

COJC Rule-Making Working Group Recommendations

The working group recommends that no formal rules be adopted by the COJC but the following guidelines are followed.

1. Staff presentations should be limited to 10 minutes so staff can plan accordingly. If necessary, this time can be extended for particularly complex items.
2. Speakers should be informed clearly as to how much time they have to speak on an item, including public communication.
3. Clarify whether follow-up questions can be asked of speakers signed up for public communication.
4. Ensure that commissioners can ask follow-up questions of staff on an item before moving on to the next speaker.
5. As much as possible, commissioners should use Q&A time for questions or raising issues and limit comments to the time allotted to speaking for or against a motion.
6. Work with staff to identify whether special-called meetings are necessary to accomplish the committee's work at any given time.