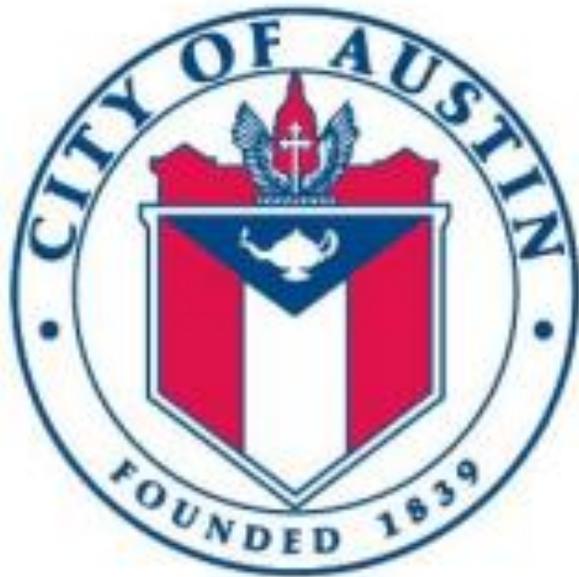


# Special Events Task Force

Task Force Overview and Robert's Rules Training

October 20, 2021

Brydan Summers



AUSTIN CENTER  
FOR EVENTS

# SETF Purpose

“The City Council creates a task force to assess the efficacy of this ordinance, the associated rules, and ACE processes.”

-Special Events Ordinance, Part 10

“The City Council reauthorizes the Special Events Task Force”

-September 2, 2021

- Interim report due no later than December 31, 2021
- Final Report and recommended changes no later than October 31, 2022
- SETF expires on November 1, 2022



# SETF Composition

- 11 members appointed by Mayor and Council
  - City staff serve as non-voting, ex-officio members
  - 6 members are needed to be physically present to provide a quorum
  - The Task Force shall comply with Texas Government Code 551 (Open Meetings Act)
  - “A board member automatically vacates the member’s position if the member is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling 12-month timeframe.”
- Code of Ordinances, Section 2-1-26



# Open Meetings Act Requirements

- Agenda must be posted 72 hours in advance of the meeting
- Discussion should be limited to only items on the agenda
- The meeting minutes will be recorded by City staff
- Task Force members will approve the previous meeting's minutes by a vote
- All meeting documents and vote totals will be made public



# What is Robert's Rules?



- A tool for representative bodies
- Promotes efficient and predictable meetings
- Provides a procedure for taking up one item at a time
- Ensures rule of the majority while protecting rights of the minority

The City of Austin recognizes Robert's Rules as the adopted method of parliamentary procedure for Boards and Commissions.

# Decorum



The objective of members is to conduct the City's business

- In our case, to improve the Special Events Ordinance

## **Member Expectations**

- Seek recognition from the chair to speak or make motions
- Keep discussion germane to agenda items within the set timeframe
- Silence is consent – Share your thoughts and seek clarification

## **Co-Chair Expectations**

- Recognize members, in order, to speak
- Facilitate fair debate
- Call for votes

## **Ex Officio Member Expectations**

- Do not have voting rights
- Serve as subject matter experts

# Main Motions

A motion is a proposal on which membership can take an action or stance on an issue.

Members can:

- State Motions
- Debate Motions
- Amend Motions
- Vote on Motions

## Six Steps to Handle a Motion

- State the Motion
- Second the Motion
- Chair Recognizes the Motion and Second
- Discussion on the Motion
- Chair calls for a vote (Calls the Question)
- Chair states the result of the vote

# Subsidiary Motions



Motions that change or affect how a main motion is handled

- Move to postpone
  - Indefinitely or to a specific date
- Amend a motion
- Limit Debate
- Call for the question
- Lay on the table

# Amendments

Must specify exactly what the amendment is

- Cannot change the entire meaning of the motion

The chair will call for a vote on the amendment

- Original motion is re-stated and voted on as amended

A substitute motion can be made to change the meaning of a motion

- The chair will ask for a vote on the substitute motion
- If the motion fails, we go back to the main motion
- If it passes, no vote is taken on the main motion



# Voting

The Chair will ask:

- Those in favor say “aye”
- Those opposed say “nay”

The chair will state the vote total and outcome

Order or Precedence

- Main motions must be disposed before moving on
- Subsidiary motions must be resolved before returning to main motions



# Tips

- Privileged motions – Urgent or special matters not about business
  - Motion to recess
  - “Raise a question of privilege” – “Please speak up”
- Votes are not necessary if there are no objections
  - Can be useful for moving through uncontroversial items
- Members are generally limited to speaking twice on the same motion



# Let's Practice

Can we get a motion to end this training?