



Parks & Recreation

Advisory Commission Member Resource Guide

September 2021 – August 2022



Town of Carbondale Mission Statement

To **maintain and enhance** an environmentally sensitive, culturally diverse, family oriented small town, with town government providing quality service to the Carbondale community.

Parks & Recreation Mission Statement

The Town of Carbondale Parks & Recreation Department is dedicated to providing and maintaining parks, trails and recreational amenities. Through innovation and community cooperation, we will develop leisure services, programs and facilities that improve the quality of life for all citizens, and benefit the economic vitality of our community. (adopted November 2003)

Parks & Recreation Commission Values & Conduct

- Elevate Your Perspective
 - ▶ Set aside personal biases and preferences and consider what is in the best interest of the Town and its citizens even if it is different from your personal interests.
- Listen to understand
- Assume value and good intent
- Respect the inherent worth and dignity of every person
- Separate the person from the behavior
- It's not me vs. you, but us vs. the issues
- Stay open and non-defensive
- Value diverse perspectives
- Create an environment where everyone feels free to speak and guests feel welcome
- Share "air-time" and don't belabor a topic
- No side bars
- Maintain a sense of humor
- Have fun!

Adapted from Heller Key Management Consulting template

The Commission voted May 2020 to request amendments to the Town Code.

It is on the Trustee's Agenda for 10/28/2021.

If it is approved as expected the code will read as follows:

Excerpt from the Town Code Regarding The Parks and Recreation Commission

ARTICLE 7 Parks and Recreation Commission

Sec. 2-7-10. Establishment; membership.

There is hereby created a Parks and Recreation Commission for the Town, consisting of seven voting members and two alternate members with voting rights only in the absence of a regular member. One of the alternate members shall be a Youth Commissioner, under 18 years of age at the time of appointment. The Parks and Recreation Director shall be an ex officio, nonvoting member of the Parks and Recreation Commission. Three members of the Commission, whether voting members or alternate members, may be residents of the area served by the Recreation Department, but need not reside within the Town limits.

(Ord. No. 16, 1977 §1; Ord. No. 6, 1992; prior code 2.31.010; Ord. No. 8, 2015 §1, 8-11-2015) **Add New Ord. No.**

Sec. 2-7-20. Powers and duties.

The Parks and Recreation Commission shall have the power and duty to:

- (1) Act in an advisory capacity to the Board of Trustees in all matters pertaining to parks and recreation.
- (2) Review the preliminary budget prepared by the Recreation Director and provide input as needed before submission to the Town Manager and Board of Trustees.
- (3) Assist in the planning of a recreation program for the inhabitants of the Town and surrounding area, promote and stimulate public interest therein and, to that end, solicit to the fullest extent possible the cooperation of the school authorities and other public and private agencies interested therein.
- (4) Advise the Board of Trustees with respect to the acceptance of money, personal property or real estate donated or offered to the Town for recreational or park purposes.
- (5) Create and recommend to the Board of Trustees for approval a parks and recreation master plan and review such plan annually prior to the budget process, for the purposes of updating the contents.
- (6) Review all proposed subdivision plats for conformance with the parks and recreation plan and make suggestions and recommendations to the Board of Trustees with respect to the conformance to the Town's standards of proposed park and open space improvements contained in such plats.
- (7) Offer recommendations to the Town Manager for selection of the Recreation Director.
- (8) Perform such other duties not inconsistent with this Article as may be requested by the Board of Trustees, Town Manager or other Town departments or agencies.

(Ord. No. 16, 1977 §2; Ord. No. 6, 1992; prior code 2.31.020; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-30. Appointment; terms.

- (a) Appointments to the Parks and Recreation Commission shall be made by the Board of Trustees. Persons interested in serving on the Parks and Recreation Commission shall complete an application expressing their interest in serving on the Parks and Recreation Commission and responding to representative questions as approved by the Parks and Recreation Commission.
- (b) Members of the Parks and Recreation Commission shall be appointed as outlined in this Section. Nothing shall preclude a member from serving succeeding terms if so appointed.
- (c) Upon receipt of the application, Town staff will schedule with the Parks and Recreation Commission an interview of prospective candidates at a special meeting. The interview committee shall consist of a Board of Trustees liaison and

the full Parks and Recreation Commission. Upon completion of the interview, the Board of Trustees shall then make the appointment.

- (d) In the event a regular member of the Parks and Recreation Commission resigns his or her position, the alternate, if interested in filling that position, will be required to submit an application, respond to the aforementioned questions and participate in the interview process.
- (e) The term of the Youth Commissioner shall be for 1 year. Terms of regular members including the other alternate member shall be for a period of three years. Application forms shall be available at Town Hall. All applications shall be delivered to Town Hall.
- (f) If and when there is a vacancy on the Parks and Recreation Commission due to a resignation or other reason, the Chair, acting Chair or Recreation Director shall be responsible for notifying the Town Manager within two weeks of the vacancy.
- (g) The Parks and Recreation Commission shall formulate an appropriate application form for prospective members. The terms of office of the Parks and Recreation Commission members shall begin and end on August 31.

(Ord. No.16, 1977 §3; Ord. No. 6, 1992; Ord. No. 7, 1994; Ord. No. 26, 2004; Ord. No. 27, 2004; prior code 2.31.030; Ord. No. 8, 2015 §1, 8-11-2015) **Add New Ord. No.**

Sec. 2-7-40. Meetings, officers.

- (a) As soon as practicable following the first day of September every year, the Parks and Recreation Commission shall organize by electing three of its members to serve as Chair, Vice Chair and Secretary, respectively, to serve at the pleasure of the Parks and Recreation Commission.
- (b) The Parks and Recreation Commission shall hold such regular and special meetings as may be required. All proceedings shall be open to the public. The affirmative vote of a majority of the entire membership of the Parks and Recreation Commission shall be necessary for it to take any action except to adjourn. The Parks and Recreation Commission may prescribe regulations for the conduct of its internal affairs, which shall be consistent with this Article and other provisions of this Code. Copies of such regulations shall be kept on file in the office of the Town Clerk, where they shall be available for public inspection.

(Ord. No. 16, 1977 §4; Ord. No. 7, 2000; prior code 2.31.040; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-50. Compensation.

The members of the Parks and Recreation Commission shall serve without compensation for their services as such, but may receive reimbursement for necessary travel and other expenses incurred on official duty when such expenditures have received prior authorization within the municipal budget.

(Ord. No. 16, 1977 §5; prior code 2.31.050; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-60. Vacancies.

- (a) Any vacancies in the Parks and Recreation Commission, from whatever cause, shall be filled as required by Section 2-7-30 of this Article.
- (b) The office of Parks and Recreation Commission members shall become vacant, and shall be so declared by the Board of Trustees, under the following conditions:
 - (1) If a member is absent from three consecutive regular meetings of the Parks and Recreation Commission without first having notified the Parks and Recreation Commission or Recreation Director, the notification to be expressed in the minutes of the Parks and Recreation Commission's meetings.
 - (2) If a member is convicted of a crime involving moral turpitude.
- (c) The Board of Trustees may remove any member of the Parks and Recreation Commission for cause. The Board of Trustees shall consider removal of any member of the Parks and Recreation Commission for cause upon recommendation by a majority vote of the Parks and Recreation Commission.

(Ord. No. 16, 1977 §5; Ord. No. 6, 1992; Ord. No. 26, 2004; prior code 2.31.060; Ord. No. 8, 2015 §1, 8-11-2015)

Sec. 2-7-70. Ex officio members.

The Mayor, with the consent of the Board of Trustees, may from time to time appoint ex officio members to the Parks and Recreation Commission. Such members shall serve at the pleasure of the Mayor and the Board of Trustees. Ex officio members shall not be entitled to vote on any matter brought before the Parks and Recreation Commission.

(Ord. No. 16,1977 §6; prior code 2.31.070; Ord. No. 8, 2015 §1, 8-11-2-15)

Excerpt From an Article by Dr. Ted Flickinger,
President and CEO of the Illinois Association of Park Districts

**SO YOU WANT TO SERVE ON THE PARK DISTRICT BOARD...
WHAT DOES THAT MEAN?**

If you are appointed or elected to the park board, you will become a leader who has accepted a major civic responsibility. You should be willing to make a commitment to give freely of your time and talents to help strengthen and further the park, recreation, and conservation mission. As a board member, you will take responsibility for helping to set the goals, formulate policies and establish services that will meet the present and future needs of the citizens in your community. The success of your agency depends greatly on how well you understand your role and how effectively you address your board member responsibilities.

Generally, board members are respected citizens, well known and active in community affairs and interested in the total recreational needs of their communities. Without coercion or pay, these men and women represent their fellow citizens and interpret their views. They contribute untold hours of time, energy and talent to efforts to improve the local delivery of park and recreation services. They have the primary responsibility of spending tax monies, fees and contributions designated for park and recreation services.

Board Obligations

Effective board members see the “big picture” and the long-term effects of the decisions they make. They use sound judgment by weighing the pros and cons of each issue. They are open to new ideas. They make ethical decisions and have the capacity to “take the heat” when unpopular, but necessary, decisions are made. Specifically, they:

- Establish policies based on sound research and consideration of pros and cons of each issue.
- Adopt policies that allow the organization to run efficiently, effectively, legally and ethically.
- Support the Director.
- Request, receive, evaluate and make decisions based on effective and wise guidance from the Director.
- Interpret the agency’s mission, values and vision to the public.
- Set a strategic direction that adopts goals relating to the mission of the organization.
- Secure adequate funds to carry out the agency’s goals.
- Monitor operational and capital finances.
- Act as a resource, as a sounding board and as the eyes and ears of the citizens of the community, making sure that the agency is meeting their needs.
- Develop, maintain and update long-range plans.
- Adopt a code of ethics.
- Support board decisions even when a decision conflicts with their personal views (recognizing the authority rests with the board, not with one board member).

We know that effective board members:

- Are good listeners.
- Have an attitude of cooperation, open-mindedness and objectivity.
- Are motivated only by a desire to serve the citizens and the agency.
- Work with the Director, not over or around him or her.
- Inspire the community's confidence, respect and support.
- Spend time in board meetings on policies, programs and procedures, not on operational details that are the Director's responsibility.
- Make no disparaging remarks about other board members or their opinions.
- Keep high ethical standards.
- Display a talent for working well with others.
- Recognize that to promise in advance of a meeting how they will vote on any proposition is to close their minds to other facts and points-of-view that may be presented in the meeting.
- Make decisions only after all sides of a questions have been presented.

Parks & Recreation Commission Members

September 2021 – August 2022

Hollis Sutherland

Chair – Voting Member

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Term Concludes: 8/2023

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Voting Member

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Term Concludes: 8/2023

Leslie Keery

Voting Member

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Term Concludes: 8/2024

Susan Rhea

Voting Member

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Term Concludes: 8/2024

Kathleen Wanatowicz

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Term Concludes: 8/2023

Rose Rosello

Vice-Chair – Voting Member

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Term Concludes: 8/2023

John Williams

Voting Member

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Term Concludes: 8/2024

Brian Soby

Alternate Member

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Term Concludes: 8/2023

Misha Logan

Youth Commissioner – Alternate Member

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Term Concludes: 8/2022

Luis Yllanes

Board of Trustee Liaison

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Parks & Recreation Staff Members

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Jessi Rochel

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Jamie Wall

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ADA Coordinator
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Will Tempest

Recreation Coordinator
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Margaret Donnelly

Aquatics & Wellness Coordinator
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Chris Gleason

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Russell Sissom

Parks & Cemeteries Supervisor
ADA Coordinator
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Parks & Recreation Commission

2021 – 2022 Meeting Schedule

The Commission meets the Second Wednesday of the Month at 7:00 pm in the Trustee's Chamber at Town Hall, 511 Colorado Avenue.

There are some exceptions to this, for instance in June the Commission tours the parks to assess needs in preparation for budget planning. At times, dates may need to shift to accommodate other unforeseen circumstances that were unknown at the time this schedule was created.

September 8, 2021

March 9, 2022

October 13, 2021

April 13, 2022

November 10, 2021

May 11, 2022

December 8, 2021

June 8, 2022; 6:00 pm, Parks Tour

January 12, 2022

July 13, 2022

February 9, 2022

August 10, 2022

Key Commission Tools & Documents

Quick Links:

[Town of Carbondale Recreation & Community Center](#)

[Carbondale Parks & Recreation Master Plans](#)

- [Carbondale Parks, Recreation and Trails Master Plan 2015](#)
- [Carbondale Aquatics Facility Master Plan 2021](#)
- [Carbondale Aquatics Facility Master Plan Appendix 2021](#)
- [Carbondale Nature Park](#)
- [Bonnie Fisher Park](#)
- [Third Street Center](#)
- [Crystal River Restoration](#)

[Town of Carbondale Integrated Weed Management Plan & Park Specific Annual Plans](#)

- [Comprehensive Weed Management Plan](#)
- [Park-specific plans and the information on the techniques used](#)

[Parks Map and Overview of Each Park](#)

[Town of Carbondale 2021 Event Calendar](#)

Active Documents used throughout the year at Commission Meetings:

Carbondale Parks & Recreation Commission Master Calendar

The purpose of the Master Calendar is to give staff and commission members an overview of the flow of activities, projects and actions that occur during the year. It tracks month by month key items for consideration, review, follow up, action, etc. The current Master Calendar follows this page. It is a 'living breathing' document and updates are made to it on a regular basis. The latest version is included in the meeting packet each month.

30/60/90 Day Outlook

This document tracks the ongoing progress of current projects and is included in the monthly meeting packet. Its purpose is to assist staff with planning, follow up and follow through, helping to ensure that things don't 'fall through the cracks'. It also assists with meeting efficiency by answering common questions that would typically get asked about projects of interest.

Other Key Communications:

Carbondale Parks & Recreation Director's Weekly Program Report

Each Friday a weekly update is sent from Eric to the Town Manager. It provides an overview of what occurred during the week and assists Commission members in staying current with department activities in between meetings.

Parks and Recreation Accomplishments 2003 – 2014

Page 26 of the 2015 Master Plan

For Current List of Accomplishments, see the annually revised [Chapter 4 Recommendations](#)

2003

- Nature Park (Delaney property) Master Plan (\$30,000)
- North Face In-Line Roller Hockey Rink conversion to Tennis Courts (\$85,000)
- North Face Baseball Field Lighting (\$90,000)
- High School Synthetic Surface Running Track (\$230,000 - GOCO Grant & RE-1 assisted)
- Gus Darien Riding Arena Maintenance Service Building & New Well (\$95,000)
- RVR Triangle Park Picnic Shelter (\$25,000)

2004

- Gateway River Park Feasibility & Conceptual Design Study (\$35,000)
- Parks, Recreation & Trails Master Plan (\$35,000)
- North Face Skateboard Park (\$210,000)
- Gus Darien Arena Fencing, Irrigation & Bleacher Improvements (\$35,000)
- Tiny Nightingale Baseball Field Backstop Hood & New Fencing (\$15,000)
- Colorado Meadows Park New Playground (\$35,000)
- Recreation van purchase (\$25,000)
- North Face Park Landscape & Master Plan (\$22,000)
- Sopris Park Gazebo Renovation (\$16,000)
- Rio Grande Trail Completion (\$80,000 - RFTA funding assistance provided)

2005

- Thunder River Theatre Construction Contribution (\$50,000)
- Frisbee Disc Golf Course at Gianinetti Park (\$5,000)
- Highway 133 Bike Path - Hendrick Rd. to RVR Dr. (\$130,000 - Federal grant assisted)

2006

- Gianinetti Park ADA Playground & New Slide (\$30,000)
- Sopris Park Picnic Shelter New Solar Roof (\$12,000)
- John Fleet Swimming Pool Liner Installed (\$37,000)

2007

- Gus Darien Arena New Bleachers Purchased (\$40,000 - split with Rodeo Board)

2008 & 2009

- Recreation Community Center (\$3,200,000 + \$700,000 grant assistance)
- Promenade Park & Recreation Center Landscape (\$340,000 -GOCO Grant assisted)
- Crystal Trail - Meadowood Dr. to Prince Creek Rd. (\$210,000 - GOCO Grant assisted)
- Roaring Fork School District Sports Complex Master Plan (\$4,000 - RE-1 District Funded)

2010

- Tennis Court Crack Repair at Middle School (\$5,000 - split with RE-1 School District)
- Crystal Trail - Snowmass Dr. to Meadowood Dr. (\$112,000 - Safe Routes School Grant assisted)
- Gateway River Park Acquisition (\$500,000 (plus \$2,000,000 grant assistance)

2011

- North Face Tennis Courts & Skateboard Park Phase 2 (\$185,000 - GOCO Grant assisted)
- Third Street Center Community Partnership Park Master Plan (\$3,000)

2012

- Gateway River Park Master Plan (\$30,000 - GOCO Grant assisted)
- Archery Range at the Nature Park (\$3,000)
- Downtown Ice Rink (\$2,500)

2013

- Red Hill Recreation Area Pedestrian Transportation Study (\$160,000 - Federal Grant)
- Third Street Community Partnership Garden (\$60,000 - GOCO Grant assisted)
- Gus Darien Arena Relighting (\$117,000 - GarCo FMLD Grant assisted)

2014

- Parks, Recreation & Trails Master Plan Update (\$45,000 - GOCO Grant assisted)
- North Face Bike Park (\$105,000 - GOCO & GarCo FMLD Grant assisted)
- Pickleball Courts striped at North Face & RVR Tennis Courts (\$2,000)

Carbondale Park & Recreation Commission Master Calendar

Current as of 9/24/2021

January

- Update Highlighted Chart of Master Plan
- Review Integrated Weed Management Plan for Coming Growing Season

February

- Parks & Recreation Department Quarterly Report Oct. Nov, Dec. (Previous year)
- Check in with RFOV for Spring, Summer, Fall program collaboration
- Present Integrated Weed Management Plan to E-Board and Trustees for approval.

March

- RVR's check in prior to growing season Triangle Park, Orchard Park, Nuche Park, Riverfront Park Maintenance Review
- Check in with Roaring Fork Pickleball Association MOU (staff)
- Check in with Roaring Fork Soccer Club and contract field use
- Grant Proposal Deadline:
 - Fishing is Fun Phase 2
- Grant Award Notification:
 - GOCO Restore Colorado Program

April

- Annual check in with Board of Trustees at a work session
- Check in with Hendricks and Demeter's Community Garden Groups
- Check in with Bike Pedestrian Trails Commission
- Check in with Red Hill Council and AVLTL in regard to Red Hill Trails

May

- Parks & Recreation Department Quarterly Report Jan, Feb, March
- Check in with Tree Board
- Check in with CAFCI

June

- Parks Tour – looking at current projects, future projects & budget priorities
- Advertise for any open P & R Commission positions
- Grant Award Notification:
 - Fishing is Fun Grant

July

- Parks Tour Review for Budget Priorities
- Commission Officer Nominations
- Advertise and interviews for any open P & R Commission positions
- Grant Proposal Deadline:

August

- Parks & Recreation Department Quarterly Report April, May, June
- Commission Officer Elections Vote
- Interview then vote on candidates for open commission positions
- Draft Department Budget Goals for the Coming Year

Grant Proposal Deadline:**September**

- New Commission Officers first meeting
- New Commission Member Welcome and Recognition of Outgoing Commission Members
- Update Commission Contact List & Note Commissioner’s Terms Set to Expire in the Year
- Revise Onboarding Materials
- Check in with Roaring Fork Food Alliance in regard to the MOU for the Permaculture Gardens at the Thompson Heritage Park (Staff)

October

- Integrated Weed Management Plan – Assess Current Conditions & Create Management Plan for Next Season
- Check in with Roaring Fork Pickleball Association in accordance with the MOU (staff)
- Budget Goals & Objectives as submitted to TOC Trustees

November

- Parks & Recreation Department Quarterly Report July, August, Sept.
- Budgeted Cost Recovery & Recreation Sales & Use Tax Update
- Review and Approval of Current Town Recreation Fees
- Grant Proposal Deadline:
 - GOCO Community Impact Grant Concepts due Nov. 22, application Due Dec 31, Grant awarded March 10, 2022

December

- Special Events Task Force Calendar Approval
- Final Annual Budget as Approved by TOC Trustees

Other Town Advisory Commissions and P & R Point of Contact:

E-Board	P & R Commission Point of Contact	_____
Bike, Pedestrian & Trails Commission	P & R Commission Point of Contact	_____
Tree Board	P & R Commission Point of Contact	_____
Public Arts Commission	P & R Commission Point of Contact	_____

Relationships through Memorandum of Understanding:

Thompson Heritage Park Permaculture Gardens
 Roaring Fork Food Alliance
 Roaring Fork Pickleball Association

Relationships through Intergovernmental Agreements:

Roaring Fork School District

Relationships through amenity use, partnerships or association:

Carbondale Chamber & the First Friday Committee

Demeter's Community Garden

Hendrick's Community Garden

Roaring Fork Valley Soccer Club

Carbondale Wild West Rodeo Association

Three Rivers Little League

Roaring Fork Outdoor Volunteers

Roaring Fork Mt. Bike Association

Roaring Fork Transportation Authority

Friends of the Nature Park

Special Event Task Force

Carbondale Age Friendly Community Initiative (CAFCI)

Carbondale Historical Society

Red Hill Council

Aspen Valley Land Trust

Colorado Parks & Wildlife (Bob Terrell State Wildlife Area)

Miscellaneous Links

Bond Information and Status Links

Master Plan Update Links to Executive Summaries

Current as of 9/24/2021

Sunshine Laws

What Are Sunshine Laws?

Sunshine laws are regulations requiring transparency and disclosure in government or business. Sunshine laws make meetings, records, votes, deliberations, and other official actions available for public observation, participation, and/or inspection. Sunshine laws also require government meetings to be held with sufficient advance notice and at times and places that are convenient and accessible to the public, with exceptions for emergency meetings.

Key Takeaways

- Sunshine laws stipulate that certain business operations or government activities provide open transparency and disclosure to the public or upon inquiry.
- The purpose of these laws is to promote ethical standards, prevent fraud and corruption, and by doing so engender greater public trust.
- Examples of sunshine laws include mandatory corporate reporting to the SEC and the Freedom of Information Act (FOIA)

The Sunshine Laws and Open Records Laws for the State of Colorado are detailed and quite complex. Below are a few Quick Links of overviews and summaries. Please review them and familiarize yourself with them. If you have any questions regarding any processes or procedures, please bring them to the Parks and Recreation Director and the Commission Chair for further investigation and exploration.

[Colorado Municipal League Overview of CO Open Meeting and Sunshine Laws](#)

[Colorado Freedom of Information Coalition Sunshine Laws Guidebook](#)

[Office of Legislative Legal Services - Open Meeting Requirements of the CO Sunshine Law](#)

[Colorado General Assembly, Office of Legislative Legal Services - Open Meeting Laws FAQ's](#)

The Basics of Roberts Rules of Order

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and stands after recognition from presiding officer.
2. The member gives their name and states the motion. "I move that _____."
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.
5. Presiding officer calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking enabling everyone to share their opinions.

6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing their opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer.
2. Member states the amendment (e.g. striking and/or adding words/phrases).
3. Amendment must be seconded.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

Referral to Committee

During discussion, it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. If the motion passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. A member makes a motion to refer to motion to committee.
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the votes and action taken.

Tabling a Motion

Tabling a Motion lays aside an item of business temporarily in order to attend other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. A member makes a motion to table the motion.
2. Motion must be seconded (no discussion)
3. Presiding officer calls for a vote, and states result of the vote and action taken.

Removing a Motion from the Table

A member may move to remove a motion from the table during the Unfinished Business part of the meeting once all agenda Unfinished Business items are addressed.

1. A member makes a motion to remove a motion from the table.
2. Motion must be seconded.

At this point, the motion has been removed from the table and discussion of the motion proceeds as if the motion had never been tabled in the first place.

3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually next meeting)
2. Motion must be seconded.
3. Presiding officer calls for discussion.
4. Presiding officer calls for a vote, and states result of the vote and action taken.