



Connecting Our Community.

ADMINISTRATIVE & FINANCE COMMITTEE

THURSDAY, NOVEMBER 13, 2014 – 8:00 A.M.

OMNITRANS METRO FACILITY

1700 WEST 5TH STREET

SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Recording Secretary at least three (3) business days prior to the Committee Meeting. The Recording Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY), located at 1700 West Fifth Street, San Bernardino, California. If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Thursday, December 11, 2014, 8:00 a.m.
Omnitrans Metro Facility Board Room

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

Disclosure – Note agenda items contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation in the appropriate item.

N/A

E. DISCUSSION ITEMS

- | | |
|---|----|
| 1. Approve Administrative & Finance Committee Minutes – October 9, 2014 | 2 |
| 2. Recommend to Board of Directors, Receive and File Construction Progress Report No. 32 through October 28, 2014 - sbX E Street Corridor BRT Project | 6 |
| 3. Receive and File Omnitrans' Director of Finance Report on Forward Fuel Purchases for October 2014 | 17 |
| 4. Consider Recommending to Board of Directors, Adoption of Rosenberg's Rules of Order | 19 |
| 5. Adopt Proposed 2015 Committee Meeting Schedule | 30 |

F. ADJOURNMENT

ITEM # E1

ADMINISTRATIVE & FINANCE COMMITTEE
MINUTES, OCTOBER 9, 2014

A. CALL TO ORDER

Committee Chair Ed Graham called the regular meeting of the Administrative and Finance Committee to order at 8:00 a.m., Thursday, October 9, 2014.

1. Pledge of Allegiance
2. Roll Call

Committee Members Present

Mayor Ed Graham, City of Chino Hills – Committee Chair
Mayor Paul Eaton, City of Montclair
Council Member Frank Gonzales, City of Colton
Mayor Ray Musser, City of Upland
Mayor Pro Tem John Roberts, City of Fontana
Mayor Walt Stanckiewicz, City of Grand Terrace
Mayor Pro Tem Alan Wapner, City of Ontario
Mayor Carey Davis, City of San Bernardino

Committee Members Not Present

Council Member Dick Riddell, City of Yucaipa

OmniTrans Administrative Staff Present

P. Scott Graham, CEO/General Manager
Diane Caldera, Director of Operations
Sam Gibbs, Director of Internal Audit Services
Jacob Harms, Director of Information Technology
Andres Ramirez, Program Manager
Jennifer Sims, Director of Procurement
Don Walker, Director of Finance
Ray Maldonado, Employee Relations Manager
Debra Nicastro, Senior Contract Administrator
Eugenia Pinheiro, Contracts Manager
Nicole Ramos, Marketing Manager
Oscar Tostado, Maintenance Manager
Mark Crosby, Loss Prevention Supervisor

B. ANNOUNCEMENTS/PRESENTATIONS

The next Committee Meeting is scheduled Thursday, November 13, 2014, at 8:00 a.m.

C. COMMUNICATIONS FROM THE PUBLIC

There were no comments from the public.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

There were no conflict of interest issues identified.

E. DISCUSSION ITEMS

1. Approve Administrative & Finance Committee Minutes – July 10, 2014

M/S (Eaton/Musser) that approved the Committee Minutes of July 10, 2014. Motion was unanimous by remaining Members present.

2. Recommend to Board of Directors, Receive and File Construction Progress Report No. 31 through July, August and September 22, 2014 - sbX E Street Corridor BRT Project

sbX Program Manager Andres Ramirez presented the Construction Progress Report No. 31 for the period of July through September 22, 2014.

Expenditures to date total \$163.6M and the estimated cost at completion is \$187.9M from the budget of \$191.7M. Lost time injuries remain at zero with over 452,500 man hours completed.

The Vehicle Maintenance Facility (VMF) is 56% complete and is currently projected for completion in June 2015; however the schedule is currently being reviewed with the contractor and in an effort to reduce the timeline.

Building A – Maintenance Building – Battery Room panels and service equipment installed, start up and testing in progress, the concrete apron is complete and in use, punch list prepared and repairs in progress.

Building B – Bus Wash Building – Concrete stem walls for masonry poured and under-slab conduit and utilities installed.

Building C – Fuel Island – Buffer tanks have been relocated, over-excavation of foundation area completed, and foundation has been poured and structural steel is being erected. Buffer tanks can not be used for the pipeline gas.

The Green Line is in operation, and the JV contract is being closed out. Signal synchronization is complete.

Final closeout of the sbX construction contract is in process, the 10th Street to Highland Pavement Modification is out to bid and Omnitrans is in final negotiations with firm for the Public Address System along the corridor.

This item was received by the Committee and will be forwarded to the Board of Directors for receipt and file.

Board Chair Wapner arrived at 8:10 a.m.

3. Recommend to Board of Directors, Receive and File Omnitrans' Forward Fuel Purchases Update – August 2014

Director of Finance Donald Walker reported that Omnitrans entered into a new 12-month Fuel Hedge Agreement at \$0.91 per CNG Gallon, under the \$0.92 per gallon approved by the Board. The new contract expires in August 2015.

This item was received by the Committee and will be forwarded to the Board of Directors for receipt and file.

4. Recommend to Board of Directors, Receive and File Director of Finance Report on Forward Fuel Purchases for September 2014

Director of Finance Donald Walker reported that the first month of the new fuel hedge contract closed with a gain on the hedge position of \$555, with the expectation that the gain recognized in future months will be greater.

This item was received by the Committee and will be forwarded to the Board of Directors for receipt and file.

5. Recommend to Board of Directors, Approve Disposal of Capital Assets to JPA (Joint Powers Agreement) Members, Other Governmental Entities and 501(c)(3) Organizations

Director of Internal Audit Samuel Gibbs stated that Omnitrans was seeking approval to offer fully depreciated capital assets to JPA (Joint Powers Agreement) member entities, other governmental entities and 501(c)(3) organizations prior to sending to public auction. The assets would be offered on a first come, first served, basis.

M/S (Roberts/Stanckiewicz) to recommend the Board of Directors approve offering fully depreciated capital assets to JPA (Joint Powers Agreement) member entities or other governmental entities first, then to 501(c)(3) organizations in "As Is Condition" prior to sale at public auction. Motion was unanimous by Members present.

6. Recommend to Board of Directors, Adopt Revisions to Procurement Policies 1000 General Procurement Policy, 1010 Purpose, 1020 Responsibilities, and Procurement Procedure 4000-1 Formal Procurement Procedures.

Director of Procurement Jennifer Sims explained that a procedure change that was implemented as a result of the Procurement System Review (PSR) in 2008 needs to be further clarified to satisfy the Federal Transit Administration and other recommended changes are being recommended to ensure consistency between Procurement Policies and Procurement Procedures. Our worksheet was developed and put into practice, but was never referenced in the procedure; this will bring consistency to Procurement Procedures and would be consistent with the rest of the organization. The other changes are being recommended to ensure consistency between Procurement Policies and Procurement Procedures.

M/S (Stanckiewicz/Musser) to recommend the Board of Directors adopt revisions to Omnitrans' Procurement Policy 1000, General Procurement Policy, 1010 (Purpose), 1020 (Responsibilities), and Omnitrans' Procurement Procedure 4000-1, Formal Procurement Procedures, to become effective November 5, 2014. Motion was unanimous by remaining Members present.

F. REMARKS AND ANNOUNCEMENTS

There were no remarks or announcements.

G. ADJOURNMENT

The Administrative and Finance Committee meeting adjourned at 8:18 a.m. The next Administrative and Finance Committee Meeting is scheduled Thursday, November 13, 2014 at 8:00 a.m., with location posted on the Omnitrans website and at Omnitrans' San Bernardino Metro Facility.

Prepared by:

Christine Vega, Administrative Secretary

ITEM # E2

DATE: November 13, 2014

TO: Committee Chair Ed Graham and
Members of the Administrative & Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Andres Ramirez, Program Manager

SUBJECT: **CONSTRUCTION PROGRESS REPORT NO. 32 THROUGH
OCTOBER 28, 2014 - sbX E STREET CORRIDOR BRT PROJECT**

FORM MOTION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No. 32 for the sbX E Street Corridor BRT Project through October 28, 2014.

BACKGROUND

This is Construction Progress Report No. 32 for the sbX E Street Corridor Project.

CONCLUSION

Receive and recommend to the Board of Directors for receipt and file Construction Progress Report No.32 for the sbX E Street Corridor BRT Project through October 28, 2014.

PSG:AR

Attachment



sbX E Street Corridor Bus Rapid Transit (BRT) Project

Construction Progress Report No. 32

October 28, 2014

Submitted By:

JACOBS

Contractor:	SBX Corridor - Griffith/Comet VMF – USS Cal Builders
Contractor Contract No.:	IPMO11-5
Project Manager:	Roger Hatton, P.E.
Omnitrans Program Manager:	Andres Ramirez



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 - A. Vehicle Maintenance Facility (VMF)
- IV. Safety
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 - A. Vehicle Maintenance Facility (VMF) Photos

I. PROJECT STATUS SUMMARY

A. Project Description

The sbX E Street Corridor BRT Project is a 15.7-mile-long transit improvement project that will connect the northern portion of the City of San Bernardino with the City of Loma Linda. Over the past four years, the sbX E Street Corridor Bus Rapid Transit (BRT) Project has evolved as the highest priority corridor identified in the System-Wide Transit Corridor Plan for the San Bernardino Valley.

The project consists mainly of three components, the E Street Corridor, the purchase of 60' articulated buses, and the modifications to the Vehicle Maintenance Facility. While the buses have been procured and the E Street Corridor is in operation, work continues on the Vehicle Maintenance Facility.

B. Summary Status Update (Accomplishments)

E Street Corridor:

- Continued Final acceptance process.
- Placed bid package out to bid for 10th to Highland.
- Selected a firm for the design of the PA System.
- Secured a supplier for the delineators along the dedicated bus lanes.

Vehicle Maintenance Facility:

Maintenance Building A

- Compressors are complete.
- Trash Compactor is complete.
- Booster pumps are complete.
- Buffer Tank relocation is complete as planned.
- Bays five through eight are complete.
- Signage and striping is complete.
- Eyewash shower is complete.
- Battery room is complete.
- All HVAC Ductwork is complete.
- PCC Pavement in front of Building A for Bays five through eight is complete.

Bus Wash Facility Building B

- Concrete foundations are complete.
- All underground utilities are complete.
- Slab-on-grade from Gridline D to B is complete.
- Reclamation Pit foundation and walls are complete.
- Sewer Injector foundation and walls are complete.

Vacuum and Fuel Facility Building C

- Foundations are complete.
- Structural Steel Framing is complete.
- Metal Steel Decking is complete.

Site Work

- Directors' Row – Remove and Replace the settling concrete pavement.

C. Upcoming Work (November 2014)

E Street Corridor:

- Achieve final acceptance of the project.
- Award agreement for and commence design of PA System.
- Receive bids for 10th through Highland.
- Install delineators.
- Commence design of settlement work at World Oil.

Vehicle Maintenance Facility (VMF)

Maintenance Building A

- Beneficial Occupancy Building A – Paint Room.
- Beneficial Occupancy Building A – Dyno Room.
- Beneficial Occupancy Building A – Battery Room.

Bus Wash Facility Building B

- Finish Slab on grade for Gridline B thru A.
- Continue with CMU walls Gridline D thru A.
- Structural roof framing.

Vacuum and Fuel Facility Building C

- Complete all underground utilities work.
- Foundation work.
- Slab on Grade.
- CMU walls at Gridline E, B, and A.

Sitework

- Sewer and Manhole connection.

II. PROJECT SCHEDULE

Over the last several months, the overall project schedule continued to slip due to the work at the Vehicle Maintenance Facility. However, it appears to have stabilized due to the concentrated efforts of the CM Services team and Omnitrans' staff. The corridor work is complete and revenue service achieved as planned. All changes and time extensions for the corridor negotiated and closed out. Following is the schedule status update as it pertains to the VMF:

A. Summary of Project Schedule – Vehicle Maintenance Facility (VMF)

The Contractor's latest monthly schedule update for October 2014 (UP11), with a data date of October 15, 2014, submitted on October 17, 2014. Although the schedule update shows the Project falling seven calendar days further behind schedule, (with Substantial and Final Completion dates of April 29, 2015, and June 27, 2015, respectively), significant progress has been made in stabilizing the project. In addition, schedule compression efforts continue with the intent of reducing the delays and achieving an earlier completion. There is expectation that the next schedule update will demonstrate some of the results.

Claims for Time Impact Evaluations (TIE) submitted and have the following status:

- Claim No. 1 – TIE No. 1 – RESOLVED. Impacts to Completion of Temporary Fuel Island (Building D) – COR 37 - Submitted on October 28, 2013, with Agency response issued January 29, 2014, granting an extension of 108-calendar days. 55-CD deemed concurrent (Excusable & Non-Compensable) and 53-CD deemed (Excusable & Compensable), resulting in revised Substantial and Final Completion dates of March 27, 2014 and May 26, 2014, respectively.
- Claim No. 2 – TIE No. 2 – RESOLVED. Backfill of UST's – COR 117, the Agency granted an extension of 50 calendar days: 11 calendar days (excusable and Non-compensable) and 39 calendar days (excusable and compensable), resulting in revised Substantial and Final Completion dates of May 16, 2014 and July 15, 2014.
- Claim No. 3 – TIE No. 3 – RESOLVED. Contaminated Soil At Bldg. B – COR 110, the Agency granted an extension of 43 calendar days of excusable and compensable, resulting in revised Substantial and Final Completion dates of June 28, 2014 and August 27, 2014.
- Claim No. 4 – TIE No. 4 – RESOLVED. Additional clarification and claim from TIE 1 unilateral. COR 37A – the Agency granted an extension of 36 calendar days: 6 calendar days (excusable and non-compensable) and 30 calendar days of (excusable and compensable), resulting in revised Substantial and Final Completion dates of August 8, 2014 and October 7, 2014.

III. REQUESTS FOR INFORMATION (RFIs), SUBMITTALS, AND NON-CONFORMANCE REPORTS (NCRs)

Vehicle Maintenance Facility (VMF)

To date, the CM team has met the required timelines and no delay has come about as a result of submittal and RFI responses.

Total RFIs – 227
Total Open – 2

Total Submittals – 149
Total Open – 1

Total NCRs – 14
Total Open – 3

IV. SAFETY

The project team considers safety to be the utmost priority. As such, the entire project team works towards a “no-lost time” goal on a daily basis.

VMF - As of October 15, 2014 there have been 42,000 “no-lost time” hours.

V. PROJECT BUDGET AND COST**TOTAL PROGRAM BUDGET
BUDGET AS OF SEPTEMBER 30, 2014**

Approved Budget: \$191,706,000
 Cost to Date: \$164,894,703
 Estimate to Complete: \$ 23,010,556
 Estimate at Completion: \$187,905,259

VMF CORRIDOR PROJECT COSTS - AS OF SEPTEMBER 30, 2014

	CURRENT AUTHORIZED	CURRENT INVOICES PAID	REMAINING CONTRACT BALANCE
STV Inc.	\$1,418,132	\$1,266,342	\$151,790
USS Cal Builders	\$14,498,152	\$6,901,277	\$7,596,875
Total	\$15,916,284	\$8,167,619	\$7,748,665

VMF CONTRACT TIME

Activity	Days	Date
Notice to Proceed		12/10/12
Calendar Days per Original Contract	425	02/08/14
CCO Time Extension to Date	237	
Total Revised Contractual Time	662	10/7/14
Calendar Days Completed as of October 15, 2014	673	
Required Completion Days as of October 15, 2014	255	10/8/14
Forecasted Final Completion as October 15, 2014		6/27/15
Percent Time Elapsed	102%	

CHANGE ORDERS**VMF CONTRACT CHANGE ORDERS - As of October 15, 2014**

Change Order Status	Amount
Approved Change Orders	\$2,330,825
Pending Change Orders	\$339,303
Potential Change Orders	\$483,405
Total	\$3,153,533

Note: Currently, pricing for Potential Change Orders are estimated based on Rough Order of Magnitude pending designer plans or final submittal of pricing by the Contractor.

VI. Project Photographs

VMF PROGRESS PHOTOS



Building B - Installation of Drains at Bus Wash Bay



Building C - Receiving and Landing the Roof Decking



Building B - Bus Inspection Pit



Building C - Receiving and Landing the Roof Decking

Budget By Contract Packages
at September 30, 2014

	PCGA Budget	Approved Current Budget	Authorized for Expenditure	Expended to Date	% of Approved Current Budget	Contracts Awarded	Approved Changes	Committed	Expenditure Authorization Remaining	Remaining Contingency	Forecast Potential Uses of Contingency		
											Pending Commitments	Potential Changes	Estimate At Completion
BRT Construction	90,780,000	84,637,000	87,780,263	79,567,623	94.0%	65,007,603	14,593,092	79,600,695	8,159,568	5,036,305	-	-	79,600,695
Griffith/Comet JV			68,000	68,000		68,000		68,000	-	(68,000)			68,000
Art			48,401	48,401		48,401		48,401	-	(48,401)	1,613,632		1,662,033
Other						-		-	-	-	3,335,885		3,335,885
10th-Highland						-		-	-	-	350,000		350,000
World Oil Gas Station						-		-	-	-	90,000		90,000
Gage Canal						-		-	-	-			
VMF Construction - USS Cal Builders	5,370,000	8,131,000	14,498,152	6,901,277	84.9%	10,672,049	2,022,749	12,694,798	1,803,354	(4,563,798)	671,978	1,789,855	15,158,631
Vehicles Design & Manufacturing-N.F.	16,628,000	16,628,000	15,978,093	14,949,266	89.9%	15,483,752	325,110	15,808,862	169,231	819,138			15,808,862
Other Vehicle Equipment			318,853	-		318,853		318,853	-	(318,853)	128,000		448,853
ROW Acquisition Services-SANBAG	6,532,000	10,357,000	11,738,400	11,177,606	107.9%	9,782,000	1,189,135	10,971,135	767,265	(614,135)	767,265		11,738,400
ROW Acquisition Services-10thHighland												151,570	151,570
3rd Party Utilities Design & Reloc.		1,003,000	1,157,223	1,039,914	103.7%	1,106,117		1,106,117	51,108	(103,117)			1,106,117
BRT Design-Parsons	19,193,400	17,849,400	18,097,876	16,920,284	94.8%	14,706,229	3,391,647	18,097,876	-	(248,476)	(688,379)		17,408,497
VMF Design													
STV	1,007,600	1,007,600	1,418,132	1,266,342	125.7%	951,029	1,048,830	1,999,859	(591,727)	(992,259)			1,999,859
Carlin Environmental			27,800	14,400		10,000	9,800	19,800	8,000	(19,800)		8,000	27,800
Project Admin. And Management													
Jacobs	6,638,000	6,632,000	11,852,647	11,620,384	175.2%	3,888,769	9,756,349	13,655,118	(1,802,471)	(7,023,118)			13,655,118
Other													
IPMO	17,624,000	15,012,450	14,722,701	12,547,827	83.6%	14,722,701	450,000	15,172,701		(160,251)	-		15,172,701
Insurance	1,113,000	1,112,000	500,000			500,000		500,000		612,000	(500,000)		
Legal-BB&K, County	2,525,450	1,000,000	1,000,000	372,131	37.2%	1,000,000		1,000,000		-			1,000,000
In Kind Contributions	8,080,550	8,080,550	8,080,550	8,401,239	104.0%	8,038,557		8,401,239		(320,689)			8,401,239
Survey	1,464,000	1,463,000	464,000			25,000		25,000	439,000	1,438,000			25,000
Start-Up	720,000	720,000	700,000			700,000		700,000		20,000			700,000
Sub-Total	177,676,000	173,633,000	189,431,091	164,894,703	95.0%	147,039,060	32,786,711	180,188,453	9,013,377	(6,555,953)	5,767,381	1,949,425	187,905,259
Unallocated Contingency								6,555,453		11,517,547			3,800,741
Total	191,706,000	191,706,000	189,431,091	164,778,302	86.0%					11,517,547			191,706,000

ITEM # E3

DATE: November 13, 2014

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

THROUGH: P. Scott Graham, CEO/General Manager

FROM: Donald Walker, Director of Finance

**SUBJECT: OMNITRANS' DIRECTOR OF FINANCE REPORT ON FORWARD
FUEL PURCHASES FOR OCTOBER 2014**

FORM MOTION

Receive and file the Director of Finance's report on Omnitrans' current Forward Fuel Purchase Program for October 2014. This program was implemented on July 31, 2014, continuing our efforts to increase the predictability of costs and reduce operational uncertainty in the event of dramatic fuel price increases in the open market.

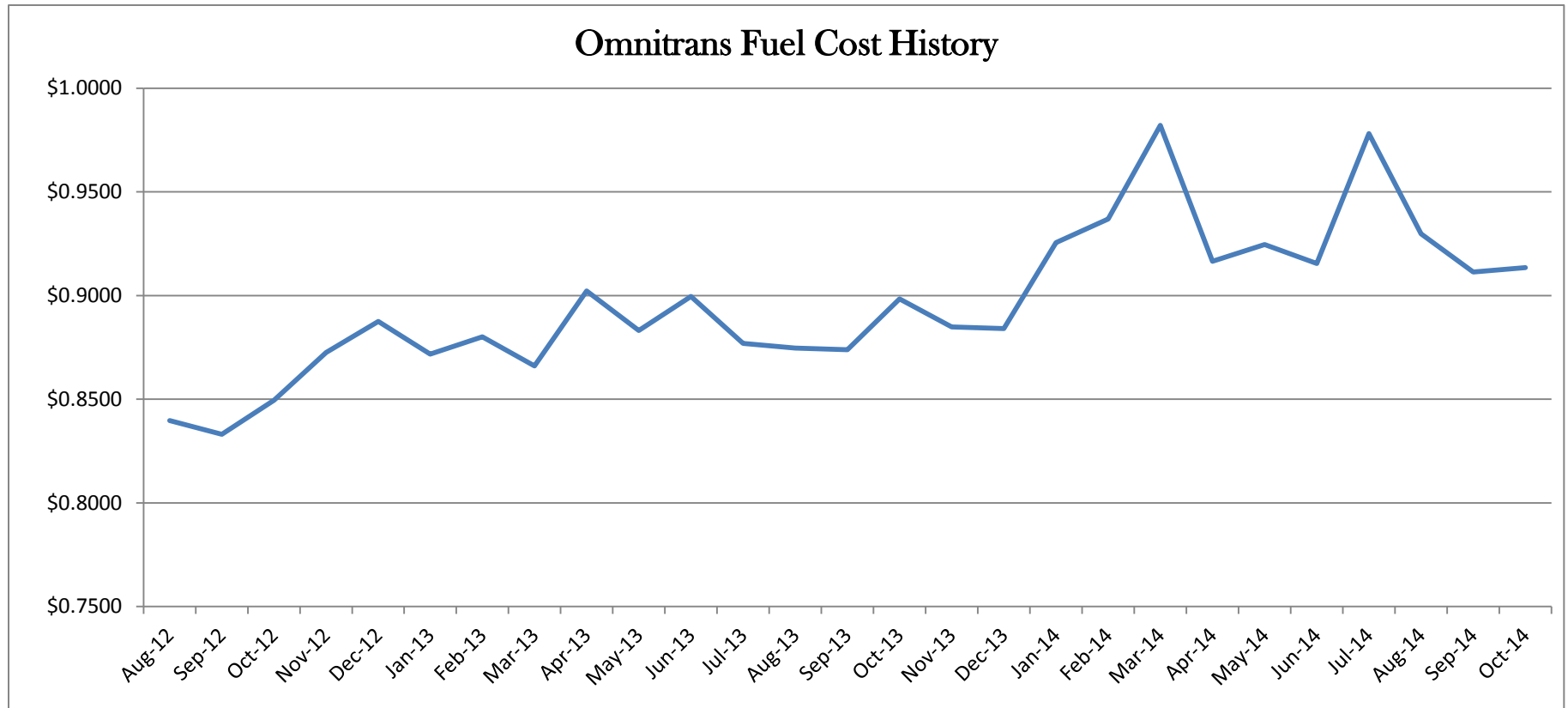
BACKGROUND

This report is submitted in order to comply with the requirements of the Omnitrans Forward Fuel Purchase Policy and Procedure. The Board of Directors authorized staff to continue with the hedge program when the price is at or below \$0.92 per gallon. The current hedge fixes the price of approximately 47% of the Agency's natural gas through August 2015 at \$0.91 per gallon.

The October 2014 contract closed \$0.064 above the hedge price. Omnitrans will record a profit of \$960 on its futures position for the month of October. This profit will offset a portion of the fuel costs for the month that will be reflected in the Agency's Monthly Expense Summary.

The net price used for Omnitrans' October 2014 fuel purchase was \$0.9113 per gallon. This includes CNG at the So Cal Index price, the gain on the hedge position, liquefaction, delivery, and sales tax. (Note: We do not hedge the index differential. The gain on the hedge is based on the Henry Hub index. Clean Energy prices our deliveries off the SoCal index. In October, the SoCal Index settled slightly below Henry Hub.) This price is after recognition of the monthly gain on the hedge position in the amount of \$960.

PSG:DW



ITEM # E4

DATE: November 13, 2014

TO: Committee Chair Ed Graham and
Members of the Administrative and Finance Committee

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: ROSENBERG’S RULES OF ORDER

FORM MOTION

Consider recommending to the Board of Directors, adoption of Rosenberg’s Rules of Order as the official rules of procedure for conducting Board and Board Committee Meetings.

BACKGROUND

Board Chair Wapner requested this matter be placed on the agenda for discussion by Administrative and Finance Committee and possible recommendation to the Board of Directors for adoption.

As a matter of background, in June 1976, the Omnitrans Board of Directors adopted Robert’s Rules of Order as the guiding parliamentary procedure to conduct Board Meetings, with the understanding that it could be amended at any time.

Although Robert’s Rules of Order has its use in complex settings, the need for a simplified version of parliamentary procedure was evident. Out of this need, Rosenberg’s Rules of Order, Simple Rules of Parliamentary Procedure for the 21st Century, Revised 2011, was developed by Judge Dave Rosenberg, based on decades of experience chairing meetings.

Rosenberg’s Rules retain the basic principles of Robert’s Rules and have been adopted by hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations.

CONCLUSION

If recommended by the Committee, Rosenberg’s Rules of Order will be presented to the Board of Directors for adoption.

PSG:VD



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”


The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate


The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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ITEM # E5

DATE: November 13, 2014

TO: Committee Chair Ed Graham and
Members of the Administrative & Finance Committee

FROM: P. Scott Graham, CEO/General Manager

SUBJECT: PROPOSED 2015 COMMITTEE MEETING SCHEDULE

FORM MOTION

Adopt the proposed Administrative & Finance Committee Meeting Schedule for 2015. The proposed schedule is the same as the current 2014 schedule, which is 8:00 a.m., the second Thursday after the Omnitrans Board Meeting.

January 15, 2015
February 12, 2015
March 12, 2015
April 9, 2015
May 14, 2015
June 11, 2015
July 9, 2015
August 13, 2015
September 10, 2015
October 15, 2015
November 12, 2015
December 10, 2015

PSG:vd