cited her own family as a key influence to her advocacy work.

Duba, who is white, told Wednesday Journal that some of her loved ones are people of color, members of the LGBTQ+ community or practice different religions. She

thinks about them constantly and remains unafraid to step up — and to also just listen.

Duba said it can be tough, especially for white people, to talk about racial injustices or inequities. As a whole, that kind of conversation forces people to take a look at themselves, their own beliefs and the privilege and power they may hold. Being honest, open and vulnerable are crucial in those discussions, and that can be difficult for some who have never thought about money, race or class as a divider.

“I had sort of all those similar experiences that cis-gender white women might have, which is that people talking about race and inequity felt racist. It was sort of this ‘white fragility’ kind of thing,” Duba said, adding it took some time for her to understand that she “needed to just sit down, shut up and listen to the voices of the people” from marginalized communities.

Especially in River Forest, Duba said it may be easy for residents to “think we’re welcoming,” but she wants to hear from others, including those of color or in need.

“You need to hear from them,” she said.

Trustee Ken Johnson, who co-chairs the DEI committee with Bachner and newly hired village Administrator Brian Murphy, echoed Duba.

Ken Johnson co-chairs the DEI Committee and is River Forest's first Black village trustee. | Alex Rogals/Staff Photographer

“I believe where you stand depends on where you sit,” said Johnson, who is the village’s first Black trustee and an over-decade-long River Forest resident. “Your position on life or your stance depends on your background and where you grew up.

“Because we have a very limited percentage of minority populations, it’s just a fact that some of the stances that a percentage of River Forest may have could also be related to how they grew up,” Johnson told Wednesday Journal. “It all changes over time, and it changes with experiences, but I want to ensure that I allow people to come where I sit. And I believe that every member of the diversity committee is working to allow us to sit in each other’s chairs and find out what our different experiences are and how we can relate and grow from them.”

Strength in numbers

That’s the thing about the diversity committee: It’s about making room for residents to be heard.

And while one may think that could be difficult in a group with over 40 members, Bachner said she sees the group's size as a strength, not a distraction.

“At some point, we realized that we want to be radically inclusive [and] including anyone who applies is important to this,” said Bachner. “I did not imagine that we were going to get over 40 applications [for] this, and so that was wonderful. And really what that allows for is a lot of community engagement and [a stronger] decision-making process. It also means that we have a lot of hands to work on concurrent items, which is really wonderful.”

“Because of that [the committee's] size,” Bachner added, “we're able to truly represent what we stand for with regard to working with diversity.”

Bachner and Johnson said the committee is currently planning to divide its members up into smaller subcommittees and work with a consultant to assess the village's policies and practices. The needs could vary, but Bachner, Johnson, Duba and Bonner have some ideas that they hope the committee could jump into.

Bachner said she'd like to see the village create a supplier diversity program to help support and promote businesses owned by women, veterans, people of color or those from underrepresented communities, while Johnson suggested hosting an inclusivity fair and inviting local families to learn about the many resources available in River Forest. Bonner said he would like to find a way to use River Forest's playgrounds as a way to hold events, bringing in residents from other nearby communities, while Duba wanted to see more affordable housing options spring up around the neighborhood.

Johnson also said several residents of color reached out to him during his candidacy and asked to take a closer look at the traffic stops conducted by the River Forest Police Department. There are some who think police officers may have pulled over drivers of color more than white drivers, he said.

“That is a prevailing thought that goes on in River Forest, but no one's checked into it, and I'm a strong believer as a lawyer that I don't want to say anything unless I have some evidence,” he said. “I wanted to make sure that I promised my

constituency I would look into it, and if it's not happening that way, then that's great. But if it is, let's talk about it."

Johnson said the purpose of the diversity committee is to keep going — to keep talking and listening. People have to continuously show up and come together.

"We just have to continue to educate each other that this is happening," he said of the struggles and challenges that marginalized communities face. "We have to continue to admit that that is going on. The vulnerability on both sides is what gets us through to a result."

For more on previous River Forest Villager of the Year Winners:

<https://www.oakpark.com/2022/01/12/those-whove-made-an-impact-3/>

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Village of River Forest Diversity, Equity and Inclusion Advisory Group

Purpose

The purpose of the Diversity, Equity and Inclusion (DEI) Advisory Group is to develop a diversity, equity and inclusion initiative for the Village of River Forest.

Mission

The mission of the Diversity, Equity and Inclusion Advisory Group is to remove barriers that prevent the participation, engagement and an equitable and welcoming environment for all our residents, business members, visitors, employees in municipal services community and civic engagement; and, in doing so, build trust amongst all parties.

Initial Goals

The mission of the Diversity, Equity and Inclusion Advisory Group are:

- Engage a third party consultant with experience in diversity, equity and inclusion, matters.
- The consultant will design a comprehensive work plan to inform how the Village can best approach diversity, equity and inclusion (including implicit bias) in the Village's internal policies and practices.
- The review will **assess** the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences.
- Create a plan that **builds** DEI knowledge, awareness and skills among the Village employees and stakeholders.
- Partner with the Village of Maywood (Twin Villages Covenant) and Dominican University TRHT Campus Center.
- Create a working group to advise the Village Administrator and the Village Board. The working group will provide feedback for the creation of a RFP as well as review of responses. The responsibility for ultimate oversight of the program would remain with the Village Administrator.
- Develop relationships with community members, working group members, and other stakeholders to foster mutual respect and trust.

Responsibilities

The responsibilities of the River Forest Equity Advisory Group are:

- Assess the Village as a municipal organization to provide an equity analysis of its practices, policies, systems, and structures to identify potential unintended consequences, which includes the following:
 - Draft an RFP, select and engage a consultant to conduct the assessment
 - The scope of services for this assessment may include, but is not limited to, Review of current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
 - Review of vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
- Based on the assessment, the Advisory Group will work with the consultant to:
 - Review the items that have been identified through this assessment and develop a short and long term plan and process for reviewing and making recommendations to reform to current Village practices, policies, systems, and structures.
 - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.

- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
 - Partnering with the Village of Maywood on the Twin Village Covenant.
 - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
 - Other partnerships as identified by the group, Village, and community.

- Act as a community resource with respect to issues of equity, including but not limited to:
 - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village and assist in the Village's efforts to educate the public about how their comments and concerns can be addressed.
 - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
 - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.

- Commitments common to all River Forest working groups, boards, and commissions:
 - Operate with clarity and transparency.
 - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
 - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.

DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP
GUIDELINES FOR DIALOGUE

Adopted June 7, 2021

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange. What is said in the space stays in the space. What is learned in the space can leave the space.
2. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
3. **Speak from personal experiences.** Use "I" statements to share thoughts and feelings. You cannot speak for your group; just because you are does not mean you understand.
4. **We will work with awareness of status differences within this group.** We recognize that there may be significant differences in professional position and power among the participants in this group. So, we will try in our own participation to be open and honest without endangering ourselves. Likewise, as we interact with other participants, we will support their self-exploration, but we will respect whatever limits they themselves set on their self-exposure.
5. **We recognize that there may be persons in the group who are in "solo status" (or nearly so) in regard to certain identities.** Because of many factors, importantly including historical patterns of exclusion and privilege, some identities (racial, gender, class, sexual, etc.) are underrepresented in this group. We will support them in their own decisions about how to participate; we will not expect them to "educate" others of us; and we will be aware of the patterns of over and underrepresentation in this group.
6. **Do not demean, devalue, or "put down" people** for their experiences, lack of experiences, or difference in interpretation of those experiences.
7. **Assume best intentions.** Trust that people are doing the best they can and that everyone is attempting to balance being honest, vulnerable, and imperfect with standards of perfection, mastery, and survival.
8. **Take responsibility for your impact.** Our intentions do not negate the negative impact we may have on someone. We will hold ourselves accountable by challenging ourselves to be quick to sincerely apologize and then open to learning when we do not understand.
9. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice.
10. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities.
11. **Monitor your airtime.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.
12. **Be fully present.** Our time together is precious and limited. Everyone at the table has significant contributions to make and we need you to fully participate with both your head and your heart.
13. **Redefine the term "Safe Space."** Conflict and discomfort are often a part of growth. Make sure to differentiate between feelings of discomfort and experiences with conflict and being unsafe.
14. **Trust the process.** The journey to our destinations offers us the chance to gain insights about ourselves and others. These insights help us grow and change and contribute to our cohesion, offering us opportunities for gratitude and appreciation on the way to goal achievement.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the **three items in gray** (motion to adjourn, motion to recess, and point of privilege)

MAIN MOTIONS

To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged
- The chair recognizes the member by name

Note. It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*
- Depending on your rules, some kinds of business may call for a vote by show of hands.

The chair announces the result of the vote.

- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
- *The nays have it and the motion fails*

If the count may be incorrect, a member calls for division

- If any member feels that the tally of voice votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly-unanimous vote) must be honored.
- The chair will instruct the body on how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motives

MOTIONS, GENERALLY

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

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

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

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "Mister President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Mister Chairman, I move to postpone the question indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Mister Chairman, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

MOTIONS, GENERALLY

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Mister Chairman, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Mister Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INQUIRY

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

MOTIONS, GENERALLY

APPEAL FROM THE DECISION OF THE CHAIR

The Chair has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Chair."