



ECONOMIC DEVELOPMENT COUNCIL MEETING

Wednesday, April 20, 2022 – 8:00 A.M.

**Training Room - 210
Blue Springs City Hall
903 W Main St.
Blue Springs, Missouri**

1. Call Meeting to Order
2. Confirmation of Quorum
3. Approval of February 16, 2022 Minutes
4. Project and Development Update
5. Update on City Administrator Position
6. Annual Report
7. Boards and Commissions Code amendments and Rules of Procedure
8. Adjourn

Posted Monday, April 18, 2022 at City Hall, 903 W Main Street, Blue Springs, MO and on the City's website. A quorum of the City Council may be in attendance; however, no City Council votes will be taken.



**CITY OF BLUE SPRINGS, MISSOURI
MINUTES OF ECONOMIC DEVELOPMENT COUNCIL MEETING
WEDNESDAY, FEBRUARY 16, 2022**

A meeting of the Blue Springs Economic Development Council was held at 8:00 a.m. on Wednesday, February 16, 2022, via Microsoft Teams as provided in Section 610.020(1) RSMo. with Chair Becky Nace presiding.

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|--|---|--|
| CONFIRMATION OF QUORUM | Becky Nace, Chair
Joey Zarrillo, Vice Chair
Justin Beal
Robin Terry-Revels
Michael Scott
James McCullough | Erika Lucas
Ron Baker – Absent
Lara Vermillion
Kirk Lair
Kirk Sampson
Lyle Shaver |
| STAFF & OTHER ATTENDEES | Acting City Administrator Christine Cates, Director of Community Development Mike Mallon, and Deputy City Clerk Julia Porter | |
| CALL MEETING ORDER | Chair Nace called the meeting to order at 8:06 a.m. | |
| APPROVE AUGUST 18, 2021 MINUTES | Councilmember Shaver moved to approve the minutes of the August 18, 2021 meeting of the Economic Development Council. Motion seconded by Councilmember Lair and carried unanimously. | |
| APPROVE OCTOBER 20, 2021 MINUTES | Councilmember Vermillion moved to approve the minutes of the October 20, 2021 meeting of the Economic Development Council. Motion seconded by Councilmember Shaver and carried unanimously. | |
| PROJECT UPDATES | Acting City Administrator Christine Cates provided updates on current and upcoming Economic Development Projects. The full list of projects is attached to these Minutes and incorporated hereto. | |
| UPDATE ON ECONOMIC DEVELOPMENT POSITION | Acting City Administrator Christine Cates provided an update on the Economic Development position, the City is currently in the hiring process for the new City Administrator. Once the new Administrator is in place, they will review the Economic Development vacancy. | |
| NEXT MEETING | The next meeting of the Council will be Wednesday, April 20, 2022. | |
| ADJOURNMENT | At 8:20 a.m. there was no further business to come before the Economic Development Council, Councilmember Zarrillo moved the meeting be adjourned. Motion seconded by Councilmember Terry-Revels and carried unanimously. | |

ATTEST:

BLUE SPRINGS ECONOMIC DEVELOPMENT COUNCIL

Becky Nace, Chair

Julia Porter, Deputy City Clerk

Economic Development Council

2021 Annual Report

April 20, 2022

Blue Springs Economic Development Council

Christine Cates, Acting City Administrator

Becky Nace, 2021-2022 EDC Chairperson

Members and Terms

Becky Nace	May 2023	Joey Zarrillo	May 2023
Justin Beal	May 2023	Jerry Kaylor (Council Liaison)	May 2022
Robin Terry-Revels	May 2024	Lara Vermillion (Chamber)	Standing
Michael Scott	May 2022	Kirk Lair (CJC)	Standing
James McCullough	May 2022	Kirk Sampson (BSSD)	Standing
Erika Lucas	May 2023	Lyle Shaver (Downtown Alive!)	Standing
Ron Baker	May 2024	2 Vacant Seats	

Meeting Date	Agenda Summary
02/17/2021	Cancelled
02/24/2021 (Special Meeting)	<ul style="list-style-type: none"> • Review Annual EDC Report • Review Brandon Keller’s Annual Goals
04/21/2021	<ul style="list-style-type: none"> • New member – Robin Terry-Revels • Lumberyard Redevelopment Presentation • Discuss the use of Business Attraction Tools
06/16/2021	Cancelled
07/21/2021	<ul style="list-style-type: none"> • New member – Ron Baker • BSSD Presentation for No Tax Increase Bond • Economic Development Marketing
08/18/2021	<ul style="list-style-type: none"> • New member – Kirk Lair • Discussion of Federal Funding • Marketing
10/20/2021	<ul style="list-style-type: none"> • Project Updates • Update on Economic Development Manager position
12/15/2021	Cancelled
02/16/2022	<ul style="list-style-type: none"> • Project Updates • Update on Economic Development Manager position

ECONOMIC DEVELOPMENT COUNCIL

Article V Economic Development

Section 120.210 **Established.**

There is hereby established an advisory council to be known as the "Economic Development Council" (EDC). The primary focus of the EDC shall be to assist the City Council and designated City staff in the attraction and retention of businesses complementary of the City's long-term vision for economic development, growth, prosperity, and implementation of programs and policies designed to strengthen business partnerships and entrepreneurial collaboration leading to job growth and a healthy local economy.

Section 120.220 **Membership, Appointment, Qualifications, Term.**

- A. ~~Members. The Economic Development Council (EDC) shall consist of ten (10) ~~fourteen (14)~~ voting members.~~
- B. ~~Appointment. The Mayor, with the consent and approval of a majority of the City Council, shall appoint all ten (10) members to the EDC Economic Development Council, including one (1) member appointed by the Central Jackson County Fire Protection District, one (1) member appointed by the Blue Springs School District, one (1) member appointed by the Blue Springs Chamber of Commerce, and one (1) member appointed by Downtown Blue Springs Main Street, Inc. d/b/a Blue Springs Downtown Alive!. One Councilmember will be assigned annually to serve as a non-voting liaison.~~

All members shall be residents of Blue Springs, with the exception of appointments from community partner agencies, which shall be current employees or members of the organization. Best efforts will be made to have representation from each Council District. Appointment of a successor or reappointment of a member shall be effective on or about May 1 following expiration of the member's term. Members shall continue to hold office until reappointed or their successor is appointed. The Mayor, with the consent and approval of a majority of the City Council, shall appoint a person to fill the unexpired term of that member.

~~Members not appointed by the Mayor shall be appointed in the manner the entity to be represented customarily appoints members to similar boards. One (1) member shall be appointed by the Central Jackson County Fire Protection District. One (1) member shall be appointed by the Blue Springs School District. One (1) member shall be appointed by the Blue Springs Chamber of Commerce. One (1) member~~

~~shall be appointed by Downtown Blue Springs Main Street, Inc. d/b/a Blue Springs Downtown Alive!. One Councilmember will be assigned annually to serve as a non-voting liaison.~~

- C. Qualifications. Members should show an interest in economic development and promoting business in the City.
- D. Terms. Appointments by the Mayor shall be for terms of three (3) years. Members appointed by community partner agencies ~~other entities~~ shall serve until the agency~~entity~~ to be represented appoints a replacement.
- E. Removal. Any member of the EDC may be removed from office for misconduct, neglect of duty, or lack of qualifications by executive order of the Mayor after receiving the consent of a majority of the entire City Council, or by a five-sevenths (5/7) vote of the City Council on its own initiative.
- F. Chair and Vice Chair. The members of the EDC shall elect a Chair and Vice Chair annually on or about May 1 for a term of one year. No member shall serve more than two consecutive terms as Chair or Vice Chair.
- ~~G.E. Staff. The City's Director of Community and Economic Development~~ A designated city staff member shall interact with the ~~Economic Development Council (EDC)~~ to support economic programming, services and development activities.

Section 120.230 Meetings.

~~The EDC~~~~Economic Development Council~~ shall meet every other month and at such times as adopted in the rules and regulations set out in Section **120.250**.

Section 120.240 Additional Duties.

- A. Except when assigned by State law to another entity, the duties of the Economic Development Council shall be as follows:
 - 1. Advise and make recommendations to the Mayor and City Council regarding the sale, acquisition, and development of property.
 - 2. Advise and make recommendations to the Mayor and City Council regarding strategies, objectives and policies to attract and retain business.
 - 3. Advise and make recommendations to the Mayor and City Council regarding general policy guidelines for the City's economic development program except where such recommendations are assigned by State law to another entity.
 - 4. (Reserved)

5. (Reserved)
6. Perform such other duties as from time to time the Mayor and City Council may request consistent with the other duties of the EDC.

Section 120.250 Council To Promulgate Certain Rules And Procedures Subject To Approval Of The City Council.

Rules of Procedure shall be adopted and amended from time to time by Resolution by the City Council.

~~The Economic Development Council hereby established is empowered to promulgate rules and procedures consistent with the ordinances and policies adopted by the City Council of the City of Blue Springs to be followed by it for the conduct of its meetings and to carry out the duties and responsibilities hereby granted it. Any rules and procedures promulgated shall be forwarded to the City Council. Before any such rules and procedures shall become effective, they shall be first approved by resolution of the City Council.~~

Section 120.260 Report To Mayor And City Council.

The EDC shall submit, on or before April 1 of each year, a written report to the City Council containing activities and updates of the board. ~~The Economic Development Council shall make, on or before February 1 of each year, a report to the City Council containing such information and recommendation as requested by the City Council.~~

EXHIBIT A



The City of

Blue Springs

Missouri

RULES OF PROCEDURE
BOARDS WITH STANDING MEETINGS

Economic Development Council
Park Commission
Public Art Commission
Public Safety Citizens' Advisory Board

Adopted by City Council by Resolution No. _____ on April 18, 2022



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Authority

Section 402.020.C of the Blue Springs Municipal Code provides that Rules of Procedure shall be adopted by the City Council. Any Rules or Bylaws previously adopted are hereby repealed and replaced with these Rules approved by the City Council by Resolution No. _____ on April 18, 2022. These Rules shall be in effect upon their adoption by the City Council by Resolution and until such time as they are amended or new Rules are adopted by Resolution.

These Rules govern and provide guidance to the City's Boards and Commissions (hereinafter "Commission") that do not hold regularly-scheduled meetings, but at the call of the Chair or Staff. Those Commissions include, but are not limited to Appearance Review Commission, Community Development Block Grant Advisory Committee, Development Advisory Committee, Downtown Review Board, Historic Preservation Commission, Human Relations Commission, Solid Waste Management Committee, Technical Review Committee, Visitor and Tourism Advisory Board.

The Commission may review and recommend amendments to the Rules of Procedure to the City Council by a majority vote of the members of the Commission. Proposed amendments must be submitted in writing to each member of the Commission at least three (3) days prior to the meeting at which such action is to be taken. The Commission-recommended amendments shall be presented to the City Council for consideration and approval by Resolution. The amendment of the Rules of Procedure shall take effect immediately following a successful vote of the City Council unless otherwise noted.

Commission Establishment and Purpose

Each Commission is established by the Blue Springs Municipal Code outlining the members and the purpose for the Commission.

Chair and Vice Chair

The Mayor shall appoint a Chair and Vice Chair, annually on or about May 1 for a term of one year. No member shall serve more than two consecutive terms as Chair or Vice Chair. The Mayor's appointment shall be approved by a majority of the City Council.

Where both the Chair and Vice Chair are absent from a meeting, the remainder of the members of the Commission shall elect a Chair Pro Tem from among their own number by majority vote to serve as Presiding Officer for the meeting.

Duties of Presiding Officer

The Chair or Vice Chair (hereinafter "Presiding Officer") shall be responsible for the conduct of the meeting. It is their duty to maintain order and decorum. They shall follow the agenda unless a change of order is acceptable to a majority of the Commission. They shall have the responsibility to limit lengthy and repetitive orations but shall allow all interested parties an opportunity to discuss and present their position. The City Attorney or Staff Liaison shall provide the Presiding Officer guidance on parliamentary procedure subject to overrule by the Commission. The Presiding Officer shall sign documents of the Commission.

Membership

Citizen members of the Commission shall be residents of the City of Blue Springs appointed by the Mayor and approved by a majority of the City Council. Community partner appointments are not required to be residents, but must be a current employee or active member of the agency.

Terms of Members

The members of the Commission shall be appointed by the Mayor for three (3) year terms, expiring April 30. When a position on the Commission becomes vacant, the person filling that vacancy shall be appointed for the duration of the term. Members are requested to continue serving until a replacement has been appointed. Former employees of the City shall not be considered for an appointment to a Commission until the expiration of two years from their separation from employment.

Conduct of Members of the Commission

1. Members of the Commission shall take such time as to prepare themselves for hearings and meetings
2. The regularly scheduled meetings shall be established by the Municipal Code or Commission and posted on the City's website. Absent extenuating circumstances, a member may be removed from the Commission after missing 20% of meetings in a rolling calendar year. A member of the Commission who shall not be able to attend a scheduled meeting of the Commission shall notify the Staff Liaison at the earliest possible opportunity. City staff shall notify the Chairman in the event that the projected absences shall produce a lack of a quorum.
3. If a Commission member is unable to fulfill their appointed term, a communication shall be sent to the Mayor, with a copy to the staff liaison and copy to the City Clerk resigning from the Commission.
4. At the beginning of each appointment term, members shall execute a letter confirming the details of their appointment, including term and attendance expectations.

Support

Council/Commission Liaison. If a Council or Commission liaison is appointed to the Commission, the liaison shall update the Commission and participate in meetings at the request of the Presiding Officer.

Staff Liaison. A City Administrator shall select an employee to serve as a Staff Liaison to the Commission. The Staff Liaison shall:

1. Select a Recording Secretary to assist the Commission
2. Communicate with the Presiding Officer regarding items for discussion on an upcoming agenda and poll members
3. Prepare all necessary documents for presentation to the Commission
4. Carry out the directives and officially present the Commission's recommendations to the City Council

Recording Secretary. The Staff Liaison shall supply a qualified staff member to be designated as the Recording Secretary to perform all general corresponding and recording secretarial duties for the Commission. The Recording Secretary will:

1. Keep the minutes of the Commission.

2. Prepare and post notices/agenda packets for all meetings as required by the Missouri Sunshine Law
3. Maintain the permanent records of the Commission
4. Perform such other duties as the Commission may require.

City Attorney. The City Attorney or their designee shall:

1. Serve as legal counsel to the Commission
2. Prepare memoranda of law as requested by the Commission
3. Review motions and draft documents of the Commission
4. Attend meetings of the Commission as requested, and during meetings be available to provide opinion as to law, ordinances or parliamentary procedure, but the final decision as to the matter of parliamentary procedure shall be the responsibility of the Presiding Officer.

Meeting Schedule

Meetings of the Commission shall be held at the call of the Chair and at such other times as determined by the Staff Liaison. All meetings shall be in person with the exception of a declared State of Emergency suspending the Missouri Sunshine Law.

Quorum for Attendance

A majority of the entire Commission, excluding vacancies, shall constitute a quorum for its business. All members of the Commission shall attend all meetings.. If a quorum is not present, the meeting shall be adjourned.

Voting

All members, including the Presiding Officer, shall have a vote and shall vote when present except that any member shall automatically disqualify themselves from voting on any decision in which there might be a conflict of interest as defined by the City Charter, Ordinances, and State Statutes. Refer to "Conflicts" in these Rules for additional information.

The Presiding Officer shall restate the motion before a vote is taken. The name of the maker and supporter of a motion shall be recorded. Each member shall vote Aye or No; members will not have an option to Pass. All roll call votes shall be taken by the Recording Secretary in random order, except that the Presiding Officer shall vote last.

The affirmative vote of a majority of the voting members present and able to vote is necessary to approve a motion. In the event of a tie vote, the motion shall have been defeated.

Parliamentary Rules of Procedure

The purpose of parliamentary procedure is for the assembly to conduct its businesses in the most efficient way possible while considering the rights of its members. The Commission shall refer to the current edition of Robert's Rules of Order Newly Revised to answer procedural questions not resolved in these rules, so long as it does not conflict with the Blue Springs Municipal Code or Missouri Law.

Open Meetings and Records Policy

The Commission shall keep a record of its resolutions, transactions, findings, and determinations. All meetings and meeting records shall be open to the public.

Communications among a quorum of the Commission is considered a public record and should be copied to the City's repository email: cityclerk@bluespringsgov.com. More than one communication among a quorum of the Commission is considered a meeting and is in violation of the Missouri Sunshine Law.

Getting the Floor

Every member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall be confined to the question under debate.

Interruptions

A member, once recognized, shall not be interrupted when speaking unless to be called to order by the Presiding Officer, or as hereinafter provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined and if in order, shall be permitted to proceed.

Conflicts

If a member of the Commission believes they have a conflict and would be unable to vote on an agenda item, the member should consult with the City Attorney to confirm the conflict. Once the conflict is confirmed, the City Attorney would assist in the preparation of a statement to be used by the member to recuse themselves prior to any discussion, public hearing, introduction and vote on the conflicting matter. The member would read the statement regarding the conflict and recuse themselves from the item. The member would leave the Council Chambers prior to the initiation of the matter on the agenda and would remain absent until the final vote on the matter. The recusal may affect the quorum required for the meeting and majority affirmative vote.

The Commission does not have an option to abstain from a vote due to a conflict but should recuse prior to the agenda item. If the member of the Commission did not recuse themselves prior to the agenda item and participated in discussion and abstains from voting on the item, the City Attorney would advise the member that abstaining is not an option at that time. If the member continues to abstain or refuses to vote, the Recording Secretary would record the vote as "AYE" and note in the journal that the member refused to vote.

If a member of the Commission does not believe they have enough information to make a decision on a matter, they may move to continue the matter to a future meeting requesting staff to provide the needed information. The motion would require a majority vote of the entire Commission to continue. If the motion to continue fails, all members of the Commission must vote either aye or nay.

Order of Business and Preparation of Agenda

Deadlines for filing for placement on a Commission agenda shall be in accordance with deadlines established by the Staff Liaison.

The order of business on the agenda shall be as follows:

- Call to Order
- Confirmation of a Quorum/Roll Call
- Approval of previous meeting Minutes
- Presentation of requests agenda items
- Other business to be considered at a future meeting
- Visitors (if the Commission so chooses)

- Adjournment

A motion from the floor must be made and passed in order to dispense with any item on the agenda.

Where the volume of agenda items may require such action, the Chair may postpone discussion of certain agenda items until sufficient time is available for the members to give proper review to such subjects. If public interest warrants, the Chair may rearrange the order of the agenda.

An item not included on a Commission agenda shall not be discussed by the Commission. Direction shall be given to the Staff Liaison to include on a future Commission agenda.

Agendas shall be posted on the Notice Board in the lobby of City Hall, and on the City's website. The agenda shall note at the bottom the date it was posted. The agenda posted on the website shall be published and sent to email addresses requesting to be notified of the Commission agendas.

Meeting Shall be Open to the Public

All meetings shall be open to the public, except for closed sessions, as provided by the Statutes of the State of Missouri and the Ordinances of the City of Blue Springs.

Motions

Unless operating under procedures provided by Missouri statute or other legal regulations, all motions shall be open to debate without restriction, shall require a second (except as noted in the Rules), and shall require a simple majority vote of the members present and able to vote for passage. A motion requires that a Commissioner makes a motion by stating "I move to..." and another Commissioner seconds the motion. If a motion does not receive a second, the motion will not be considered.

A motion must be made and seconded before the Commission can debate the motion. Debate is limited to the motion immediately on the floor.

Amending or withdrawing a motion. If a main motion is on the floor and a Commissioner moves to amend that motion, and the motion to amend receives a second, discussion must be limited to the amendment first. If the amendment is not seconded it will not be considered.

If the seconder disagrees with the amendment, they may withdraw the second and the amendment must be seconded by another Commissioner. The motion maker may withdraw their motion for lack of a second, or the withdrawal of the second.

If the motion to amend is passed, the main motion, as amended, can now be discussed.

A sample of commonly used motions are included on **Attachment 1**. No motion shall violate these Rules of Procedure. It is the Presiding Officer's duty to rule a motion out of order.

Members Leaving Meeting Room During a Meeting

With the exception of a member of the Commission recusing themselves and leaving the meeting room due to a conflict, the Presiding Officer and all Commissioners shall remain in their designated places during the meeting unless a recess is called or the member is excused by the Presiding Officer with cause. A vote shall not be taken during a member's absence from their chair.

Visitors

The Commission may, although not required to do so, allow the public to speak during the Visitors' section of the agenda. Anyone wishing to address the Commission must complete a Speaker Appearance Form. If the Speaker Appearance Form is completed online, it must be submitted prior to 4:00 on the day of the meeting; otherwise the speaker will need to complete a paper form and submit to the Recording Secretary in the meeting room prior to the start of the meeting.

The Presiding Officer may ask speakers to not repeat comments made by others, and to limit their comments to no more than three minutes. The Commission should not engage in discussion with the speaker, but take the matter under advisement for a future meeting.

Visitors are not required to be residents of the City, but the Presiding Officer may advise that the Commission may not give the same weight to the testimony as it would a resident.

Procedure for Recommendations to City Council

If the Commission votes to submit a recommendation to the City Council for consideration, the recommendation shall be documented and submitted to the City Clerk by the Staff Liaison three weeks prior to the Council meeting. The recommendation shall be included with the Council Agenda in the Information section. The Commission may be requested to present the recommendation at a future meeting of the City Council if either the Mayor or two Councilmembers request.

Conduct during Meetings

Any Commissioner desiring to speak shall be recognized by the Presiding Officer and shall confine their remarks to one subject under consideration or to be considered.

Any discussion on issues must be relative to the specific topic at hand to allow adequate time to fully discussed scheduled issues.

Cell phone or computer use to text or use social media during meetings should be avoided.

Commissioners should avoid discussion or sharing their opinion of matters on social media or outside of public meetings. If emails are received regarding a project outside of the public meeting, information regarding the date of the meeting at which the item will be discussed should be shared. Commissioners should encourage the individual to attend the Commission meeting where the item will be discussed to hear all comments or to address the Commission. The City Attorney will assist in drafting a response for citizens and developers who wish to speak with Commissioners outside of a public meeting.

How and When Rules of Procedure May be Suspended

These rules may be suspended if the Commission determines such action is necessary in case of an emergency that effects the general well-being, health or welfare of the City of Blue Springs or its citizens. Such consent will be by a 2/3 majority of the Commission present and voting.

Attachment 1 - Sample Motions

Main Motions. Motions that bring business before the Commission are debatable and amendable and as a general rule need a majority vote to pass.

APPROVE – official action to endorse a proposal

AUTHORIZE – official approval to empower an action or a person to act on behalf of the Commission in a specific manner

DENY – official action to reject a proposal

RESCIND/REPEAL – official action to nullify previous action taken by the Commission; requires a two-thirds vote or a majority of the entire membership

Privileged motions. Motions that warrant interrupting all other motions, take precedence over other questions and are not debatable.

FIX THE TIME TO WHICH TO ADJOURN – sets the time for continuation of the present meeting in order for another meeting to continue business, but does not adjourn the present meeting or set the time for its adjournment; requires a majority vote

Example: I move that when this meeting adjourns, it adjourns to meet on (date and time) at (place).

ADJOURN – a privileged motion to close a meeting that must be seconded and is not subject to debate; discussion must be halted and a vote taken

RECESS – Short interruption which does not close the meeting; motion is not required if recess is included on the agenda

CLOSED SESSION – allows for a closed session for those purposes stated in RSMo 610.021; motion must be made in an open session, must be seconded, and is subject to limited debate as to the date and/or time and general purpose

Incidental motions. Motions that arise out of another pending question that takes precedence and must be decided before the question is answered or are incidental to a question that should be decided before any other business is taken up.

POINT OF ORDER – enables a Commissioner to bring attention to a potential breach of order or to question a procedure or rule; it does not require a second and is not debatable

SUSPENSION OF THE RULES – enables the Commission to temporarily set aside its rules, or any specific portion of its rules, in order to proceed to the consideration of a question or matter; it must not extend past the matter acted upon or the meeting, must state the purpose for the suspension and requires a second

DIVIDE A QUESTION – enables the Commission to divide a complex question or proposal and to consider the matter by section or paragraph; it must be seconded and is not subject to debate

Subsidiary motions. Motions that set aside a motion temporarily and permanently.

AMEND – to improve or clarify the intent or substance of a pending motion that must be made while a motion is on the floor. Amendments must be relevant to the question under consideration and shall be acted upon in reverse order. Motions can be amended only to a third degree, that is, one can amend an amendment, but can go no further.

ADDITION – addition of specific words or phrases or sentences to perfect the intent or meaning of the pending main motion.

SUBSTITUTION – substituting provisions, sections or the entire language of the original motion and providing in lieu thereof new provisions, sections or language; substantially, offering a new motion relevant to the subject of the original main motion properly in possession of the body.

REFER – enables any pending question or matter to be referred to a committee, agency or department, or another entity for review, comment and possibly recommendation.

POSTPONE – postponing consideration (or further consideration) of a measure to a certain motion and carries a time limit and can be debated as to the merits of postponement.

POSTPONE TO A CERTAIN TIME/POSTPONE DEFINITELY – set the date and time when the motion will be acted upon

TABLE – temporarily setting aside a pending motion (or series of pending motions) to take care of something else deemed urgent; if the motion laid on the table is not taken from the table by the next regular meeting, the motion dies

Pending motion. When a main motion has been made, members can amend it, postpone it, etc. All of the actions that take place while the main motion is pending are subsidiary motions.