

SAMPLE MOTION PREP

Check Your Rules

Recess

"I move to recess for [15 minutes, e.g.]...."

Requires a second

Not debatable

Can be amended (requires majority vote)

Majority vote required to pass

Adjourn

"I move to adjourn this meeting."

Requires a second

Not debatable

Cannot be amended

Majority vote required to pass

Extend public comment period

"I move to extend public comment period for [15 minutes]."

Requires a second

Not debatable

Can be amended (requires majority vote)

2/3 vote required to pass

Postpone the balance of the agenda

"I move to postpone the balance of the agenda including opening and holding open the public hearings listed on the agenda until [7pm] on [Monday, November 18, 2019] at [these Council Chambers]."

Requires a second

Can be amended

Debatable

Majority vote of council members present required to pass

End Discussion

"I move to call the question."

Requires a second

Cannot be amended

Motion to end discussion is not debatable

Majority vote of council members present required to pass