

## **Transportation Advisory Board – Meeting Process & Decorum**

*last updated 2023*

**Board members are asked to please arrive on time** for the 4:00 p.m. meeting.

**APPROVAL OF MINUTES:** Motion to approve, Second. Discussion (if there are changes / edits / typos etc. this is the time to ask, otherwise the error will remain in the minutes). VOTE.

**PUBLIC COMMENT is guaranteed only at the beginning of the meeting.**

Sometimes the start of the meeting is a little off-schedule due to quorum and introductions.

*DON'T FORGET THE PUBLIC COMMENT.*

**AGENDA TOPICS** - Please be mindful of the time, to help your chair keep the meeting on schedule.

### **1. TOPIC INTRODUCTION OR PRESENTATION** to the Board.

At the beginning of a specific presentation, consider:

- How can we support or improve this?
- What do you need from the board?
- How can we best stay involved?

### **2. QUESTIONS / Discussion.** Ask for questions from members of the board, first.

Go around the room to solicit input in turn. If time allows, take questions from members of the public.

### **3. BOARD ACTION?** The chair asks the board if they would like to take action?

Such as:

- Writing a letter / email.
- Supporting a grant or funding application.
- Attending a public hearing.
- Designating a sub-group to follow a project, attend open houses, weigh in on design, etc.
- Drafting a suggested policy.
- Putting the topic on a future agenda for additional follow-up.
- Other suggestions?

**MOTION** - someone makes a proposal of a way to move forward.

**Second MOTION.** *If no one seconds, ask if anyone has a different motion?*

**DISCUSSION.** This can be of the motion itself (ways to change) or continuing the discussion of the topic. Even if there has been discussion prior to the motion, remember to have discussion after there is a motion on the table.

**Call for a VOTE.** Re-state motion on the table, ask if the board wants to vote. \*

**\* Is the original motion still what the board wants to vote on?** If not, someone can amend the motion, make a substitute motion or the originator can withdraw the motion.

- 4. Refer to Bicycle Advisory Committee** Is this topic one that TAB would also like the BAC to take up or weigh in on?
- 5. REPORT OUT (optional).** Each committee member shares items that are happening in their area that are relevant to transportation and this committee's area of expertise. These comments should be brief and big picture.

**ADJOURN.** Motion, second, all in favor?

Approved by Transportation Advisory Board 12-04-23.