



**RULES OF PROCEDURE**  
**AS ADOPTED BY THE**  
**TEMPE HISTORIC PRESERVATION COMMISSION**  
**April 8, 2010**

**WHEREAS**, the Commission recognizes the underlying principal of these rules to be decision-making by majority, and  
**WHEREAS**, application of these rules provide every member of the voting body of this Commission with equal rights, and  
**WHEREAS**, these rules afford Commissioners protection of the minority rights to be heard, to protest, to convince their peers, and to fully understand the issues discussed or voted, and  
**WHEREAS**, the use of the rules offers a simple and direct procedure for conducting Commission business;  
**NOW THEREFORE**, the Tempe Historic Preservation Commission does adopt for use and implement the rules of order as procedure for conducting the Commission’s business as set forth herein and as follows:

**MOTIONS, shall follow correct order ... considering only one question at a time, as such:**

- ☞ A Commission member addresses the Chair, ☞
- ☞ The Chair acknowledges that member, ☞
- ☞ The member states the motion, ☞
- ☞ Another member seconds the motion, ☞
- ☞ The Chair repeats the motion, ☞
- ☞ The Chair calls for discussion of the motion, ☞
- ☞ The Chair puts the motion to a vote, ☞
- ☞ The Chair announces the results of the vote. ☞☞☞

**IMPARTIALITY, shall provide for and protect the rights of individual members, of minority opinions, of majority opinion, and of any member absent from a meeting, as such:**

- ☞ Members may communicate to the Commission when recognized by the Chair, ☞
- ☞ The Chair maintains highest priority to direct the course of the meeting, ☞
- ☞ The maker of a motion will take precedence over others, ☞
- ☞ New speakers will take precedence over those who already spoke to a motion, ☞
- ☞ The Chair should typically request speakers for an opposing view. ☞☞☞

**ORDER OF BUSINESS, shall proceed in consideration of interested public, invited guests, staff, and any having business with the commission, as such:**

- ☞ A consent agenda may be presented by the Chair at the beginning of a meeting.\*
- ☞ Call to order and approval of minutes shall be the Commission’s first business, ☞
- ☞ Members of the public and guests of the Commission shall next be invited to speak, ☞
- ☞ Public Hearing presentations or discussion shall be the Commission’s next business, ☞
- ☞ Public Meeting presentations or discussion shall be the Commission’s next business, ☞
- ☞ Presentations by City Staff shall be the Commission’s next business, ☞
- ☞ Presentations by Consultants shall be the Commission’s next business, ☞
- ☞ Presentations by Standing Committees of this Commission shall occur next, ☞
- ☞ Presentations by Special Committees of this Commission shall occur next, ☞
- ☞ General discussion and Commissioner’s Business shall then occur. ☞☞☞

\* A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda, be placed later on the agenda, or continued to another meeting at the discretion of the assembly.

# WELCOME

## TO THE MONTHLY MEETING OF THE TEMPE HISTORIC PRESERVATION COMMISSION

The Tempe Historic Preservation Commission meets at 6:00 p.m. on the second Thursday of each month at Hatton Hall, 34 East 7<sup>th</sup> Street. The Tempe Historic Preservation Office prepares an agenda with supporting material for Historic Preservation Commission meetings. State law requires that commission agendas be publicly posted at least 24 hours prior to a meeting; however, Historic Preservation Commission agendas are usually available the Monday before the Thursday meeting. You can find Historic Preservation Commission agendas in the following locations: the City Clerk's Office on the 2<sup>nd</sup> floor of City Hall, the Tempe Historic Preservation Office on the 2<sup>nd</sup> floor of the Orchard House, the bulletin board on the Garden Level outside of the City Council Chambers, and on the internet at <http://www.tempe.gov/historicpres>.

Historic Preservation Commission monthly meetings are always open to the public and are greatly enriched by community participation. The Commission welcomes the community perspective and schedules a "Call to the Audience" at the beginning of the meeting for the convenience of attendees who would like to have input but can not stay for the entire meeting. The Commission was created to advise Tempe City Council on matters concerning historic preservation and therefore providing citizens with opportunities to communicate comments and concerns is fundamental to the mission of the organization.

There are many ways to reach the Historic Preservation Commission during public meetings and at other times as well. Members of the public may come forward and talk with the Commission during the "Call to the Audience" at the beginning of each monthly meeting, however, Arizona Open Meeting Law limits commission discussion to matters listed on the posted agenda. Of course you can always request that an item be placed on the agenda for discussion at an upcoming Commission meeting.

If you know in advance that you want to address the Commission on a specific issue you can have the issue placed on the agenda for discussion and consideration as a Scheduled Public Appearance. Please contact the Historic Preservation Office no later than the Friday morning before the Thursday meeting.

Citizens can also contact the Historic Preservation Office to communicate with Commission members. The Tempe Preservation website is the Commission's primary public outreach facility. From the site at <http://www.tempe.gov/historicpres/> you will find up to date information on Tempe Preservation including: announcements of meetings and events, agendas and minutes, and additional contact information. Please feel free to contact the Tempe Historic Preservation Office at 480.350.8870 or by email sent to [joe\\_nucci@tempe.gov](mailto:joe_nucci@tempe.gov), or find us on Facebook at <http://www.facebook.com/TempeHPO>.