

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

## PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

## **IN THE MEETING**

### ***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

### ***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

### ***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

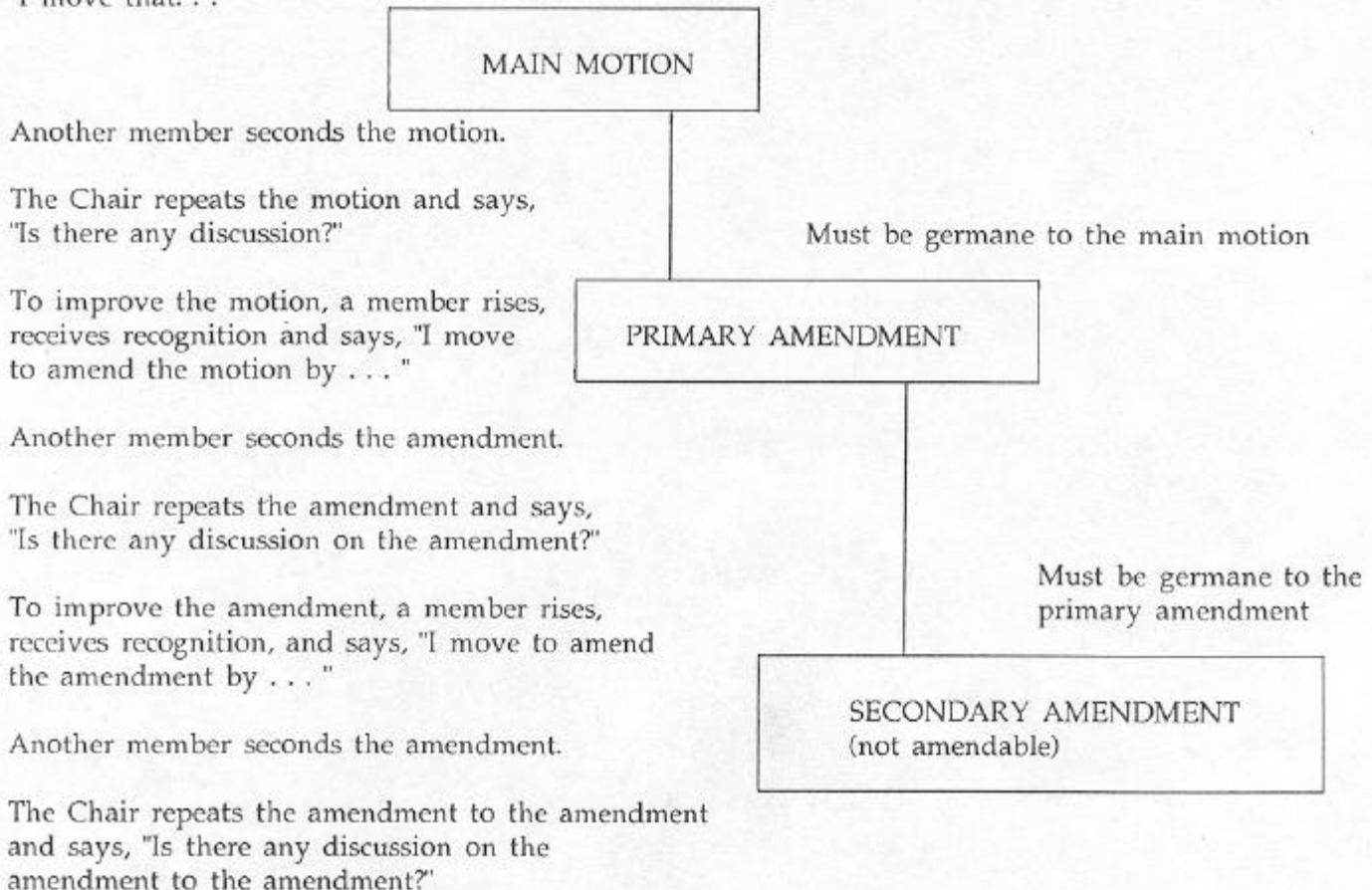
# AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

### **Capital Improvement Program (CIP):**

A program to forecast future public improvements and facilities in the city. Capital is any government-owned, physical asset constructed or purchased to provide, improve, or replace a public facility such as bridges, roads, sidewalks, traffic signals, police and fire stations, and parks.

### **City Charter:**

The “constitution” that establishes a municipality, such as a city or town, and serves as the basic set of rules for a city’s government. It establishes the boundaries that a city’s people have imposed upon their city government. It is the source of a city’s system of checks and balances.

### **City Code (Code of Ordinances):**

The current adopted laws of a city and may contain the city's zoning and subdivision regulations, design standards and guidelines [Goodyear’s City Code only contains the subdivision regulations; the Zoning Ordinance is a separate document]. These provisions comprise most of the city's regulations and requirements for the use of private and public land, buildings, and structures within the city.

### **Design Guidelines:**

Criteria established concerning the architectural appearance of buildings or infrastructure that serves as a baseline for the minimum design expectations in the city. It guides development toward a desired level of quality through the design of the physical environment in addition to a distinct community identity.

### **General Plan:**

A city’s “blueprint” for future development. It represents the community’s views of its future and includes diagrams, maps, and text setting forth objectives, principles, and standards upon which the city council and planning commission will base their land use decisions. It also serves as the foundation for the creation of master plans.

### **Master Plan:**

A comprehensive plan intended to guide growth and development of a community or region over a number of years or in several phases. It focuses on a shorter time frame than the general plan and includes analysis, recommendations, and proposals for the area’s population economy, housing, transportation, community facilities, and land use.

### **Regional Plans:**

A plan that addresses economic, social, and environmental issues affecting a broad geographic area. This area may include several towns, cities or even parts of different states or regions and provides the framework for the coordinated, orderly, and efficient growth of a region and ensures municipal plan compatibility.

### **Zoning Ordinance:**

A set of regulations that define and restrict the type of land uses and development that can occur on each parcel of land in a community. They promote and protect the health, safety, and welfare of the residents of a city as well as serve to implement the policies of the general plan.

### **Regional Transportation Plans:**

- Hassyampa Plan
- Hidden Valley Plan
- MAG Commuter Rail Study
- MAG Regional Transportation Plan
- MAG Regional Bikeway Master Plan
- SR 801 Reports & Plans
- SR 303L Reports & Plans

### **Other Regional Plans & Studies:**

- Arizona State Land Department land planning
- El Rio Watercourse Master Plan
- Luke Air Force Base (West Maricopa County Land Use Plan)

### **Goodyear City-Wide Plans**

- Parks & Recreation Master Plan (currently being updated)
- Transportation Master Plan (currently being updated)
- Integrated Water Master Plan (IWMP)
- Public Safety Master Plan
- Water Curtailment Plan
- Hazard Mitigation Plan
- Facilities Master Plan

### **Guidelines, Policies & Ordinances**

- City of Goodyear Zoning Ordinance (adopted May 24, 1999)
- Engineering Design Guidelines & Policy Manual
- City-Wide Design Guidelines

### **Goodyear Specific Area Plans:**

- City Center Specific Area Plan
- Employment Corridor Plan (ASU)
- Litchfield Corridor Revitalization Plan
- Phoenix-Goodyear Airport Master Plan

### **Adjacent Communities' General Plans:**

- City of Avondale (*General Plan Ratified August 28, 2012*)
- Town of Buckeye (*General Plan Ratified May 20, 2008*)
- City of Glendale (*General Plan Update Underway*)
- Town of Litchfield Park (*General Plan adopted May 2010*)
- Maricopa County (*Comprehensive Plan Approved October 20, 1997; rev. August 7, 2002*)
- Pima County (*Comprehensive Plan Update Underway*)

## **Aging in Place**

The ability for the elderly to maintain a desirable lifestyle and remain in their homes and communities for as long as possible through planning and preparing for their aging population's unique needs.

## **Complete Streets**

Complete streets is a concept that a street is not "complete" unless it enables travel for all users including motorist, pedestrians, cyclists, and public transportation. They are designed to be safe and attractive.

## **Crime Prevention through Environmental Design (CPTED)**

A set of design principles aimed at the prevention of crime by designing a physical environment that positively influences human behavior and can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life.

## **Dark Sky**

A movement that works to reduce light pollution. It encourages communities to adopt lighting regulations, thus making more stars visible at night, reducing the effects of unnatural lighting on the environment, and cutting down on energy usage.

## **Euclidean Zoning**

A form of zoning in which residential, commercial, and industrial uses are segregated. It establishes codes and regulates land based on use while providing for orderly growth, preventing overcrowding of land and people, alleviating congestion, and separating incompatible uses. The City of Goodyear Zoning Ordinance is a Euclidean zoning ordinance.

## **Exclusionary/Inclusionary Zoning**

Exclusionary zoning is the use of a local zoning ordinance to promote housing segregation. It increases housing costs, thus reducing the number of affordable housing units. Inclusionary zoning seeks to increase the supply of affordable housing in development projects and is a means for preserving housing choice and opportunity in a community.

## **Form Based Code**

A design method using physical form rather than separation of uses as the organizing principle where, "function follows form." Focuses on the visual aspect of development and emphasizes the appearance and qualities of the public realm, the places created by buildings.

## **Healthy Communities**

The movement that seeks to bring awareness to the connection between community design and the health of its residents. These communities promote public health, access to healthy food, air and water quality, physical activity, and those elements that enable people to maintain a high quality of life and productivity.

## **Infill Development**

The development of vacant, bypassed, or under-used parcels of land in otherwise built-up areas as a result of the continuing development process. They focus on creating complete, well-functioning neighborhoods and whose development fits the existing context and are critical to accommodating growth and redesigning our cities to be environmentally and socially sustainable.

**Livability/Livable**

The sum of the factors that add up to a community's quality of life, with a focus on the human experience of place. They include the built and natural environments, economic prosperity, social stability and equity, affordable housing, educational opportunity, mobility options, and cultural, entertainment and recreation possibilities.

**Overlay District**

An additional zoning requirement that is placed on a geographic area but does not change the underlying zoning and can provide a higher level of regulation than that required by the existing zoning classification. The boundaries of an overlay district may or may not coincide with the boundaries of the underlying zone, and an overlay district may contain parts of more than one existing zone. The City of Goodyear uses an overlay district over Estrella Parkway to protect the entrance to the future City Center site known as the City Center Gateway Overlay District.

**Smart growth**

The opposite of sprawl, smart growth is development that enhances existing communities, that is compatible with the natural environment, and that uses tax dollars efficiently while attracting private investment.

**Sprawl**

A type of development that typically refers to haphazard growth or outward extension of a city resulting from uncontrolled or poorly managed development.

**Sustainability**

The ability to create a community in a way that minimizes direct and long-term negative environmental impacts, reduces the use of non-renewable resources, and connects people with the natural environment. It meets the needs of the present without sacrificing the ability of future generations to meet their own needs. Sustainability can also refer to fiscal, government, or economic sustainability. In general, it refers to using less resources than you have available.

**Traditional Neighborhood Development (TND)**

Neighborhoods characterized by compact, pedestrian-oriented developments that provide a variety of uses, diverse housing types, and are anchored by a central public space and civic activity. It has a recognizable center and clearly defined edges.

**Transit Oriented Development (TOD)**

A type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of public transportation. It seeks increase ridership and promote alternative modes of transportation as well as decrease auto dependency and mitigate the effects of congestion and pollution.

**Walkability**

A measure of the effectiveness of community design in promoting walking and as alternatives to driving cars to easily and safely reach shopping, schools, and other common destinations and everyday needs. Walkable communities encourage pedestrian activity, expand transportation options, and have safe and inviting streets that serve people with different ranges of mobility.

# Goodyear 2025 General Plan – Outline

## **Section 1: Vision & Character**

- \_\_\_\_\_
- \_\_\_\_\_

## **Section 2: Land Use & Growth**

- Land Use
- Growth Areas
- Cost of Development
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 3: Transportation**

- Circulation
- Bicycling (new)
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 4: Neighborhoods & Housing**

- Housing
- Neighborhood Preservation and Revitalization (new)
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 5: Parks & Recreation**

- Recreation (new)
- Open Space
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 6: Infrastructure & Services**

- Water Resources
- Public Services & Facilities
- Public Buildings (new)
- Safety (new)
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 7: Economic Development**

- Conservation, Rehabilitation, and Redevelopment (new)
- \_\_\_\_\_
- \_\_\_\_\_

## **Section 8: Environmental Sustainability**

- Environmental Planning
- Energy (new)
- Conservation (new)
- \_\_\_\_\_
- \_\_\_\_\_

## **Appendices:**

- Action Plan
- Benchmarking/Indicators
- Existing Conditions Report



## GAIN, Community Festival, Summary

On October 20, Goodyear held its annual GAIN (Getting Arizona Involved in Neighborhoods) Community Festival. Approximately 4,000 residences attended the event this year.



GAIN is truly an experience for its citizens, incorporating live entertainment, a hay maze, a pumpkin patch, bouncy gyms, a food drive, zoo exhibits, crafts, and information on current city projects; all in a single outing. The City sponsored a booth to inform residents of three major planning projects: the General Plan, the Transportation Master Plan, and the Parks & Recreation Master Plan. The booth also allowed the City to gather ideas and advertise the upcoming Visioning Workshop.



The above picture shows the General Plan booth that asked residence “Vision Goodyear: the City of the Future; what does it look like? What is included? Give us your ideas!” The city received over a 130 comments cards from this booth and will use this feedback for updating the General Plan which will be

ratified by November 14, 2014. There are no wrong answers and the more ideas received, the better. Even children were encouraged to fill out a comment card.



After the cards were collected, some major comments that were often repeated included:

- Light Rail/ Busses
- More parks
- Pools
- Bigger/ More Malls
- More Pre-schools

There were a few comments that didn't fall into these categories and were found to be more humorous than serious.

- A chocolate village
- A dinosaur
- A beach

A full summary of the comments will be posted on the City's project website:

[www.goodyearaz.gov/goodyear2025](http://www.goodyearaz.gov/goodyear2025)

## **Vision Statements**

Community Visioning Workshop

Saturday, November 3

Desert Edge High School

### **The Big Picture**

More than just a collection of neighborhoods, we are a connected community. Our goal is to utilize our existing assets to foster the arts, entertainment, and recreation while we build industries, educational institutions, and infrastructure to promote Goodyear.

11 dots

### **Goodyear – Where the GOOD is all YEAR round!**

To establish a bold and innovative plan that ensures a diverse and sustainable community incorporating our natural, human, and cultural resources.

- Through the development of multi-modal infrastructure to support development of Bullard Wash and Estrella Mountain for recreation and quality of life.
- Preservation of agricultural history with community gardens and farmers markets.
- Downtown hub providing family and community oriented activities and lifelong education, arts, and culture.

11 dots

### **Goodyear- Goody Earth the Garden City**

In the shadow of the Estrella Mountains, Goodyear is a diverse community of energy efficient homes, comprised of farms, parks, a multi-modal transportation system, community gardens anchored by a lively city center with sustainable commercial, cultural, and public use areas.

7 dots

### **Ohana (One Family)**

Goodyear is a community of caring that celebrates and promotes the individuality of the communities wellbeing and encourages connectivity through commuter rail, bus systems, and pedestrian access. Supports for front porch communities, parks, community gardens, trees, allowing us to work/play/educate ourselves where we live in our community. Diversity of lifestyle is celebrated through the arts, nightlife, housing, and educational opportunities. A community for all generations.

4 dots

## **Cool Shade**

### *General Plan*

Goodyear is a physically attractive, inclusive, engaged, and creating magnet community sharing resources in partnership with the region.

5 dots

### *Transportation*

Goodyear will become the nationally western (gateway) transportation hub integrating airport, public transportation, light rail, freeway, and trains.

2 dots

## **Synergy**

Create a highly desirable place for all to live, work, and play by enhancing connecting within the City and collaborating with other West Valley communities.

2 dots

## **A City of Lifestyle Amenities or Goodyear... A Destination City**

Our dynamic Goodyear incorporates easy access transportation, higher education, “art”ification, and recreation. Our desirable City vision includes a library and botanic gardens, a water park, the development of Bullard Wash to include shaded trails and walking paths connecting neighborhoods.

1 dot