



LEAGUE OF  
**CALIFORNIA  
CITIES**

# 2024 General Assembly Packet



# 2024 General Assembly Packet

## 2024 GENERAL ASSEMBLY

October 18, 2024

Long Beach Convention Center, Grand Ballroom

8:30-10:30 a.m.

### AGENDA

**I. Welcome, Call to Order, Establish Quorum**

*Daniel Parra; President, League of California Cities; Mayor, Fowler*

**II. Overview and Procedures**

*Nicholas Ghirelli; Parliamentarian; City Attorney, Rancho Cucamonga and Seal Beach*

**III. Report of the Resolutions Committee**

*Gabe Quinto; First Vice President, League of California Cities; Chair, Resolutions; Council Member, El Cerrito*

**IV. Consent Calendar**

*Resolution No. 1*

*ACTION (pg 3)*

**V. Adjourn**

## General Assembly Voting and Discussion Procedures

### **Discussion Procedures:**

Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

| Policy Committee Recommendation | Resolutions Committee Recommendation | Calendar                             |
|---------------------------------|--------------------------------------|--------------------------------------|
| Approve                         | Approve                              | Consent Calendar                     |
| Approve                         | Disapprove or refer                  | Regular Calendar                     |
| Disapprove or refer             | Approve                              | Regular Calendar                     |
| Disapprove or refer             | Disapprove or refer                  | Does not proceed to General Assembly |

The 2024 Resolution No. 1 received approve as amended positions from the Governance, Transparency, and Labor Relations Committee and the Resolutions Committee. As such, it will be on the Consent Calendar.

The Resolutions Committee Chair will present the Consent Calendar as one motion during the General Assembly. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

### **Voting Procedures:**

Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of 10% or more of the General Assembly.

## 2024 Resolution

1. Resolution No. 1 submitted by City of Glendora
  - Letters of concurrence submitted by:
    - i. April A. Verlato, Mayor, City of Arcadia
    - ii. Robert Gonzales, Mayor, City of Azusa
    - iii. Tim Hepburn, Mayor, City of La Verne
    - iv. Bill Uphoff, Mayor, City of Lomita
    - v. John M. Cruikshank, Mayor, City of Rancho Palos Verdes
    - vi. City of Beverly Hills
    - vii. Cal Cities Los Angeles County Division
  - Referred to Governance, Transparency, and Labor Relations Policy Committee
  - Policy Committee Recommendation: **Approve as Amended**
  - Resolutions Committee Recommendation: **Approve as Amended by Governance, Transparency, and Labor Relations Committee**

**Resolution No. 1 submitted by City  
of Glendora** *as Amended by the  
Governance, Transparency, and  
Labor Relations Committee*

**1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR THE CALIFORNIA LEGISLATURE TO ENACT LAWS THAT PROMOTE EQUALITY IN GOVERNANCE ~~ENSURE THAT "WHAT APPLIES TO ONE, APPLIES TO ALL" IN THE FAIR AND EQUAL TREATMENT OF ALL GOVERNMENTAL OFFICIALS AT ALL LEVELS IN THE STATE OF CALIFORNIA~~**

Source: City of Glendora

Concurrence of five or more cities/city officials

Submitted by: April A. Verlato, Mayor, City of Arcadia; Robert Gonzales, Mayor, City of Azusa; Tim Hepburn, Mayor, City of La Verne; Bill Uphoff, Mayor, City of Lomita; John M. Cruikshank, Mayor, City of Rancho Palos Verdes; City of Beverly Hills; Cal Cities Los Angeles County Division

Referred to: Governance, Transparency and Labor Relations Policy Committee

Policy Committee Recommendation: **Approve as Amended**

Resolutions Committee Recommendation: **Approve as Amended by Governance, Transparency, and Labor Relations Committee**

**WHEREAS**, the General Assembly of the League of California Cities objects to the practice of the California Legislature of imposing rules limiting authority or regulating the conduct of local municipal officials that do not also apply to elected officials of the State of California; and

**WHEREAS**, examples of such rules or regulations that apply to local city elected officials that do not otherwise apply to the elected officials of the State of California include, but are not limited to:

California's open meeting rules, codified in the Ralph M. Brown Act, Government Code, Chapter 9, §§ 54950 et seq., **(the "Brown Act")** which purport to "declare that the public commissions, boards and councils and the other public agencies **[city and county elected officials]** in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions **[of city and county elected officials, but not elected members of the State Legislature,]** be taken openly and that their deliberations be conducted openly," but which limits its application to "local agencies," but not including elected officials of the State of California;

**The requirements of the Brown Act apply codes of conduct on the method, manner, and timing of communications by members of city and**

**county elected officials by and between themselves and their constituents that do not apply to elected members of the State Legislature.**

Creating “one-off” exemptions **for members of the State Legislature**, in the form of Senate Bill No. 174, from the California Environmental Quality Act (“CEQA”) which purportedly **would ordinarily** requires all government agencies **members of the State Legislature** to **fully** consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project in order to demolish and then rebuild State offices for the Governor and other State officials, **while not affording the same prerogative to city and county elected officials the right to streamline approval of essential city or county projects involving matters of “municipal affairs”;**

Adopting rules, in the form of Senate Bill No. 1439, amending the Political Reform Act (the “Act”), by removing the exception for local elected officers from contribution limits requiring disqualification on development project decisions,” but not including elected officials of the State of California;

Adopting rules, in the form of Assembly Bill No. 571, that apply to city and county candidates for local elected office, but not to candidates for state-wide office, including, but not limited to: prohibiting the making a contribution over the AB 571 limit to another candidate in jurisdictions subject to the AB 571; requiring a candidate that has qualified as a committee to establish a separate controlled committee and campaign bank account for each specific office; prohibiting a candidate from redesignating a committee for one election for another election.

~~**WHEREAS**, the General Assembly of the League of California Cities now calls upon the Governor and the California Legislature to adopt a policy, practice, and procedure requiring, in their legislative activities, that “what applies to one applies to all.”~~

**NOW, THEREFORE, BE IT RESOLVED** at the League General Assembly, assembled at the League Annual Conference on October 18, 2024 in Long Beach, California, that the League calls upon the Governor of the State of California and the elected members of the California Legislature, including all members of the Senate and Assembly to adopt the following policy:

~~"The California State Legislature shall not enact, and the Governor shall not sign into law, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."~~

"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate after a reconciliation process has been completed. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch to adopt matters of statewide concern, within the meaning of Section 5 of Article XI of the California Constitution."



## **Resolution No. 1: Letters of Concurrence**



April A. Verlato  
*Mayor*

July 9, 2024

Honorary Mike Allawos  
Glendora City Councilmember  
116 E. Foothill Blvd.  
Glendora, CA 91741

**RE: Support for "Glendora CalCities Resolution"**

Dear Councilmember Allawos:

I would like to be a voice of support for Glendora's timely and needed resolution below for the upcoming CalCities annual conference this coming October 18, 2024.

**"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."**

I am an elected representative for our respective city, county, and state governance to do the people's work and be their collective voices. We should all have the same rules to be governed by.

Sincerely,

April A. Verlato  
City of Arcadia Mayor

240 West Huntington Drive  
Post Office Box 60021  
Arcadia, CA 91066-6021  
(626) 574-5403 City Hall  
averlato@ArcadiaCA.gov  
www.ArcadiaCA.gov

July 8, 2024

Hon. Michael Allawos  
Glendora City Councilmember  
116 E. Foothill Blvd.  
Glendora, CA 91741

Re: Support for "Glendora's CalCities Resolution"

Councilmember Allawos:

I would like to support Glendora's timely and needed resolution below for the upcoming CalCities annual conference this coming October 18, 2024:

"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution "

I am an elected representative for the City of Azusa . We should all have the same rules to be governed by.

Sincerely,



Mayor Robert Gonzales

\*The views or opinions expressed in this letter are intended to be interpreted as the individual work product of the author They do not necessarily reflect an official position of the City Council, staff or other entities



## CITY OF LA VERNE CITY HALL

3660 "D" Street, La Verne, California 91750-3599  
[www.cityoflaverne.org](http://www.cityoflaverne.org)

July 8, 2024

Ms. Kathleen Sessman  
Glendora City Clerk  
116 E. Foothill Blvd.  
Glendora, California 91741

Re: Item 14 – Cal Cities Annual Conference Resolution

Dear Ms. Sessman:

As the Mayor of the City of La Verne, I would like to voice support for Glendora's timely and needed resolution, within agenda item #14, for the upcoming League of California Cities (Cal Cities) annual conference this coming October 18, 2024.

In its simplistic form, the proposed Resolution states what we all believe should be true for each and every elected official: We should all have the same rules to be governed by. No matter what level of government an official is elected to, we are here to do the people's work and be their collective voices. The Resolution simply states:

*"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."*

Whether the State Legislature or Governor heed our collective voices, we at the local level, through our Cal Cities membership, will have demonstrated our resolve that the basic leadership characteristic of leadership by example is the best approach to holding elective office.

Sincerely,

Tim Hepburn  
Mayor

General Administration 909/596-8726 • Water Customer Service 909/596-8744 • Community Services 909/596-8700  
Public Works 909/596-8741 • Finance 909/596-8716 • Community Development 909/596-8706 • Building 909/596-8713  
Police Department 909/596-1913 • Fire Department 909/596-5991 • General Fax 909/596-8737

Bill Uphoff  
Lomita, CA

July 8, 2024

Hon. Mike Allawos  
Glendora City Councilmember  
116 E. Foothill Blvd.  
Glendora, CA 91741

**Re: Support for "Glendora's CalCities Resolution"**

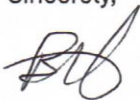
Dear Councilmember Allawos:

I would like to be a voice of support for Glendora's timely and needed resolution below for the upcoming CalCities annual conference this coming October 18, 2024.

***"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."***

I am an elected representative for our respective city, county, and state governance to do the people's work and be their collective voices. We should all have the same rules to be governed by.

Sincerely,



Bill Uphoff, Mayor  
City of Lomita

*The views or opinions expressed in this letter are intended to be interpreted as the individual work product of the author. They do not necessarily reflect an official position of the City Council, staff or other entities.*

John M. Cruikshank  
Rancho Palos Verdes, CA

July 6, 2024

Hon. Mike Allawos  
Glendora City Councilmember  
116 E. Foothill Blvd.  
Glendora, CA 91741

**Re: Support for "Glendora's CalCities Resolution"**

Dear Councilmember Allawos:

I would like to be a voice of support for Glendora's timely and needed resolution below for the upcoming CalCities annual conference this coming October 18, 2024.

***"The California State Legislature shall not enact, and the Governor shall not approve, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."***

I am an elected representative for our respective city, county, and state governance to do the people's work and be their collective voices. We should all have the same rules to be governed by.

Sincerely,



John M. Cruikshank, Mayor  
City of Rancho Palos Verdes

*The views or opinions expressed in this letter are intended to be interpreted as the individual work product of the author. They do not necessarily reflect an official position of the City Council, staff or other entities.*



## CITY OF BEVERLY HILLS

455 NORTH REXFORD DRIVE • BEVERLY HILLS, CALIFORNIA 90210

**Lester J. Friedman, Mayor**

September 12, 2024

Carolyn Coleman, Executive Director and CEO  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Re: League of California Cities – General Assembly Resolution Calling for the California Legislature to Enact Laws that Ensure that “What Applies to One, Applies to All” in the Fair and Equal Treatment of All Governmental Officials at All Levels in the State of California

### **City of Beverly Hills - Support**

Dear Ms. Coleman,

On behalf of the City of Beverly Hills, I write to you in **Support** for the General Assembly Resolution Calling for the California Legislature to Enact Laws that Ensure that “What Applies to One, Applies to All” in the Fair and Equal Treatment of All Governmental Officials at All Levels in the State of California.

In the past, the California State Legislature has passed legislation which the Governor has signed that imposes rules limiting authority or regulating conduct of local municipal officials that the state legislators then exempt themselves from.

For example, the Ralph M. Brown Act (Brown Act) declares that local commissions, boards and councils as well as other public agencies in California exist to aid in the conduct of the people’s business. It is the intent of the Brown Act to have locally elected officials conduct their business openly and that their deliberations be conducted openly; however, the Brown Act is limited in that it only applies to “local agencies,” and not state elected officials. This allows a lot of business to be conducted out of public view at the state level which passes legislation that impacts every resident and business in the state.

While some of this has been negated by the passage of Proposition 54 in 2016, which mandates any amendments made to a bill must be in print 72 hours prior to passage, there is still an inequity in the law between local agencies and the State Legislature.

In 2022, the California Legislature passed SB 1439, a bill that amended Section 84308 of the Political Reform Act (“the Act”). Section 84308 prohibits certain officials, including local elected officials, from taking part in an entitlement for use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. A local official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The State Legislature exempted themselves from having Section 84308 apply to them and the decisions they make.

Our City firmly believes that no matter the level government people are elected to, that everyone should all be held accountable under the same set of laws or regulations. For these reasons, the City of Beverly Hills is in full support of the General Assembly Resolution Calling for the California Legislature to Enact Laws that Ensure that "What Applies to One, Applies to All" in the Fair and Equal Treatment of All Governmental Officials at All Levels in the State of California.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lester J. Friedman", with a long horizontal flourish extending to the right.

Lester J. Friedman  
Mayor, City of Beverly Hills





LEAGUE OF  
**CALIFORNIA  
CITIES**

◆ Los Angeles County Division

October 1, 2024

**2024-2025  
BOARD OF DIRECTORS**

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*Arcadia*

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*Rolling Hills*

Frank Yokoyama  
Chair, Governance, Transparency, and Labor Relations Policy Committee  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Dear Chair Yokoyama,

On behalf of the Los Angeles County Division of the League of California Cities, I am pleased to report the Division is in support of Resolution No. 1: Fair and Equal Treatment of All Governmental Officials at All Levels submitted by City of Glendora that is being considered at this year's General Assembly at the Annual Conference.

This Resolution states that the League of California Cities shall call upon the Governor of the State of California and the elected members of the California Legislature, including all members of the Senate and Assembly to adopt the following policy:

"The California State Legislature shall not enact, and the Governor shall not sign into law, any law or regulation that applies solely to elected officials of California cities and counties, unless such law or regulation also applies equally to members of the California State Assembly and Senate. This prohibition shall not apply to laws or regulations affecting the inherent powers of the legislative branch under the California Constitution."

If you have any questions or concerns, please feel free to contact me at [jquan@calcities.org](mailto:jquan@calcities.org) or 626-786-5142.

Sincerely,

Jennifer Quan  
Executive Director, Los Angeles County Division

## Parliamentary Procedures

# **Parliamentary Procedure Basics Relating to Cal Cities General Assembly**

*(adapted from Robert's Rules of Order Newly  
Revised<sup>1</sup>)*

*Note: This document is designed to provide practical examples of common procedural matters encountered. It strives to provide guidance to foster productive and efficient meetings; it is not meant to be an exhaustive or comprehensive discussion of Robert's Rules. As always, it is the role and discretion of the chair to provide helpful guidance to individuals that may digress from the appropriate form and substance related to the conduct of meetings and the presentation of motions and other procedural matters set forth below.*

## **I. COMMON MOTIONS**

### **1. Main Motions**

*Purpose:* To introduce items to the committee for their consideration.

*Example:* "I move to support AB 123."

### **2. Motion to Amend**

*Purpose:* Retains the main motion under discussion but changes it in some way. *Example:* "I move to amend the (presented main) motion to support AB 123 if amended."

#### **2a. "Friendly" Amendments**

*Purpose:* To offer an amendment to the main motion that is still supportive of the main motion.

*Example:* If there is currently a motion to support AB 123 on the floor and a committee member makes a "friendly" amendment to support AB 123 and also request that staff report back after contacting the sponsor for clarification on specific language.

*Note:* This is commonly mishandled procedurally. Often the individual that seeks to offer the "friendly" amendment will inquire if the maker of the original motion will "accept" the amendment, and if so the chair will treat the motion as amended. This is not the proper way to handle such an amendment. It is not the discretion of the mover of the original motion (or the chair) to accept or decline the amendment, rather it must be adopted by the committee.

If it appears to the chair that an amendment (or any other motion) is uncontroversial, it is proper for the chair to ask if there is "any objection" to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like any other, regardless of whether its proposer calls it "friendly" and regardless of whether the maker of the original motion endorses its adoption.

### **3. Substitute Motion**

*Purpose:* Removes the motion under discussion and replaces it with a new motion.

*Example:* When there is a main motion on the floor to support a bill, a substitute motion would be, "I move a substitute motion that the committee oppose AB 123."

#### **Addressing Multiple Motions**

The following examples provide guidance relating to how multiple motions are handled, and the impact failed substitute motions have on original (main motions) and any proposed amendments. The last motion presented should be considered first.

*Note:* Substitute motions commonly occur during meetings, yet Robert's Rules does not make a distinction between motions to amend and substitute motions. However, motions to amend must be considered prior to a main motion. Because the use of "substitute" motions is fairly widespread, the label as it is reflected in practice is used in the examples below. Rosenberg's Rules of Order do reference substitute motions and their impact is also reflected below.

#### **Example 1**

*Committee Member 1:* "I move that we support AB 123."

*Committee Member 2:* "I move that we support AB 123, if

*amended."* *Committee Member 3:* "I move a substitute motion that we oppose AB 123."

#### **Characterizing the Motions:**

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made an *amendment* to Committee Member 1's motion. Committee Member 3 has made a *substitute* motion to Committee Member 1's motion.

### **Order for Consideration and the Possible Outcomes**

Committee Member 3's motion is considered first. If Committee Member 3's motion *fails*, Committee Member 2's motion will be considered next. If Committee Member 2's motion *fails*, Committee Member 1's motion will be considered. If Committee Member 2's motion *passes*, there is no need to consider Committee Member 1's motion.

If Committee Member 3's motion *passes*, there is no need to consider Committee Member 1's motions because Committee Member 3's motion replaces Committee Member 1's original motion. There is also no need to consider Committee Member 2's motion since it is an amendment to Committee Member 1's motion that has been replaced by Committee Member 3's substitute motion.

### **Example 2**

*Committee Member 1: "I move that we support AB 123."*

*Committee Member 2: "I move a substitute motion that we oppose AB*

*123." Committee Member 3: "I move that we oppose AB 123 unless amended."*

### **Characterizing the Motions**

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made a substitute motion to Committee Member 1's motion. Committee Member 3 has made an amendment to Committee Member 2's substitute motion (sometimes referred to as a substitute to a substitute motion).

### **Reviewing the Possible Outcomes**

Committee Member 3's motion should be considered first. If the motion *fails*, Committee Member 2's motion is considered.

If Committee Member 2's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 2's motion substitutes for it.

If Committee Member 3's motion *fails*, Committee Member 2's motion is considered. If Committee Member 2's motion *fails*, the substitute motion for Committee Member 1's motion fails, and Committee Member 1's motion is considered.

If Committee Member 3's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 3's motion substitutes for it.

### **Example 3**

*Committee Member 1: "I move that we support AB 123."*

*Committee Member 2: "I move a substitute motion that we oppose AB 123." Committee Member 3: "I move a substitute to the substitute*

*motion that we take no position on AB 123."*

### **Characterizing the Motions**

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made a substitute motion to Committee

Member 1's motion Committee Member 3 has attempted to make a substitute to Committee Member 2's substitute motion (sometimes referred to as a substitute to a substitute motion).

### **Reviewing the Possible Outcomes**

While procedurally permissible, in an effort to avoid confusion

Committee Member 3's motion should *not* be entertained by the chair until Committee Member 1 and Committee Member 2's motions have been discussed and voted upon.

Committee Member 2's motion should be considered first. If the motion *fails* Committee Member 1's motion is considered. If Committee Member 1's motion *fails*, then Committee Member 3's may make the motion to "take no position on AB 123."

If Committee Member 2's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 2's motion substitutes for it.

## **4. Motion to Withdraw**

*Purpose:* To withdraw an item from discussion.

*Making the Motion to Reconsider:* Only the individual that made the initial motion can make a motion to withdraw an item from discussion. The individual may interrupt a speaker (after being recognized by the chair) to withdraw the motion under discussion at any time.

*Note:* This type of motion typically occurs following some debate by the committee that may provide additional information that influences the mover to reconsider continued debate on the original motion presented. Another member may subsequently make the same motion after it has been properly withdrawn.

*Example:* "Madame Chair, I move to withdraw my motion to support AB 123."

## **5. Motion to Reconsider**

*Purpose:* To revisit discussion of an issue.

*Making the Motion to Reconsider:* A motion to reconsider must be made by an individual that previously voted in the majority of the

original motion. A motion to reconsider made by an individual that previously voted in the minority must be characterized as out of order.

*Timing:* A motion to reconsider must be made at the same meeting where the original motion was discussed, or the next meeting of the body. Motions for reconsideration following the next meeting are out of order.

*Example:* "I move to reconsider the committee's position to support AB 123."

## **6. Motion to Table**

*Purpose:* This motion is often used in the attempt to "kill" a motion by setting it aside. The option is always present, however, to "take from the table," for reconsideration by the committee.

*Note:* This type of motion should be reserved to temporarily set an item aside if agreed upon by a majority of the committee to take up an item of immediate urgency.

However, in practice it is sometimes used as an option to end debate and prevent a vote, and not typically to take up an item of immediate urgency. This is technically improper procedure (or out of order) under Robert's Rules.

*Example:* "I move that the committee table the motion to support AB 123."

## **7. Call for the Question**

*Purpose:* To refocus the committee on the agenda in the event there is sentiment that the discussion has drifted. The individual seeking to end debate must first be recognized by the Chair, make the motion and the motion must receive a second. The motion must be adopted by a 2/3 vote or unanimous consent.

*Example:* "I move the previous question."

## **8. Motion to Appeal**

*Purpose:* To appeal a ruling made by the chair. A committee member may move to appeal a ruling by the Chair, but it must be seconded and receive a majority vote to be reversed.

*Example:* "I move to appeal the Chair's ruling that the committee approved support of AB 123."

## II. OTHER ITEMS

### 1. Point of Privilege

*Purpose:* To draw attention to an item that interferes with the comfort of the meeting.

*Example:*

*Committee Member: "Point of privilege." Chair: "State your point."*

*Committee Member: "Madame Chair, may we inform the hotel staff that the room is uncomfortably hot and request that the air conditioning be adjusted."*

### 2. Point of Order

*Purpose:* To draw attention to inappropriate conduct at the meeting.

*Example:*

*Committee Member: "Point of order." Chair: "State your point."*

*Committee Member: "Madame Chair, the motion was approved without opportunity for debate."*

### 3. Public Comment

In the spirit of the Brown Act an opportunity for public comment is included on all agendas. The chair should exercise discretion in determining the appropriateness and extent of public comment during committee meetings setting reasonable limits as needed.

## III. HOW TO PRESENT A MOTION

1. Obtain the floor by raising your voting card and wait to be recognized by the chair.
2. Make your motion.
  - a. Always state a motion affirmatively. For example, "I move that we support AB 123..." rather than, "I move that we do not take a position ...".
  - b. Avoid comments unrelated to the subject of the motion.
  - c. Avoid making any arguments supporting your motion at this time, simply state the motion.
3. Wait for someone to second your motion.
4. If there is no second to your motion it is lost and no vote will be taken by the committee.
5. If there is a second to your motion the chair should re-state the motion.
  - a. The chair will say, "it has been moved and seconded that we ..." This places the motion before the committee for consideration and action.



- b. The committee then either debates the motion or may move directly to a vote.
  - c. Once a motion is presented to the committee by the chair it becomes "committee property," and cannot be changed by the maker of the motion without the consent of the committee.
- 6. At this point the individual making the initial motion (the mover) may elect to expand on the motion. For example, this would be the appropriate time for the mover to present an argument in support of the motion.
- 7. The chair should always recognize the mover first.
  - a. All comments and debate must be directed to the chair.
  - b. Keep to the time limit (if any) for speaking that has been established.
  - c. The mover may speak again only after other speakers are finished, unless called upon by the chair.
- 8. Putting the Question to the Committee
  - a. The chair asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken on the motion.
  - c. If the motion passes, the committee moves on to the next item on the agenda.
  - d. If the motion fails, and no other motion is on the floor, then a new motion is in order.

*Note: If a motion to support AB 123 fails, this does not mean that there is opposition to AB 123 by default. A separate motion to oppose AB 123 or some other formal motion must be made and voted on by the committee.*

#### **IV. VOTING ON A MOTION**

##### **1. Voting is Conducted by Voice**

The chair asks those in favor to say, "aye," those opposed to say "no." If the outcome is unclear by voice, a hand vote may be taken. Any member may move for an exact count. Following the vote, the chair should announce the outcome.