

# FACILITATING COUNCIL ACTIONS



Avoiding Rough Seas and Oceans of  
Motions

# The Plan and the Payoff

- A little time spent upfront making clear motions can save a lot of time in discussion, amendments, voting, etc.



- Clear motions have a better chance of resulting in your desired action

# KEY POINTS to SMOOTH ACTIONS

- Understand the action needed  
(follow Council Action outline in the Situation Summary)
- Question staff if action outlined is not clear
- Utilize and Identify Advisory Reports to reference
- Preplan as much as possible ***before*** you start  
(write it out, have it reviewed, timeout if necessary)

# IT'S YOUR MOTION

When you start the process with “I move—”

- Avoid speed speaking or reading
- The maker owns the motion until it is stated [accepted] by the chairman (or his designee)
- Take the time while its yours to make sure the wording is clear and says what you mean

# IT'S STILL YOUR MOTION

- Unless it's simple and straightforward—Ask for staff help and put it up on the screen (preplan if possible)
- **Don't** speak to your motion—however, make any minor corrections if necessary

When the maker is satisfied with the motion:

- The Chairman asks for a second

# Now it's the Council's Motion

- Upon obtaining a Second, and so noted by the Chairman, no further changes may be made except by formal amendment
- Now its time to *speak* to your well crafted motion—followed by possible amendments



# ANOTHER THOUGHT ABOUT MOTIONS

## Who's Responsibility is it?

- For certain agenda items, consider assigning lead Council members ahead of time
- Lead members might attend advisory body meetings on the topic
- Council action would start with the lead member

# WHAT STAFF MIGHT DO

- List references in Council action rather than just in the reference list

## Council Action:--

1. Select Preliminary preferred alternatives for trailing action (Agenda Item F.8.a, Attachment 1).
- Be available to review and assist Council members with development of their motions



# Example of a Common Motion

I move the Council ---

Adopt rebuilding plan alternatives for Sacramento River Fall Chinook for public review –

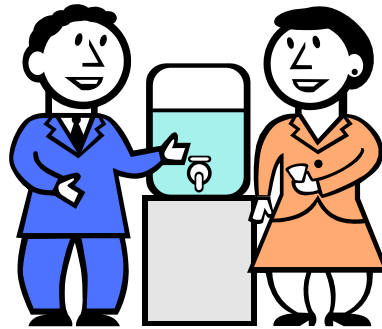
as provided in Agenda Item G.3.b, Supplemental STT Report as submitted [or] with the following changes [and/or] additions :

Or:

as follows[or]as provided in \_\_\_\_\_

# WHAT ELSE MIGHT WE DO?

- Break prior to complex actions to review motions with staff, ED, Chair, and Parliamentarian?



- Provide handbook or more detail in the COP to guide and train Council and staff on motion writing/rules to follow



# Council Member Thoughts?

- A little More Time for Motions--Delaying Seconds?
- Lead Council members?
- Improvements in Situation Summaries & Staff Assistance?
- Breaks before complex action, including splitting agenda items over two days?
- Update and provide more detail on Motions in the COPs or in a brief handbook?
- Other?

# Smooth Actions = Smooth Sailing

