

## **Commission Member Responsibilities**

***In order to ensure that the Commission stays within the bounds of properly noticed agenda topics, to comply with ethical obligations, and to ensure the smooth conduct of meetings:***

No Commission member may speak until recognized by the Chair.

No Commission member may question City Staff or guest presenters unless permitted to by the Chair. The Chair shall allow one question per member per topic as requested, and may allow additional questions at his discretion.

The Chair will prohibit Commission members from straying off topic (e.g. lengthy anecdotes about marginally related topics that may ultimately lead to a comment or question) and/or outside the scope of posted agenda items. Similarly, no Commission member may promote his or her own interests or advocate his or her own position.

*See Robert's Rules of Order § 3 (Obtaining the Floor); Austin City Code § 2-1-48 (Rules of Order) and see 6/24/15 Boards & Commissions Training, Roles and Responsibilities slides p. 22 (Code of Conduct, presiding officer to maintain order); Ethics and Personal Responsibility Guidelines for City of Austin Board Members, City of Austin Ethics and Compliance Office, p. 1 (Minimum Standards of Conduct) and see p. 2 (Conflict of Interest), both presented on June 24, 2015 at the required Boards & Commissions Ethics Training.*

***In order to maintain the dignity of the Boards and Commissions role and to ensure due respect is given to City Staff and other presenters:***

No Commission member shall use his or her position on the Commission to extract information from City Staff. See 6/24/15 Boards & Commissions Training slides p. 21 (Relationship with Staff. No Commission member may act in an official capacity except through the action of a majority of the Commission. Austin City Code § 2-1-41 (Board Authority and Action).

Professional courtesy shall be shown to City Staff (and all presenters) during discussions (i.e., Commission members are not to cross-examine City Staff or presenters), see 6/24/15 Boards & Commissions Training slides p. 21 (Relationship with Staff), and see 6/24/15 Boards & Commissions Training slides p. 22 (Code of Conduct, presiding officer to maintain order).

***In order to provide adequate opportunity for public comment and to aid in responsiveness to the public:***

Public comment will be heard in the order in which the sign-up cards are received by the Chair. Commenters will not be permitted to change the order in which they make their comments.

Public comments will be limited to 3 minutes per speaker. The Chair shall announce the time limitation at the beginning of the Citizen Communication agenda item, and again before any comment is taken on any other posted agenda item.

Public comments on non-Citizen Communication agenda items will be taken before presentation/discussion of the agenda item. This will allow City Staff or other presenters to hear citizens' concerns before the item is presented and, if necessary or desired, to address those concerns during presentation/discussion of the agenda item.

Commission members shall not respond to questions raised by commenters during their 3-minute comment period, nor shall Commission members interrupt commenters during their 3-minute comment period.

*See 6/24/15 Boards & Commissions Training, Roles and Responsibilities slides p. 22 (Code of Conduct, presiding officer to maintain order).*