

Scripts for Motions

APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA:

Mayor to Council President: "Are there any additions or deletions to the agenda?"

Council President (Councilor 1): "Yes, I move to approve the addition (or deletion or both) to the agenda."

Councilor 2: "I second the motion."

Mayor: "It has been moved by Councilor 1 and seconded by Councilor 2 to approve the addition to the agenda. Councilor, to your motion."

Council President states what the addition/revision is.

Mayor: "Is there further discussion?"

Discussion period, if any.

Mayor: "Seeing no further discussion, will the Recorder please call the roll."

CONSENT CALENDAR WITH PULL OF ITEM:

Mayor to Council President: "Do you have a motion for the consent calendar?"

Council President: "I move to approve the consent calendar with the pull of item 3.3a by Councilor 4."

Mayor: "Is there a second?"

Councilor: "I second the motion."

Mayor: It has been moved by Councilor 1 and seconded by Councilor ___ to approve the consent calendar with the pull of item 3.3a by Councilor 4. Councilor, to your motion."

Council President: Reads the titles of the consent calendar items.

Mayor: "Is there any further discussion?"

Discussion period, if any.

Mayor: "Seeing no further discussion, will the Recorder please call the roll."

PUBLIC HEARING - QUASI-JUDICIAL LAND USE MATTER [Council Rule 19(b)]

The following is the order of procedure for quasi-judicial hearing, including scripts:

Mayor: "I will now open the public hearing."

I. **Recorder** will read the hearing script / disclosure statement.

II. **Mayor** Calls for Ex Parte Contacts and for abstentions due to conflicts of interest.

III. **Presentation of Case.** (includes staff presentation, applicant, appellant, neighborhood association, and other interested persons.)

IV. **Questions for staff.**

Council may ask questions of staff during staff's presentation.

V. **Applicant's rebuttal.**

Council may ask questions of the applicant or any speaker during their comments.

VI. **Close hearing.**

During the final period for questions of staff and applicant's rebuttal no new evidence/facts should be presented.

VII. **Deliberations.**

Council may ask questions of staff during deliberations, but no new facts may be presented.

Mayor to Councilor

whose ward is in the affected area: "Councilor, do you have a motion?"

Councilor 3: "I move approval of (state recommendation listed in staff report)." Or, state alternative motion.

Mayor: "Is there a second?"

Councilor 1: "I second the motion."

Mayor: "It has been moved by Councilor 3 and seconded by Councilor 1. Councilor, to your motion?"

Councilor 3 makes additional comments, if any.

Councilor 2: I move to amend the motion to approve the application as recommended with the following condition; require the applicant to erect a statue of the City Attorney in front of the building.

Councilor 4: I second the motion.

Mayor: restates the motion to amend and asks Councilor 2 to speak to their motion.

Council discussion.

Mayor: "Seeing no further discussion, will the Recorder please call the roll on the motion to amend."

Mayor: "Now, back to the main motion (as amended - if the motion to amend passed)"

Council discussion.

Mayor: "Seeing no further discussion, will the Recorder please call the roll."

SPECIAL ORDERS OF BUSINESS:

3.2a – pulled from consent:

Mayor to Councilor 4 who pulled the item: "Councilor, do you have a motion?"

Councilor 4: "I move approval of (state recommendation listed in staff report or make

an amendment to the staff recommendation.”

Mayor: “Is there a second?”

Councilor 1: “I second the motion.”

Mayor: “The item has been moved by Councilor 4 and seconded by Councilor 1. Councilor, to your motion.”

Councilor 4: Makes comments on the reason they called up the item.

Mayor: “Is there further discussion?”

Discussion period, if any.

Mayor: “Seeing no further discussion, will the Recorder please call the roll.”

5.a – Motion from Councilor Zoolander

Mayor: We are at 5.a – Councilor Zoolander, to your motion:

Councilor Z: “I move . . .”

INFORMATION REPORT, MOTION FOR COUNCILOR CALL-UP:

Example report:

6.a Planning Administrator Decision - Partition to create two Parcels. Approved.

Partition Tentative Plan Case No. PAR23-02 - Allison Knotts, Joseph Fox - 3930 Fairview Industrial Dr SE.

Councilor: Mayor, I would like to call up item 6.a, Planning Administrator Decision, Case No. PAR23-02) for Council review.”

Mayor: “Is there a second?”

Councilor: “I second the motion.”

Mayor: “The item has been moved by Councilor X and seconded by Councilor Z. Councilor, to your motion.”

Councilor: Makes comments on the reason they called up the item.

Mayor: “Is there further discussion?”

Mayor: “Seeing no further discussion, will the Recorder please call the roll.”

ORDINANCE FIRST READING:

Mayor signals the Recorder to read the ordinance title; the Recorder reads the title.

Mayor to Councilor whose ward is in the affected area: “Do you have a motion

for this item?"

Councilor: "Yes, I move staff recommendation."

Mayor: "Is there a second?"

Councilor: "I second the motion."

Mayor: "The item has been moved by Councilor X and seconded by Councilor Z. Councilor, to your motion."

Mayor: "Is there further discussion? Seeing no further discussion, will the Recorder please call the roll."

ORDINANCE SECOND READING:

Recorder reads the title of the ordinance and immediately proceeds with the roll call vote.