



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 Monday, March 7, 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 the DEI Advisory Group Chairpersons at deiagchair@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/83702949946> or call (312) 626-6799 and use meeting ID 837 0294 9946. If you would like to participate online or over the phone, please email deiagchair@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 February 7, 2022 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

**Due to the needs of Dominican University, the room assignment may change. Signage will be posted to direct participants to the correct room if there is a change.*

**DIVERSITY, EQUITY, AND INCLUSION ADVISORY GROUP MEETING MINUTES
FEBRUARY 7, 2022**

The River Forest Diversity, Equity, and Inclusion Advisory Group (DEIAG) meeting was held on Tuesday, February 7, 2022, from 7:00–9:00 PM 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 7:06 PM. Upon roll call, the following persons were:

Present: Austin, Bachner, Baird, Bonner, Brandhorst, Credi, DeSorbo-Quinn, Duba-Clancy, Foster, Grant, Humbert (arrived 7:27 PM), Johnson, Johnson, Keskitalo, Khaledan, McAdams, Murphy, (Navarro arrived 7:13 PM), Nicholas, Oates, Petrov, Rogers (arrived 7:10 PM), Shea, Simon, Szerszenowicz-Olweny, Weissenberger

Absent: Addy, Arauz, Burkett, Economos, Graham, Hartshorn, Herrman, Iverson, Johnston, Kang, Kirk, Kreisman, Macaulay, Oliver, Papirnik, Peavy, Riley, Schumacher, Yoon

Also Present: Lisa Scheiner, Assistant Village Administrator, Elijah Bebora, Management Analyst/Deputy Village Clerk

II. PUBLIC COMMENT

Chairperson Bachner read a land acknowledgment statement and congratulated the Advisory Group on its Villager of the Year award.

Members Credi and Foster stated the Pledge of Allegiance.

III. JANUARY 18, 2022 MEETING MINUTES

A MOTION was made by Credi and SECONDED by Simon to approve the January 18, 2022 minutes of the DEI Advisory Group. On voice vote, motion passed.

IV. UNFINISHED BUSINESS

DEI Education: Allison Matson, Village Administrator for the Village of Wauconda and former Assistant Village Manager for the Village of Flossmoor, presented information to the DEI Advisory Group regarding Flossmoor's DEI initiative, followed by a brief question and answer period.

Continued Discussion and Direction Regarding Execution of DEI Goals and Responsibilities: Chairperson Murphy asked the DEI Advisory Group to review the matrix prepared that attempted to summarize the discussions regarding subcommittee work. He asked the group to identify whether the matrix captured all salient discussion points and whether the matrix missed any material details.

There were no material changes to Intergovernmental Relationships, Purchasing/Suppliers, and Employment/HR.

Community Outreach: Credi said she emailed the Chairs about red light cameras and police stops and asked that they be added. She also asked that more information be provided about these two items. In response to a member from Foster outreach to Oak Park, it is listed under intergovernmental relations.

Housing: Credi said that this is the only category that doesn't have a definition and suggested one be created. She pointed out one item that seemed to be incomplete on the matrix, and it was corrected. She asked that a deep dive be done not only on housing stock but also on housing occupancy.

Scheiner said there was no definition on the matrix because the Advisory Group had not defined it and asked for direction. Chairperson Murphy suggested they come back to that item.

Governance/DEI Review Framework: Credi suggested that under the Governance/DEI Review Framework item, the Advisory Group should be a conduit rather than a decision-maker, similar to Flossmoor. She noted that this is similar to Flossmoor's approach. Chairperson Johnson suggested that the subcommittee take up that issue.

Chairperson Murphy said that Staff would send out a survey to Advisory Group members by the end of the week, asking them to identify their first, second, and third subcommittee choices. In response to a request from Credi, Chairperson Murphy said they would share the raw data with the Advisory Group before the selections are made.

The group returned to the definition of Housing. The discussion identified the following points:

- Explore all housing options and alternatives
- Barriers to entry
- Ensuring that there's representation across all subgroups
- Housing prices and the cost of living in River Forest (e.g., cost of services)
- Taxes
- Zoning
- Permits
- Housing for people with disabilities and across all marginalized communities
- Renters, owners, residents living in a dorm
- Path to ownership and options other than ownership
- Cost for services
- Perceptions of how geographic location in the community determines how you're treated and represented.
- Potentially dividing this into two categories: zoning and occupancy

Khaledan said that the scope of the housing issue is large and asked whether it should be narrowed. Chairperson Bachner suggested that the group can prioritize what they want to work on and go from there.

Petrov suggested that outreach to new residents should be added to housing. There was a brief discussion and suggestion to include it in Community Outreach.

RFP/Consultant: Credi said the RFP should include survey experience as a qualification for the consultant since Survey Monkey is biased. Chairperson Murphy said that the questions might be biased, but the tool is not. Keskitalo offered to assist with the survey as that is her profession. It was suggested that the survey work could fall under Community Outreach.

V. NEW BUSINESS

Credi asked where the amended minutes would be published. Scheiner stated that the Village posts approved minutes on the Village's website. Credi asked that the approved minutes be sent to her and that she be given a clear answer regarding where they will be posted. Chair Murphy said he'd get an email out tomorrow.

Chair Bachner thanked the staff members for their efforts on behalf of the DEI Advisory Group.

VI. CONFIRMATION OF MEETING DATES

Chair Murphy announced that there would be no meeting on February 15, 2022. There was a brief review of the revised 2022 meeting schedule.

Foster made a motion to change the meeting schedule to the first Tuesday and second Monday of each month. Chair Murphy stated that the second Monday of the month coincides with Village Board Meetings. There was no second to the motion.

In response to a question from Member Credi, Chair Bachner said the Advisory Group meets twice a month because there is a lot of work ahead, but they will continue to refine the schedule. There was a brief discussion regarding the possible modification to the schedule that might include the large group meeting one night and subgroups meeting the other night.

Chair Bachner stated that in listening to the Flossmoor presentation, she noted that much of Flossmoor's work has already been completed in River Forest.

VII. ADJOURNMENT

A MOTION was made by Member Foster and SECONDED by Member Credi to adjourn the meeting at 8:37 PM. On voice vote, the motion passed.

Erika Bachner

Ken Johnson

Brian Murphy

March , 2022

DEI Advisory Group - Subcommittee Discussion Notes - January 18, 2022

The DEI Advisory Group has discussed how they will carry out the purpose, mission, goals, and responsibilities adopted by the Village Board of Trustees. Those discussions led to the development of seven main focus areas to create a subcommittee dedicated to each area. On January 18, 2022, the DEI Advisory Group revisited each focus area and identified the thoughts, ideas, goals, and objectives that came to mind under each area and the subcommittee's role in examining those areas. DEI Advisory Group members were also asked to consider where they might like to volunteer their efforts. For discussion, items that appear to require **data gathering and education have been highlighted in blue**, while items regarding **metrics have been highlighted in yellow**. Some items may not fit perfectly within a specific focus area, while others may have some overlap with other focus areas.

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
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.	Examine these matters as it relates to the Village as a municipal employer.	Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.	<u>Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest</u>	Community education regarding the work of the Advisory Group, including two-way communication with the community; examines what it's like to live, shop, and work in River Forest.	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.	Governance and creation of a DEI review framework for matters before the Village.
The subcommittee should be Inclusive and representative of different ages, races, etc., and be comprised of people who understand barriers.	The scope of the subcommittee and the questions they seek to answer should be clearly defined.	Identify who the Village uses as suppliers.	Demographic deep dive including characteristics of people living and multi- and single-family housing	Why do people come to River Forest to do business and/or start a business? Who do people come, or not come, to River Forest to do business (e.g., shop) and patronize businesses?	Relationships, including purchasing cooperation, with neighboring communities, including Maywood, Oak Park, Forest Park, Elmwood Park, and Berwyn	Ongoing review and advisory work of the DEI Advisory Group; how do we keep the changes alive?
Creating the RFP should be a top priority.	Review of hiring, onboarding, management, motivation, discipline practices, patterns of evaluation and performance assessment, as well as employee compensation (salaries and benefits)	Identify who is on the approved list of who can work in River Forest.	What are the barriers to obtaining housing in River Forest? What barriers exist for elders, minorities, etc., that could prevent more diverse occupancy in housing for River Forest (including, for example, dementia-friendly and older adult needs)?	What is it like to live in River Forest? Why do people want to live in River Forest? Why do they stay?	Outreach to other taxing bodies (e.g., school districts, park district, township, etc.) regarding their DEI initiatives and possible sharing of information and resources	It is the Village Board's responsibility to decide the role of the Advisory Group and whether the Advisory Group will exist Ad Hoc or in perpetuity.
The subcommittee should be provided guidance on how to create an RFP.	Review of recruitment processes, who the Village uses to source talent, and how employee work life is structured to be able to hire different groups of people (e.g., workday); innovative recruitment practices; assemble data regarding the applicant pool (e.g., flow, hiring ratios, available applicant pool)	Education regarding the Village procurement process, including where bids are posted, RFP/RFQ language used by the Village, reauthorization/extension of contracts and purchases, and contract length	Permit processes, zoning regulations (including the public hearing process and public input	Qualitative and quantitative data regarding service access and service users (e.g., who's going to the library, schools, parks); demographic deep dive. Clarify goals – who lives here? Who partakes in Village life?	County/Township/State roles and relationships (e.g., Township – taxes; County – mandates/ roles/ responsibilities)	The DEI Advisory Group can continue to act as an advisory body to the Village Board of Trustees.
The subcommittee should review other RFPs for DEI consulting work.	Identify barriers that prevent more diversity.	What are the Village's expectations regarding the diversity initiatives of the suppliers' own businesses to enhance the Village's portfolio; DBE (minority & women-owned businesses)? Identify what vendors are doing to diversify and incentivize	Balance of commercial & residential development – areas designated as more suitable for commercial property, how are neighboring property owners engaged in the decision-making process? Understanding the public hearing process, how decisions are made, whether and how these decisions may displace people	What's it like for student-residents to study at the universities in River Forest?	Twin Village's Covenant with Maywood; what defines it. What is that partnership supposed to be? Is it something in name, or is it something tangible?	How will the work of the DEI Advisory Group be kept alive – what are the guardrails?
The RFP should include a clear statement of the problem and definition of the project.	Metrics	Identify the geographic locations of Village vendors	Metrics regarding the composition of housing stock and development; what's in the pipeline	Barriers to interaction on an individual and community level	Metrics	Clear definition and guiding principles of diversity, equity, and inclusion

1. RFP/Consultant	2. Employment/HR	3. Purchasing/Suppliers	4. Housing	5. Community Outreach	6. Intergovernmental Relationships	7. Governance/DEI Review Framework
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.	Examine these matters as it relates to the Village as a municipal employer.	Examining the vendors that provide services, vendor relationships, and opportunities for supplier diversity.	<u>Examining housing inventory, access to housing across all groups including barriers to entry, and what it means to live in River Forest</u>	Community education regarding the work of the Advisory Group, including two-way communication with the community; examines what it's like to live, shop, and work in River Forest.	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.	Governance and creation of a DEI review framework for matters before the Village.
A structure/framework is needed to clearly define what the Village is asking of the consultant in addition to what's in the adopted goals and responsibilities to make use of Village dollars judiciously.	Identify programs such as internships and work-study to offer different ways for people to become part of the Village's workforce.	Metrics	Education regarding the Village's Comprehensive Plan, what were the inputs into the plan, how recommendations were created regarding zoning and other topics	Police engagement	Gap assessment of services provided – what needs engagement?	Recommendation process/ framework for moving things through the pipeline
The consultant will help develop metrics.	Act as a resource and assist Village Staff with research and gathering information about topics that don't rise to the level of hiring a consultant	What kind of businesses are allowed in River Forest (zoning regulations re: permitted, special, and prohibited uses)?	Understanding what the tax base is in River Forest to support other housing options	Identify the DEI goals for this area – is the diversity of who lives here? Who owns property? Who partakes in Village life?	Role of schools – impact	
The Committee should receive education about the Village's RFP process and requirements.	Examine how work is structured to expand applicant pools (e.g., how we traditionally look to hire is around a model that doesn't fit certain work/life preferences that may limit employment opportunities for some)	The scope should be limited to the Village as purchasers.	Impact of development on Village infrastructure; limitations created by utility impacts	Continue the partnership between the Village and Dominican University and connect the TRHT framework to the Village's DEI initiatives		
	Understand and identify gaps in employee knowledge and training that is/can be provided to close those gaps	Expectations of disadvantaged business enterprises to enhance portfolio	Implementation and operationalization of the Village's Affordable Housing Plan	Sharing of resources and understanding of the DEI initiatives of other non-taxing body entities (e.g., houses of worship)		
			Deep dive into <u>housing inventory and occupancy</u> , what, if any, are the <u>paths to entry and barriers for entry for those that want to live in River Forest; what it means to live in River Forest (cost of services, utilities, taxes, permitting, zoning, etc.); include all marginalized groups</u>	Identify other stakeholder groups and connect with them.		
			Education regarding alternative housing options (e.g., accessory dwelling units)	Education regarding the services provided by other entities; identify community needs and how resources can be met.		
			What is the strategy to achieve Village-wide comprehensive diversity? Is there a strategy?	Inclusivity outreach/community events		
			Education regarding development history	<u>Examine red light cameras and police stops</u>		
			<u>Examine perceptions of how geographic location in the community determines how residents are treated and represented.</u>	<u>Outreach to new community members, bringing them into and welcoming them into the community</u>		

DEI Advisory Group Subcommittee Groupings

RFP/Consultant

Stacey Austin
Chris Johnston
Megan Keskitalo
Cynthia Shea
Liz Simon

Community Outreach

Tina Baird
Alexandra DeSorbo-Quinn
Anja Herrman
Rosey McAdams
Dorota Szerszenowicz

Employment/Human Resources

Dwetri Addy
Guillermo Arauz
Renee Duba-Clancy
Anthony Riley
Richard W. Schumacher

Intergovernmental Relationships

Jessica Iverson
Nancy Nicholas
Christina Papirnik
Teresa Peavy
Lisa Petrov
Glen Weissenberger

Purchasing/Suppliers

John Grant
Farzad Khaledan
Sharon Oates
Chuck Foster

Governance/DEI Framework

David Bonner
Tim Brandhorst
Mindy Credi
Susan Macaulay
Abigail Rogers

Housing

Gerri Humbert
Kirk Johnson
Kent Kirk
Robert Navarro
Mary Jane Oliver

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.

GUIDELINES FOR DIALOGUE

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 workshop.** We recognize that there may be significant differences in professional position and power among the participants in this workshop. 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 workshop 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 workshop. 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 workshop.
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.

GUIDELINES FOR DIALOGUE

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 offer 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."