

Residential Compatibility TASK FORCE RULES OF ORDER  
Adopted by the Task Force Meeting March 24, 2006

1. Rules of order for the meetings will be set per the judgment of the co-chairs. In case of disagreement between the chairs, Roberts Rules of Order will apply.
2. The co-chairs will propose meeting schedules at least two weeks in advance to the task force for approval. If time constraints preclude two week advance scheduling, the co-chairs may jointly propose a meeting with less advance notice.
3. The Task Force will request that meetings be tape-recorded and copy available to Task Force members without an Open Records request.
4. Because of time constraints, at least two members must propose or agree to a Request for Study or Presentation from Staff or some third party. As a general guideline, requested presentations should be limited to 15 minutes, not including questions from the Task Force.
5. Any Task Force member may join a Task Force subcommittee.
6. Ordinance language for consideration must be provided to Task Force members in Word format and any edits proposed by any member must be clearly identified. The City Attorney's office may suggest language and comment on drafts. Its input also must be clearly identified.
7. Drafts of Ordinance language from Staff or any other non-Task Force member must be provided to Task Force members at least 24 hours prior to a scheduled meeting.
8. A quorum is 57% of the Task Force members. A quorum must be present to take official Task Force Action.
9. Public comment will be taken once a week for 15 minutes. The Chair may extend the time.

Task Force Actions

10. Official Task Force Action must be approved by at least a majority of the members present. Official Task Force action can only occur on meeting days designated in advance as dates for Task Force action.

11. If members present do not unanimously support an action, a vote will be taken with For, Against, and Absent members noted. In speaking to the public, clarity will be used in describing task force votes. Any member may call for a vote on any Task Force action.

12. It will require a vote of 57% of the Task Force members to change language of a draft ordinance or resolution after the Task Force has voted to approve specific language.

13. Two members may place an item for reconsideration on the agenda.

14. Amendments to these rules and a Task Force recommendation to extend the life of the Task Force beyond June 6, 2006 must be approved by at least 70% pf Task Force members.

15. Members may submit Minority Reports that will be included in all distribution of Task Force actions to Council and the public.