

MAKING MOTIONS

MUNICIPAL CODE

Section 2.02.030 Form and Character of Motions

A. Upon review of the public record on a request and due deliberation among the members of the City Council, any member of the City Council, except the Mayor, may make a motion. The motion shall include not only the direction of the motion (table, continue for further investigation, return to referring body for further study, approval, approval with conditions, or denial), but also a recitation of the specific findings and conclusions supporting each motion.

B. A second shall be required for each motion (a motion shall die in absence of a second).

C. Discussion and amendments on the motion may then follow.

D. Reconsidering a motion enables a majority to bring back for further consideration a motion which has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. It can be made only by a member who voted with the prevailing side.

PARTS OF A MOTION

- Be clear and concise
- Direction
 - What action do you want taken?
- Conditions
 - Staff report
 - Presentation
 - Discussion
- Findings/Conclusions
 - Why you made the motion
 - Why it should be approved
 - Staff report
 - Presentation
 - Discussion

EXAMPLE

Swiss Chocolate Subdivision / Preliminary & Final Approval

– Discuss and possibly grant preliminary and final approval for the Swiss Chocolate Rural Preservation Subdivision located at 200 North Toblerone Lane (Zoning is R-1-22). Recommended without conditions by the Midway City Planning Commission.

I move that the City Council grant final and preliminary approval for the Swiss Chocolate Rural Preservation Subdivision located at 200 North Toblerone Lane, subject to approval of a development agreement, because it meets the intent and requirements of the General Plan, R-1-22 zone and Rural Preservation code.

QUESTIONS?