



**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.