



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, October 19, 2021 from 7:00-9:00 P.M. in **Room 113** 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 October 4, 2021 DEI Advisory Group Meeting
- III. Public Comment
- IV. Small group discussion
- V. Unfinished Business
 - a. Continued Discussion & Direction Regarding Execution of DEI Goals and Responsibilities
- VI. New Business
 - a. Discussion re: Equity and Inclusion Education
- VII. Confirmation of Next Meeting Dates:
 - a. 1st Monday: November 1, 2021
 - b. 3rd Tuesday: November 16, 2021
- VIII. Adjournment

**DIVERSITY, EQUITY AND INCLUSION ADVISORY GROUP MEETING MINUTES
OCTOBER 4, 2021**

A meeting of the River Forest Diversity, Equity and Inclusion Advisory Group (DEIAG) was held on Monday, October 4, 2021 from 7:00-9:00 P.M. in the Room 113 in Parmer Hall at Dominican University, 7900 W. Division Street, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:10 p.m. Upon roll call, the following persons were:

Present: Addy, Austin, Bachner, Baird, Bonner, Brandhorst, Credi, Desorbo-Quinn, Duba-Clancy, Foster, Grant, Johnson, Johnson, Keskitalo, Kirk, McAdams, Oates, Papirnik, Peavy, Riley, Rogers, Scheiner, Simon, Szerszenowicz-Olweny, Weissenberger, Yoon

Absent: Arauz, Burkett, Economos, Graham, Hartshorn, Herrman, Iverson, Kang, Khaledan, Kreisman, Macaulay, Navarro, Nicholas, Norman, Schumacher, Shea,

II. PUBLIC COMMENT

Chairperson Bachner read a land acknowledgement statement.

Credi stated the Pledge of Allegiance.

III. AUGUST 17, 2021 MINUTES

A MOTION was made by Simon and SECONDED by Riley to approve the August 17, 2021 minutes of the DEI Advisory Group.

Upon roll call vote:

Ayes: Addy, Austin, Bachner, Baird, Bonner, Brandhorst, Credi, Desorbo-Quinn, Duba-Clancy, Foster, Grant, Johnson, Johnson, Keskitalo, Kirk, McAdams, Oates, Papirnik, Peavy, Riley, Rogers, Scheiner, Simon, Szerszenowicz-Olweny, Weissenberger, Yoon

Nays: None

Motion Passed.

IV. SMALL GROUP DISCUSSION

None.

V. UNFINISHED BUSINESS

Continued discussion regarding the definitions of Diversity, Equity, and Inclusion

A MOTION was made by Austin and SECONDED by Bonner to approve the amended definitions of Diversity, Equity, and Inclusion.

Scheiner read the proposed amended definitions into the record.

Foster stated he objected to all of the proposed definitions. He stated identifying groups in the definition of diversity is not necessary and objected to immigration status as a criterion. Under equity, he wanted to change "comparable favorable outcomes" to "comparable favorable opportunities" because there is no way to get results that are even.

Papirnik suggested replacing LGBTQ with LGBTQIA+.

Weissenberger stated that he submitted a memo to the working group and noted that it was included at the end of the meeting packet. In his memo he stated he cannot support the definitions as submitted because they are more than definitions and include language regarding implementation and language that is aspirational. He stated that the Advisory Group would be better served by having a succinct set of definitions that are completely politically neutral. He suggested that the following definitions be used:

Diversity: Diversity is the way a group is composed when individuals or subgroups in the group are assigned varying differentiating qualities. The possible differentiating qualities are essentially artificial constructs and therefore arbitrary.

Equity: Equity is the treatment of individuals or groups in a fair manner regardless of power differentials between or among the individuals or groups.

Inclusion: Inclusion is the absence of barriers or other impediments to participate equally in a group.

Weissenberger stated that his definitions can be well understood and that he is having difficulty understanding the language and implications of the language in the definitions proposed by the subgroup. For those reasons, he stated he must vote against the proposed definitions.

Foster stated that he agrees with Weissenberger that the definitions are not succinct, contain ambiguous words, and he supports Weissenberger's proposed definitions.

Credi stated she was prepared to support the definitions at the last meeting to go along and get along to get to the real work. She said she read an article about Cook County's implementation of its equity mandate. She said according to an article online, the President of the Cook County Board argues that discrimination against whites is necessary to counter differences in income. She said she believes discrimination of any kind is wrong and cannot support any definition that promulgates discrimination.

Kent Kirk stated he supports the definitions as proposed by Weissenberger.

In response to a question from a member, Weissenberger stated that he did not receive a response from the chairs regarding his proposed definitions. Credi confirmed that she did not receive Weissenberger's suggestion.

Weissenberger stated the appropriate action would be to vote no on the proposed definitions or table the motion so the working group could consider his proposed definitions.

A MOTION was made by Weissenberger to table consideration of the definitions. Motion failed for lack of a second.

Sheila Radford-Hill asked to address the Advisory Group.

Credi asked if Radford-Hill is on the Committee and Scheiner and Radford-Hill confirmed she is not. Scheiner stated she can address the Advisory Group as a member of the public.

Radford-Hill stated that definitions should be in alignment with the Resolution that was originally passed that established the DEI Advisory Group, which came from the context of being a more welcoming community and the need to address issues of race and racism. She said the Advisory Group should be inclusive of issues related to inequity and inequality of opportunity and outcomes, meaning proportional representation, and opportunities to live, work and communicate with members of the Village in an attitude of respect. Radford-Hill stated that it is important for the definitions to be aspirational and operationalized when applied to public policy. She encouraged the committee to accept the definitions as proposed.

Rogers stated that she was part of the working group and supports what Sheila suggested. These definitions will go up to the Village Board of Trustees and this will continue to be a learning process. She supports the idea of continuing discussion and discourse. Rogers said the working group consulted several resources that include aspirational and operational language in the definitions and are in line with the standard practices among government entities across the country.

Chairperson Johnson stated that the group is in this together. There are many opinions that are not the opinions of the entire group and people need to respect each other. He suggested that members can vote against the definition.

Credi stated her objection that Weissenberger's definitions were not given to the working group. She said she also submitted an article to the Chairs that she asked be distributed. She asked if the Chairs are being transparent with the group or deciding what goes out. She asked what the transparency policy is for the group.

Weissenberger stated that his proposal was submitted on September 1 so that his work could be submitted to the working group and followed the procedure that was outlined.

Peavy stated she agrees with Rogers and Radford-Hill. She said the proposed definitions as they aimed to be as inclusive as possible and she supports the definitions as-is.

Bonner called the question. There was a brief discussion regarding the procedure for calling the question and the requirements for a 2/3 vote. Chairperson Bachner asked that the vote be called.

Scheiner advised that she had not received Weissenberger's email and those issues have been resolved. The materials were distributed to the Advisory Group in the packet for the October 4 meeting. She restated the options for members to vote if they believe the working group should continue working to revise the definitions.

Upon roll call vote:

Ayes: Addy, Austin, Bachner, Baird, Bonner, Brandhorst, Desorbo-Quinn, Duba-Clancy, Grant, Johnson, Johnson, Keskitalo, McAdams, Papirnik, Peavy, Riley, Rogers, Scheiner, Simon, Szerszenowicz-Olweny

Nays: Credi, Foster, Kirk, Oates, Weissenberger, Yoon

Present: Grant

Motion Passed.

Chairperson Bachner thanked the working group and Advisory Group for their work on this matter.

VI. NEW BUSINESS

Discussion regarding Execution of DEI Goals and Responsibilities

Chairperson Bachner asked that the Advisory Group work in small groups to answer the following questions:

1. What do we want to do to accomplish our purpose, mission and goals?
2. What do we want to work on?
3. What topics do we want to dig deeper on?

- Park District - unlock basketball hoops.
- More input from each other and community desired

- Additional channels
 - Good data, information and insight
 - E.g. why are you here? What's your motivation? What do you want to do? How do we do this as a group or community?
- How do you move concepts into action (i.e. actionable concepts)?
- Suggested sharing differences w/ the community (events that celebrate diversity, maybe tying in with twin Villages covenant). E.g. sponsor a basketball tournament w/ communities' Police & fire Departments
- Learn more about the Village
- More information needed about training in place for Staff.
- More community input in the group and local government
- Set up a road map & process of next steps
 - Prep for RFP & consultant - maybe a subcommittee
 - Village info
 - Workforce analysis of Village Staff. Examine disparate impact on employees & contractors. Affirmative action planning.
 - Village employment
 - Purchasing/vendor supplier diversity analysis; Understanding vendors, suppliers, purchasing procedures.
- Creating a sense of what we need
- Doing better with this group? How do we better w/ experience in this group?
 - Robert's Rules training so we all know what to say and what they can/cannot do.
 - Communications training
 - More training on how to be respectful when people disagree with you (within the Advisory Group).
- Better understanding of each other
- Partnering w/ other organizations (DU/TRHT, CUC, Maywood/Twin Village Covenant)
- Tax inequalities (are they being taxed fairly)? Partnering w/ Township on tax information
- Understanding housing and existing River Forest housing stock
- We have a housing plan; do we have a people plan? Who is in the community? More data on who is in our community
- Identify whether there are gaps in service?
- What makes these conversations difficult? What do we need to make this work for the community? What makes us feel threatened/vulnerable?
- Need to feel safe
- Focus group to give residents an opportunity to answer questions honestly. Suggested a need to feel safe and use small groups/focus groups. Provide anonymous ways to express opinions w/o being labeled as a racist. Evaluate how we will get community input so we get good data, info & insight.
- "Daytime population" may not be the same as the full time residential population.
- Don't focus solely on race and ethnicity. There are other groups within the definition (intersectionality of discrimination).
- Committee to serve as a resource to the Board and Village to ensure DEI is taken into account (e.g. decision matrix to ensure decisions are inclusive).
- More regional collaboration with neighboring communities in addition to Maywood, esp. young

- The Advisory Group needs data points – barriers to diversity.
- Why do/don't people move to River Forest (impressions and experiences in River Forest)?
What do people think of River Forest (perceptions of those in/out of River Forest vs reality).
What are the barriers to DEI?
- Bring in community groups and diverse groups. More inclusivity of ideas.

There was a brief discussion regarding the public's ability to observe the meeting and comment on issues on the Advisory Group's agenda.

VII. CONFIRMATION OF MEETING DATES

The next regularly scheduled meeting dates were confirmed as noted on the agenda.

VIII. ADJOURNMENT

A MOTION was made by Foster and SECONDED by Weissenberger to adjourn the meeting at 9:03 p.m. On voice vote, the motion passed.

Erika Bachner
Chairperson

Date

Ken Johnson
Chairperson

Date

Lisa Scheiner
Chairperson

Date



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305

Tel: 708-366-8500

MEMORANDUM

Date: October 14, 2021

To: DEI Advisory Group

From: Lisa Scheiner, Acting Village Administrator

Subj: October 19, 2021 Meeting Materials & Information

As a follow-up to the October 4, 2021 meeting of the DEI Advisory Group, the following steps have been taken:

Communication: At its October 4 meeting, the DEI Advisory Group members requested that a clearer process for communication be established. Members can now email deiagchair@vrf.us to contact the chairpersons of the Advisory Group. Once a message has been received, a chairperson will work to respond to the email within 48 hours of receipt.

Parliamentary Procedure: Committee members raised a question regarding parliamentary procedures during the meeting and requested additional training or materials beyond what was already provided. Staff have contacted the Illinois Chapter of the National Association of Parliamentarians for additional resources and possible training at a future meeting. More information will follow. In the meantime, the "cheat sheet" has been reattached for informational purposes.

Attachments:

- Guidelines for dialog
- DEI Advisory Group purpose, mission, goals and responsibilities
- Roberts Rules Cheat Sheet

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."