

2.75.120—2.80.040

2.75.120 Fees.

The city council shall by resolution prescribe fees for all applications, reviews and appeals authorized by this chapter. (Ord. 6915 § 2 (part), 2002)

Chapter 2.80**DESIGN COMMISSION****Sections:**

- 2.80.010 Short title.**
- 2.80.020 Establishment.**
- 2.80.030 Membership—Appointment and terms.**
- 2.80.040 Qualifications.**
- 2.80.050 Absences and vacancies.**
- 2.80.060 Election of officers.**
- 2.80.070 Meetings—Records.**
- 2.80.080 Rules and regulations.**
- 2.80.090 Annual report.**
- 2.80.100 Disclosure requirements.**
- 2.80.110 Purpose and functions.**
- 2.80.120 Definition.**
- 2.80.135 Urban forestry advisory committee.**
- 2.80.140 Procedure for assignment to committee.**
- 2.80.150 Fees.**

2.80.010 Short title.

This chapter shall be known as the "Design Commission Ordinance." (Ord. 6229 § 2 (part), 1987)

2.80.020 Establishment.

There is created and established a commission of the city to be known as the "design commission" and hereinafter called "commission." (Ord. 6229 § 2 (part), 1987)

2.80.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. The mayor shall nominate 5 members from persons nominated by the city council.

2. The transportation advisory commission, the arts and culture commission, the cultural heritage commission and the planning commission shall each nominate 1 member for a total of 4 members.

3. All appointments are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 7036 § 1, 2006; Ord. 6820 §§ 18, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.040 Qualifications.

A. All members shall be residents of the city; provided however, that a person nominated by a director need not reside in the director's district.

B. The criteria for selection of members shall be a demonstrated interest in the community and professional expertise and experience in a design related field, including one or more of the following fields:

1. Architecture;
2. Landscape architecture;
3. City planning;
4. Historic preservation;
5. Artist;
6. Urban design;
7. Engineering; and
8. Transportation planning.

(Ord. 7036 § 2, 2006; Ord. 6229 § 2 (part), 1987)

2.80.050 Absences and vacancies.

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.80.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.060 Election of officers.

At the first meeting of the commission, and thereafter at its first meeting of each subsequent calendar year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. The director of planning, housing and development services or his designee shall act as the nonvoting secretary to the commission. The city council, through the planning, housing and development services, shall provide the commission with adequate staff to perform the duties prescribed in this chapter. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.070 Meetings—Records.

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least three members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its

resolutions, proceedings, and other actions. (Ord. 6675 § 2 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.80.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.090 Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 8, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.100 Disclosure requirements.

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

2.80.110 Purpose and functions.

A. The city council declares that the achievement of quality in the architecture and urban design of the city is required in the interest of the prosperity, social and cultural enrichment, and general welfare of the people. The purpose of this commission is to:

1. Establish procedures for developing design policies for the city;
2. Establish procedures and criteria for review of alterations to the urban and natural environments to assure appropriate design;
3. Encourage public understanding of and involvement in the design quality of the city, and strengthen civic pride in the beauty of Pasadena;
4. Protect and enhance the city's attraction to residents seeking a pleasant way of life, increase its

attraction for tourists and visitors, and support and stimulate business and industry by encouraging excellency of design;

5. Safeguard and enhance the visual and aesthetic character, diversity and quality of the city.

B. The commission shall:

1. Conduct design review for "public projects" as defined and set forth in the zoning code (Title 17). Jurisdiction shall include architecture, materials, scale, massing, color, lighting, landscaping, open space and any other design concept. After the first meeting of the design commission at which a public project is considered, and at the request of a public agency with concerns about the effect of design review on exceeding a budget, impacting a schedule, or in direct conflict with neighborhood requests about design, the city manager or his/her designee may directly forward an application for design review of a "public project" to the city council. The general manager of the Rose Bowl Operating Company and the chief operating officer of the Pasadena Center Operating Company shall have this same authority with regard to applications submitted by their respective operating companies;

2. Develop and recommend to the city council objectives and criteria of design for all streetscapes and all features thereof within the public right-of-way, including, but not limited to, street lights, poles, benches, signs, hydrants, trash receptacles and other street furniture and street trees, sidewalks, parkways and special paving treatments for traffic islands and pedestrian crossings. This paragraph shall not affect the installation, maintenance or removal of traffic control devices described in Title 10 of this code, provided, however, that the commission may advise on such matters as the mounting and positioning of traffic control devices within the context of developing overall streetscape design criteria;

3. Review and recommend to the city council the aesthetic design concepts of all construction undertaken by the city, including structures, streets, bridges, subways, sidewalks, street trees, park-

ways, landscaping, street furniture and street lights. This paragraph includes projects in which the city is a participant;

4. Develop and recommend to the city council general objectives and standards of aesthetic design for use by all departments of the city;

5. Undertake design reviews and hear such matters as are required by Title 17 of this code;

6. Develop and recommend to the city council general design objectives, goals and criteria for areas and districts in the city, and for areas of city development, such as the civic center area, redevelopment areas and park areas;

7. Develop and recommend to the city council policies relating to architecture and urban design;

8. Work closely with the planning commission, historic preservation commission, community development committee and other advisory bodies and city departments to assure changes to the built environment will be orderly and will not diminish the architectural, aesthetic or design quality of the city;

9. Comment and make recommendations for proposed amendments to the zoning ordinance or map, subdivisions, general plan amendments, significant public improvements, and such other land use proposals or projects that may affect the architectural, aesthetic or design quality of Pasadena;

10. Participate in revisions of the urban design element of the general plan of the city;

11. Review, advise and make recommendations to the city council relating to the city's master street tree plan and undertake such other reviews pertaining to public trees as are specified in the city trees and tree protection ordinance, Section 8.52.050 of this code. (Ord. 7139 §§ 2—5, 2008; Ord. 6894 § 1, 2002; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987) (Ord. No. 7250, § 3, 11-17-2014)

2.80.120 Definition.

Unless is plainly evident from the context that a different meaning is intended, "committee" means the design review committee established by this chapter. (Ord. 6229 § 2 (part), 1987)

2.80.135 Urban forestry advisory committee.

The design commission may delegate to the urban forestry advisory committee the following: the reviews, advice and recommendations with respect to street trees as are specified in Section 2.80.110 (B)(2) and (3), related to streetscapes and city construction, respectively; the reviews, advice and recommendations specified in Section 2.80.110(B)(11); and for projects sent to the commission for review under Title 17 of this code, the review of landscape design plans, and related permits and tree protection plans for protected trees on public and private property as well as for planting new trees on such property. The urban forestry advisory committee is a subcommittee of the design commission and shall be composed of 7 members which shall include the following: 2 members of the design commission, 2 representatives of the recreation and parks commission, 1 representative from the Pasadena Beautiful Foundation; in addition, 2 members of the public shall be appointed by the city council who have demonstrated knowledge and experience in arboriculture or, in the alternative, one of whom may be another representative of the Pasadena Beautiful Foundation. (Ord. 6894 § 2, 2002)

2.80.140 Procedure for assignment to committees.

Procedures for assigning commission members to the committees, for convening and recognizing committees and for conducting design and other reviews and recommendations, shall be established by resolution of the commission. Procedures to implement the objectives of this chapter where not specified in Title 17 of this code shall be adopted by resolution of the commission. (Ord. 6894 § 3, 2002; Ord. 6229 § 2 (part), 1987)

2.80.150 Fees.

The city council shall by resolution prescribe fees for all applications, reviews and appeals authorized by this chapter. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

Chapter 2.85

HUMAN RELATIONS COMMISSION

Sections:

- 2.85.010 Short title.**
- 2.85.020 Establishment.**
- 2.85.030 Membership—Appointment and terms.**
- 2.85.040 Qualifications.**
- 2.85.050 Absences and vacancies.**
- 2.85.060 Election of officers.**
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- 2.85.090 Annual report.**
- 2.85.100 Disclosure requirements.**
- 2.85.110 Purpose and functions.**

2.85.010 Short title.

This chapter shall be known as the “Human Relations Commission Ordinance.” (Ord. 6229 § 2 (part), 1987)

2.85.020 Establishment.

There is created and established a commission of the city to be known as the “human relations commission” and hereinafter called “commission.” (Ord. 6229 § 2 (part), 1987)

2.85.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.

3. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in

RESOLUTION OF THE DESIGN COMMISSION
OF THE CITY OF PASADENA, CALIFORNIA:
ADOPTION OF RULES

BE IT HEREBY RESOLVED BY THE DESIGN COMMISSION:

That the following rules of procedure be adopted by the design commission of the city of Pasadena to facilitate the performance of its duties and the exercise of its powers as set forth in Section 2.80 of the Pasadena municipal code.

ARTICLE I - GENERAL

Section 1: Public Meetings

All meetings of the design commission ("commission") and its constituent committees shall be open to the public and to the press.

Section 2: Member Responsibility

No commission member shall purport to represent the commission without the prior approval of a majority of the commission, except as otherwise provided in article II of these rules.

Section 3: Code of Ethics

- A. Conflict of interest defined. A commission member shall be deemed to have a conflict of interest with regard to a given matter under any of the following conditions:
1. Commission member is an applicant.
 2. Commission member is an employee, partner, employer or business associate of an applicant.
 3. Commission member is related by blood, marriage or adoption to the applicant.
 4. Commission member has had financial dealings involving a property which is a subject of the hearing, or financial dealings with the applicant, within three years preceding the hearing.

5. Applicant is a client of a commission member, or has been a client within three years preceding the hearing.
- B. Required response to conflict of interest. A commission member having a conflict of interest under this section shall declare such interest publicly, abstain from voting, take no part in any deliberations on the matter, and leave the hearing room during the hearing and deliberations, and shall not discuss the matter with any other commission member prior to final action by the commission or a constituent committee.
 - C. Non-conflicting interest defined.
 1. Commission member's membership in a community group, association, service club, professional or trade association, or property owners' association, provided such membership would not cause a reasonable person to believe a bias prejudicial to the interest of the public as a whole exists.
 2. Commission member is a friend or acquaintance of the applicant, provided such association would not cause a reasonable person to believe a bias prejudicial to the interests of the public as a whole exists.

Section 4: Attendance

A. Attendance. Members of the commission shall inform the recording secretary at least 48 hours prior to a regular meeting of the commission or a constituent committee if they are unable to attend the scheduled meeting. Any member who, without good cause, is absent from three consecutive regular meetings of the commission or constituent committees shall be deemed to have resigned from membership. The recording secretary shall notify the secretary to the mayor of any member with three consecutive unexcused absences. Commission members who are to be absent shall notify the chair and the recording secretary, stating the reason for the absence. The chair of the commission may excuse absences. Absences shall be recorded in the minutes as "absent" or "excused." Attendance records of members shall be included as part of the annual report to the board of directors.

B. Quorum. Five members of the commission shall constitute a quorum of the commission. In the event of a vacancy, four members shall constitute a quorum. Two members shall constitute a quorum of the design review committee.

ARTICLE II - DUTIES

Section 1: Chair

The chair of the commission shall preside at all meetings of the commission with the same responsibility to vote as other members, and shall have the powers and duties usually incident to such office as prescribed in Robert's Rules of Order, latest revised edition.

Section 2: Vice Chair

The vice chair of the commission shall carry out the duties of the chair in the chairman's absence. If neither the chair nor the vice chair is present at a hearing or meeting, the duties of chair shall be assumed by the past chair.

Section 3: Recording Secretary

The planning director shall designate an employee to act as recording secretary to the commission. The duties of the recording secretary shall be to take minutes of all commission meetings, to make and serve all required notices, and such other duties as may be prescribed by the planning director.

Section 4: Reports of Planning Director

The planning director may designate a qualified member of the planning department staff to make any reports, recommendations or presentations to the commission or its constituent committees which are required by ordinance or these rules.

ARTICLE III - PROCEEDINGS

Section 1: Meetings

A. Regular Meetings. Unless circumstances warrant otherwise, the commission shall hold at least one regular meeting per month, scheduled on the fourth Tuesday. The commission shall designate location and the hour and day of the month upon which its regular meetings shall be held. Upon the establishment of the time and place of such meetings, notice in writing shall be given each member thereof by the recording secretary, to the

board of directors and to the city manager. Such notice shall constitute notice of each meeting thereafter held pursuant to such action until such time is changed by action of the commission, and no other or further notice shall be required.

B. Special Meetings. The chair or three members of the commission, may call a special meeting by written notice served upon each member at least 24 hours before the time specified for the proposed meeting giving the date, time and place of the meeting and stating the business to be transacted at such a meeting, and such other notice as may be required by law. No special or adjourned meetings of the commission shall be scheduled to conflict with regular meetings of the community development committee, the cultural heritage commission, or the planning commission.

C. Design Review Committee.

1. The design review committee shall be composed of three members of the commission, assigned on a rotating basis initially ordered alphabetically by member's last name as follows:

Meeting 1: Member A, chairman
Member B
Member C

Meeting 2: Member D, chairman
Member E
Member F

Meeting 3: Member G, chairman
Member H
Member A

Meeting 4: Member B, chairman
Member C
Member D, etc.

2. Regular meetings of the design review committee shall be held on the second and fourth Tuesday of each month unless otherwise established by resolution of the commission. Upon the establishment of the time and place of such meetings, notice in writing shall be given each member thereof by the recording secretary, to the board of directors and to the city manager. Such notice shall constitute notice of each meeting thereafter held pursuant to such action until such time is changed by action of the commission and no other or further notice shall be required.
3. Any commission member assigned to a committee meeting date, and who will be unable to attend said meeting, is responsible for arranging with another member to take his or her place. The member to be absent shall notify

the recording secretary of the replacement not later than one week prior to the scheduled meeting.

4. Special meetings for the design review committee may be called by following the same procedures for calling special meetings of the design commission (Article III, Section 1, B). No special or adjourned meetings of the committee shall be scheduled to conflict with regular meetings of the community development committee, the cultural heritage commission, or the planning commission, when a member of one of those bodies is also a member of the committee.

Section 2: Order of Business

A. Order of business for the commission shall be as follows, unless altered by the chair:

1. Call to order
2. Roll call
3. Comments on the agenda
4. Comments from the public
5. Approval of minutes
6. Old business
7. New business
8. Comments from the commission
9. Comments from the staff
10. Date of next meeting
11. Adjournment.

B. Order of business for the design review committee shall be as follows, unless altered by the chairman:

1. Call to order
2. Roll call
3. Comments on the agenda
4. Comments from the public
5. Approval of minutes
6. City business
7. Old business
8. New business
9. Reports of staff decisions
10. Comments from the commission
11. Comments from the staff
12. Date of next meeting
13. Adjournment.

Section 3: Design Commission and Design Review Committee - Proceedings

The following procedure shall be followed by the design commission and design review committee in reviewing applications:

- A. The title of the matter before the commission/committee shall be read or announced.
- B. The commission/committee chair shall request that the staff report be presented to the committee.
- C. The chair shall call for the applicant or proponent to submit additional facts or evidence.
- D. The chair shall call for statements of any other persons favoring the matter under consideration.
- E. The chair shall call for statements of those who oppose the matter under consideration.
- F. In hearings where there are delegations or groups of persons as proponents or opponents, the chair may request the group or delegation to appoint spokespersons in order to aid in an orderly presentation of the evidence and to avoid redundancy.
- G. On completion of statements of proponents and opponents, an opportunity for rebuttal shall be given to the proponent.
- H. The planning director or designated staff may report on how the matter affects the downtown urban design plan, historic buildings and other cultural resources, and other applicable city policies, and may recommend on good design practice.
- I. The chair, after completion of statements by proponents and opponents, shall declare the matter to be closed. Thereafter, no further evidence shall be received by the commission/committee, unless the commission/committee votes to reopen the matter.
- J. The commission/committee shall then take action on the matter, either by approving, approving with conditions, denying, or continuing the matter for further consideration.
- K. The chair shall announce the decision of the commission/committee. Where the matter is under advisement, the chair shall state that any person wishing to be given notice of the action of the committee shall file, in writing, his or her name and address with the recording secretary.
- L. Field Inspection. The chair shall announce any field inspection to be made, stating the itinerary, date and time of recessing and reconvening.

Section 4: Robert's Rules of Order

In all matters and considerations not otherwise provided for in these rules, the proceedings of the commission shall be governed by the most recent edition of "Robert's Rules of Order."

Section 5: Preserving Decorum

During a public hearing or other meeting where the public is authorized to speak, no person may speak unless recognized by the chair who shall not unduly withhold such recognition. All persons shall preface their comments by citing their name and address for the record. Once a motion is before the committee or commission, the public will not be permitted to speak nor comment aloud during the committee or commission's discussion of the motion.

Section 6: Voting

All voting shall be by voice vote unless a roll call is requested by the chair or a member of the commission or committee. No action of the commission or committee shall be valid without a majority vote of all members present or a majority vote of the quorum present. Any member may have an explanation of her or his vote recorded in the official minutes provided the request is made while the vote is being taken or before the next item of business is taken up.

Section 7: Minutes

Minutes of commission and committee meetings shall be distributed to each member prior to approval. The commission may instruct the recording secretary as to the manner of preparation of the minutes.

Section 8: Agenda

The planning director shall prepare an agenda for each commission and committee meeting to be transmitted to the individual members of the commission or committee and other interested persons at least 24 hours prior to the meeting.

Section 9: Submittals

The planning director shall establish procedures and schedule for submittals by applicants to the commission and design review committee. Submittals shall include information and plans as may be reasonably required by the commission or committee in its deliberations.

Section 10: Findings

A decision on a design review matter shall state the findings of the committee as required by the pertinent sections of the municipal code of the city.

Section 11: Limitations on Testimony

At any meeting or hearing, the chair may limit the presentation of any testimony to relevant matters, and place reasonable restrictions upon the time of presentation.

ARTICLE IV - ELECTION OF OFFICERS

Section 1: Nominating Committee

The commission shall elect its officers according to the following procedure. Any member of the commission may volunteer to serve on the nominating committee, whose function it shall be to make recommendations to the full commission on candidates for the offices of chair and vice chair. The nominating committee shall consist of two commission members.

Section 2: Election of Officers

The commission shall schedule an election of officers for the last regular meeting of the commission in June. The newly elected officers shall commence the performance of their duties at the next regular meeting of the commission after the meeting at which the election of officers is held.

Section 3: Vacancies

Should the office of the chair or vice chair become vacant, the commission shall elect a successor from its members at the next regular meeting.

ARTICLE V - STANDARDS FOR DECISION MAKING

Section 1: Professional Expertise

Commission members are expected to base commentary and decisions on sound professional judgment, rather than personal opinion. Such judgment shall be founded on experience and knowledge of design principles.

Section 2: Focus of Discussion

Discussion shall be directed primarily toward fundamental design issues that will have long-term effect on the architecture and urban design of the city. Less attention shall be devoted to details, particularly regarding features of anticipated impermanent nature.

Section 3: Design Guidelines

- A. The following documents shall serve as specific standards for design in designated districts:

Jurisdiction	Applicable Guidelines
CD-1 (Old Pasadena)	- Design Guidelines for Old Pasadena,
CD - all	- Downtown Pasadena Urban Design Plan (Adopted 11/1/83).
City-wide	- Urban Design Plan Design Review Guidelines (6/11/80)
City-wide for historic buildings	- Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1983)
All multi-family	- Multi-family design guidelines (1986)

- B. Copies of the above documents are available to the public at the office of the planning department. Great weight will be given by the commission and design review committee to design standards recommended therein.
- C. Decisions not following the applicable design guidelines shall require specific findings that economic, social, aesthetic, or other considerations make compliance infeasible.

ARTICLE VI - AMENDMENTS

These rules may be amended by vote of the Design Commission according to Section 2.80.080 of the Pasadena Municipal Code.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Design Commission on April 26, 1988 by unanimous vote.


William W. Ellinger, III, Chair

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:
to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√