MEETING NOTICE
The City of Cedar Rapids Historic Preservation Commission will meet at:

4:30 P.M.
Thursday, September 14, 2017
in the
Five Seasons Room, City Services Center
500 15th Avenue SW, Cedar Rapids, Iowa

AGENDA

Call Meeting to Order

1. Public Comment
   Each member of the public is welcome to speak and we ask that you keep your comments to five (5) minutes or less. If the proceedings become lengthy, the Chair may ask that comments be focused on any new facts or evidence not already presented.

2. Approve Meeting Minutes

3. Action Items
   a) Demolition Applications (30 minutes)
      i. 2057 Washington Avenue SE – 12x18 Accessory Structure, Private Property
      ii. 220 7th Avenue SW – Primary Structure, Private Property
      iii. 214 7th Avenue SW – Primary Structure, Private Property
      iv. 20 22nd Avenue SW – Primary Structure, City Owned Property
   b) Demolition Applications Under Review (5 minutes)
      i. 1708 4th Avenue SE – Primary Structure, Private Property Expires 10/24/17
   c) Historic Preservation Commission Bylaws (15 minutes)

4. Discussion Items (10 minutes)
   a) Update to historic district guidelines
   b) Bever Park Pedestrian Bridge

5. Announcements

6. Adjournment

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Community Development Department at (319) 286-5041 or email cd-plan@cedar-rapids.org as soon as possible, but no later than 48 hours before the event.
Call Meeting to Order

- Mark Stoffer Hunter called the meeting to order at 4:31 p.m.
- Seven (7) Commissioners were present with two (2) absent.

1. Public Comment
- Bob Grafton asked that the Commission place a hold on the property up for demolition at 1708 4th Avenue SE because Habitat for Humanity has interest in moving the property onto a vacant lot. There is potential for land swapping between two (2) non-profit organizations.

2. Approve Meeting Minutes
- Ron Mussman made a motion to approve the minutes from August 10, 2017. Barb Westercamp seconded the motion. The motion passed unanimously.

Item 3bi was considered next to accommodate guests.

3. Action Items
b) Certificates of Appropriateness
i. 1316-1320 3rd Avenue SE – Installation of rear yard fence
- Jeff Hintz stated that this project is for the installation of a six (6) foot chain link fence to match the existing fence at 1320 3rd Avenue SE. A shed was moved which formed this section of fence and the request is to fill the fifteen (15) foot gap. This project is also for the installation of a CertainTeed brand vinyl fence which is six (6) feet high with a gate. This fence will simulate a cedar surface and be colored a “weathered blend” to match the trim on the adjacent learning center connected to the church. Mr. Hintz shared photos of the fencing locations as well as a site
plan view and the Historic District Guidelines on fences and the prioritization. Staff recommends approval because no defining feature on any building would be impacted by the proposal, the chain link fencing is necessary for supervisory and safety purposes of the playground, only a fifteen (15) foot section is being fenced, brown fencing blends with the building and is not reflective or shiny, and vinyl fence would screen the maintenance area and accessory buildings, which are not viewed as contributing structures.

- The applicant discussed what updates have been made to the church property and how the fencing fits into those plans. The section of chain link fencing that needs to be filled in is to secure the area for children to play.
- The applicant stated that they looked into wood fencing and decided not to use it because the vinyl was a better option for vandalism. Vandalism is easier to clean off of the vinyl fencing.
- Mr. Oberbroeckling stated that he would rather see chain link by the sheds than the vinyl to match the other fencing. The applicant stated that vinyl fencing conceals the area better than chain link. There have been items stolen out of the sheds and the vinyl fence helps conceal the sheds. Jeff Hintz noted that staff would not recommend chain link for a larger area because chain link is not recommended in the Guidelines.
- Tim Oberbroeckling made a motion to approve the Certificate of Appropriateness for the installation of two (2) fences, one (1) chain link and one (1) vinyl, at 1316-1320 3rd Avenue SE because of their location at the back (alley side) of the property and because it is for a small section. Mr. Oberbroeckling noted that if other areas were being fenced in with these materials the application likely would not have been approved. Heather Sundermann seconded the motion. The motion passed unanimously.

Amanda McKnight Grafton arrived at the meeting at 5:12 p.m.

a) Demolition Applications
   i. 1708 4th Avenue SE - Primary Structure, Private Property
      - Jeff Hintz stated that this property was built in 1920 and is considered eligible under Criteria C in the 1994 Intensive Survey. Staff recommends immediate release. The structure is not in future plans for the property owner as the land is proposed to be included with a day care center.
      - Mark Stoffer Hunter noted that there is historic significance near the house as well.
      - Amanda McKnight Grafton made a motion to place a sixty (60) day hold on the property at 1708 4th Avenue SE so that the opportunity to move the property can be explored. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

   ii. 1869 Ellis Boulevard NW – Primary Structure, City Owned Property
      - Iván Gonzalez stated that this property was built in 1956 and was deemed not eligible in the 2009 Reconnaissance Survey. Staff recommends immediate release. The remove of this structure is necessary to allow for the construction of the Flood Control System.
      - Tim Oberbroeckling made a motion to approve the demolition of 1869 Ellis Boulevard NW. Barb Westercamp seconded the motion. The motion passed unanimously.

   iii. 2120 E Avenue NE – 12x24 Accessory Structure, Private Property
      - Iván Gonzalez stated that this garage was built in 1935. The area was looked at for the 2014 Citywide Survey and was not recommended for intensive survey. Staff recommends immediate release. The building style and character are not consistent with known historical carriage houses in the City.
• Tim Oberbroeckling made a motion to approve the demolition of the accessory structure at 2120 E Avenue NE. Barb Westercamp seconded the motion. The motion passed unanimously.

iv. 1919 Park Avenue SE – 16x20 Accessory Structure, Private Property
• Iván Gonzalez stated that this garage was built in 1922. The area was looked at for the 2014 Citywide Survey and was not recommended for intensive survey. Staff recommends immediate release as the garage has structural issues. The building style and character are not consistent with known historical carriage houses in the City.
• Mark Stoffer Hunter noted that it is not just carriage houses the Commission is looking for but also greenhouses or garlows as well as archeological unity between the home and garage.
• Amanda McKnight Grafton made a motion to approve the demolition of the accessory structure at 1919 Park Avenue SE. Caitlin Hartman seconded the motion. The motion passed unanimously.

v. 1242 30th Street SE – 19x22 Accessory Structure, Private Property
• Jeff Hintz stated that this garage was built in 1928. The area was looked at for the 2014 Citywide Survey and was not recommended for intensive survey. Staff recommends immediate release because the garage has termite damage. The applicant plans to rebuild.
• Mark Stoffer Hunter would like to take photos of the garage before demolition.
• Amanda McKnight Grafton made a motion to approve the demolition of the garage at 1242 30th Street SE. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

c) Prioritization of Area Recommended for Intensive Survey
• The seven (7) Commissioners in attendance gave their rankings for the fourteen (14) areas recommended for intensive survey. Discussion was held about Coe College and the surrounding area. The majority of the Commission feels that the greatest threat of demolition is to the neighborhoods surrounding Coe College.
• Amanda McKnight Grafton made a motion to approve the ranking for the prioritization of areas recommended for intensive survey in the Citywide Survey as follows: Coe College area, Vernon Heights, Beyer Park and Woods, East Highlands, Ridgewood Addition, County Club Addition, Greene and College First Addition, Midway Park Addition, North Highlands, Northview First Addition, Coon McNeal Development, Mount Mercy Campus, Belmont Park, and Rapids Township. Tim Oberbroeckling seconded the motion. The motion passed with Caitlin Hartman opposing.

4. Discussion Items
a) Update to Historic District Guidelines
• Jeff Hintz stated that the City’s graphic designer has finished the template and that staff is working on adding the guidelines text to the template. When staff is finished the Commission will have a chance to see the document before public outreach takes place.

b) Historic Preservation Commission Bylaws
• Jeff Hintz stated that staff incorporated all of the changes that the Commission asked for at the last meeting. If the Commission is okay with the changes the bylaws will be sent out at least ten (10) days prior to the next meeting so that they can be approved at the September 14, 2017 meeting.
• The Commission did not have any changes at this time.
• Amanda McKnight Grafton thanked staff for listening to the Commission’s thoughts and adding them into the bylaws.

c) Recognition of Outgoing Commissioner
• Jeff Hintz thanked Caitlin Hartman for her time on the Commission. The Commissioners expressed their thanks as well.

5. Announcements
• Jeff Hintz stated that there will be an unveiling media event for the signs and posts on September 13, 2017 in front of the Bethel AME Church.
• Barb Westercamp wanted to make sure that the Commission is aware that a few of the historical buildings at Usher’s Ferry will have to be closed down due to accessibility requirements through the ADA.

6. Adjournment
• Barb Westercamp made a motion to adjourn the meeting at 6:26 p.m. Tim Oberbroeckling seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Anne Kroll, Administrative Assistant II
Community Development
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: September 14, 2017

Property Location: 2057 Washington Avenue SE
Property Owner/Representative: Brad and Mary Shipman
Owner Number(s): 515-281-3466 Demolition Contact: Same
Year Built: 1918
Description of Agenda Item: ☒ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: The structure subject to demolition is the 12x18 garage built in 1918 per the City Assessor. The future plan is to rebuild after the demolition; any development would go through the land development process.

City Assessor Information on the parcel: http://cedarrapids.iowaassessors.com/parcel.php?parcel=142218200100000

Historic Eligibility Status: Eligible ☒ Not Eligible ☐ Unknown ☒ N/A ☐
Explanation (if necessary):

The reconnaissance surveys the City has commissioned generally do not mention accessory structures. This area of the City was looked at in 2014 as part of the Citywide Survey and was recommended for intensive survey. The survey does not mention accessory structures, but generally focuses on primary structures.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)

Other Action by City: Yes ☐ No ☒ N/A ☐
Explanation (if necessary):
Recommendation: Immediate release.

Rationale: The intent of Chapter 18 was not to target garages lacking ornate features, but to target structures designed as carriage houses or garages with ornate features. The building style and character are not consistent with known historical carriage houses in the City.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: September 14, 2017

Property Location: 220 7th Avenue SW
Property Owner/Representative: Kingston Family Apartments LLLP
Owner Number(s): 515-244-8308  Demolition Contact: Lacy Lampe 319-362-9394
Year Built: 1900
Description of Agenda Item: ☒ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: This property was recently acquired by the current owner with the intention of building a multi-family development in the area bounded by Diagonal Drive to the north, the alleyway to the east of this property, 3rd Street SW to the west and the southern property line of 709 3rd Street SW. The project is currently going through the land development process.

City Assessor Information on the parcel:

Historic Eligibility Status: Eligible ☐ Not Eligible ☒ Unknown ☐ N/A ☐
Explanation (if necessary):
The 2009 Kingston Architectural Reconnaissance Survey identified this property as Not Eligible for the National Register of Historic Places.

The State Historic Preservation Office has reviewed and concurred with this survey.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)

Other Action by City: Yes ☐ No ☒ N/A ☐
Explanation (if necessary):
Recommendation: Immediate release.

Rationale: Determined not historic for state or national significance in an intensive level survey. The structure generally lacks character defining features that would be significant at the local level.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: September 14, 2017

Property Location: 214 7th Avenue SW
Property Owner/Representative: Kingston Family Apartments LLLP
Owner Number(s): 515-244-8308 Demolition Contact: Lacy Lampe 319-362-9394
Year Built: 1900
Description of Agenda Item: ☑ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: This property was recently acquired by the current owner with the intention of building a multi-family development in the area bounded by Diagonal Drive to the north, the alleyway to the east of this property, 3rd Street SW to the west and the southern property line of 709 3rd Street SW. The project is currently going through the land development process.

City Assessor Information on the parcel: http://cedarrapids.iowaassessors.com/parcel.php?parcel=142830300700000

Historic Eligibility Status: Eligible ☐ Not Eligible ☑ Unknown ☐ N/A ☐
Explanation (if necessary):

The 2009 Kingston Architectural Reconnaissance Survey identified this property as Not Eligible for the National Register of Historic Places.

The State Historic Preservation Office has reviewed and concurred with this survey.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)

Other Action by City: Yes ☐ No ☑ N/A ☐
Explanation (if necessary):
Recommendation: Immediate release.

Rationale: Determined not historic for state or national significance in an intensive level survey. The structure generally lacks character defining features that would be significant at the local level.
Historic Preservation Commission Agenda Item Cover Sheet

Meeting Date: September 14, 2017

Property Location: 20 22nd Ave SW
Property Owner/Representative: City of Cedar Rapids
Owner Number(s): Demolition Contact: John Riggs 286-5981
Year Built: 1959
Description of Agenda Item: ☒ Demolition Application ☐ COA ☐ Other

Background and Previous HPC Action: This property was recently acquired by the City and removal of the structure is necessary to allow for the construction of the Flood Control System. Until the construction begins in this area, the lot will be seeded and maintained as grass.

City Assessor Information on the parcel:

Historic Eligibility Status:
Eligible ☐ Not Eligible ☒ Unknown ☐ N/A ☐
Explanation (if necessary):

The 2010 Czech Village Residential Architectural Reconnaissance Survey identified this property as Not Eligible for the National Register of Historic Places.

The State Historic Preservation Office has reviewed and concurred with this survey.

If eligible, which criteria is met:
☐ Associated with significant historical events (Criteria A)
☐ Associated with significant lives of person (Criteria B)
☐ Signifies distinctive architectural character/era (Criteria C)
☐ Archaeologically significant (Criteria D)

Other Action by City: Yes ☒ No ☐ N/A ☐
Explanation (if necessary): Demolition of the structure once a bid had been awarded.
Recommendation: Immediate release.
Rationale: Determined not historic for state or national significance in an intensive level survey. The structure generally lacks character defining features that would be significant at the local level.
Date: September 14, 2017
To: Cedar Rapids Historic Preservation Commission
From: Jeff Hintz, Planner II Community Development Department
Subject: Commission Bylaws

Background: The current Historic Preservation Commission bylaws were adopted and have been in place since 1994. Since that time, many changes have occurred to City Government in Cedar Rapids. The draft of the proposed bylaws removes duplication of items addressed in recently adopted Chapter 18 of the City Municipal Code. The bylaws are formatted similarly to those of the City Planning Commission.

The attached bylaws are a combination of the original staff draft shared in July of 2017, but account for all of the changes discussed with the HPC in July and August.

Next Steps: Commission Consideration of the Bylaws as written at the September 14, 2017 meeting. Any changes would require a draft of the exact language to be presented to all Commission members at least 10 days prior to the meeting where amendment would be considered.

Attachment 1: Proposed bylaws of the Historic Preservation Commission
HISTORIC PRESERVATION COMMISSION BYLAWS

Adopted August, 1994
Amended September, 2017

I. ORGANIZATION

A. Establishment

The Historic Preservation Commission (the “Commission”) was established under Section 18.03 of the Municipal Code (the “Code”) of the City of Cedar Rapids, Iowa (the “City”).

B. Responsibilities

The Commission shall have the responsibilities provided in the Section 18 of the Code.

II. RULES

The Commission establishes the following procedural rules:

A. Offices

At its first regular meeting of the calendar year, the Commission shall elect from its membership a Chairperson and a Vice-Chairperson. No individual shall be chairperson or vice-chairperson for more than six consecutive years.

1. Powers and Duties of Offices.

   a. Chairperson.
      i. Preside at meetings.
      ii. Call special meetings.
      iii. Sign official documents.
      iv. Establish committees, appoint members thereto and select chairpersons thereof.
      v. See that all actions of the Commission are properly taken and carried out.
b. **Vice-Chairperson.** During the absence, disability, disqualification of the Chairperson or following removal of the Chairperson, the Vice-Chairperson shall exercise the duties of the Chairperson.

2. **Removal of Officers.** The Commission may remove an officer during a hearing by a two-thirds supermajority vote. Any such removal shall be accompanied with a written statement stating reasons as to why the officer is being removed. The officer who is being removed shall be provided an opportunity to respond to the statement of reasons for removal during the hearing on the matter, prior to the vote being taken.

3. **Replacement of Officers.** If an office becomes vacant, the Commission shall elect a member at the next regular meeting to serve the unexpired term of the vacated office.

4. **Temporary Absence of Officers.**
   
a. **Temporary Appointments.** In the event of the temporary absence or following removal of an officer, the Chairperson may appoint another member to serve temporarily.

   b. **Order of Succession.** In the absence of both officers and a temporary Chairperson, the Commission shall elect a member to serve as temporary Chairperson for that meeting.

**B. Ad Hoc Committees**

The Chairperson may establish committees for a stated purpose, and appoint committee members and chairpersons, subject to Commission approval. The Chairperson may appoint non-members of the Commission to any committee, but the non-members shall not vote. The Chairperson may be a member of any committee and may also choose to appoint a committee chair, who is a member of the Historic Preservation Commission, for all ad hoc committees on which they are not a part. All committees shall make timely reports of their findings and recommendations to the Commission.

Committee meetings shall be scheduled and conducted in compliance with the Iowa Open Meetings Law.

**C. Meetings**

1. **Time and Place.** Commission meetings shall be noticed at least 24 hours in advance and the agenda shall include the topics of discussion and action and also include the time and place of the meeting.

2. **Notice.** Commission meetings shall be open to the public and scheduled and conducted in compliance with the Iowa Open Meetings Law. Closed sessions may be held as provided by law.

3. **Quorum.** In order for the Commission to act, a quorum of over 50% of the members must be present.

4. **Voting.** A majority vote of members present and voting is required for Commission action. Voting shall be by show of hands, and each member’s vote will be recorded. If a member is present and voting, the member’s failure to vote will be counted as an
affirmative vote. When a roll call vote is taken, the Chairperson may vote and if doing so, shall vote last.

5. **Roberts Rules of Order.** A modified “Demeter’s Manual of Parliamentary Law and Procedure” is hereby incorporated into these Bylaws as Appendix A, and shall be followed by the Commission.

6. **Minutes.** Meeting minutes shall be kept and subsequently approved by Commission action, signifying that the minutes are accurate and complete. The minutes shall record the members’ attendance, recusal for conflict, and votes. Once approved, the minutes shall become part of the public records of the Commission.

D. **Reports and Records**

The Commission shall provide for the safekeeping of all plans, reports, maps, data, and other pertinent material collected. The Commission shall provide likewise for its records, including minutes, correspondence, official documents, maps, plats, applications, petitions, and similar matter referred to the Commission. Such reports and records are public records and shall be open to inspection at reasonable times and upon reasonable notice.

E. **Meeting Attendance by Members**

If a member is absent from three consecutive meetings or more than 25% of all meetings during one calendar year, the Chairperson or the chairperson’s designee, who shall be a member of the Commission, shall inquire with the member whether such absences may continue in the future. If it appears that such frequent absences may continue, or if the absences do continue, the Chairperson may request removal of the member through the City Manager’s office.

If a member knows in advance that he/she will be absent from a meeting, then the member shall provide the staff 24 hours’ notice.

F. **Conflict of Interest**

When a member has a Private Financial Interest, as defined in Code § 6.22(c)(9), in a matter before the Commission, the member shall state before the Commission considers the matter that a conflict exists and that the member is recusing himself or herself from participation. Following recusal, the member shall not participate in discussion and voting on that matter and must sit with the general public while the Commission considers the matter. The minutes shall note the member’s statement of recusal and compliance with this provision.

III. **AMENDMENT**

These Bylaws may be amended by a majority vote of members present and voting at any meeting, scheduled and conducted in compliance with the Iowa Open Meetings Law, at which a quorum is present, provided that at least 10 days prior to said meeting a written notice has been sent to Commission members containing a copy of the proposed amendment or change and also identifying the location, time and place of such meeting.
Appendix A

Rules of Order

The following procedures are based primarily, but not entirely, on the “Demeter’s Manual of Parliamentary Law and Procedure” and have been established to assist with the manner in which meetings are conducted and, when utilized should help to: (1) establish orderly procedure; (2) protect the opinion of the minority and (3) express the will of the majority.

A. RESPONSIBILITY OF OFFICERS

1. The chairperson shall act as the presiding officer of a committee.

2. It is the Chairperson’s responsibility to maintain order and conduct meetings with the proper decorum. This includes recognizing those people in attendance who want to address the Commission.

3. The Chairperson shall preside with impartiality, and should not debate motions while presiding. If the chairperson wishes to debate, the duty of presiding should be surrendered to another impartial party, (preferably the Vice-Chairperson), until another topic on the agenda is presented for discussion.

4. The Chairperson may vote at any time but it is wise to vote last and only when the result would be altered by creating or breaking a tie.

5. The Chairperson should use the gavel sparingly and only to:
   A. call the meeting to order;
   B. maintain or restore order;
   C. give to someone who is temporarily acting as a chairperson; and/or
   D. give to his/her successor in office.

6. Except for those items specifically referred to the Commission by the City, (either through the City Council or another City Department) the Chairperson shall also generally have the responsibility for establishing the items to be considered on the meeting agenda. Any additional items that any Commission member wants the Commission to consider should be submitted verbally or in writing, prior to the meeting, either (1) Directly to the Chairperson for possible inclusion on the agenda, or (2) to the Community Development Department, which will inform the Chairperson for possible inclusion. Agenda items may be identified as “new business” at a Commission meeting for later consideration. A show of hands should be used to determine if there is support to consider the topic so identified at a later meeting.

B. VOTING

A Commission member, may at their option, abstain from voting.

If a vote of the Commission should result in a tie, without a simple majority decided, the motion for which the vote was taken shall be tabled, thereby allowing the Chairperson to continue with business.
No vote shall be taken at a meeting until it is determined that a quorum of the Commission is present.

C. BASIC PROCEDURES FOR MOTIONS:

The following outlines the basic procedure that should be utilized for a motion to be made, seconded and voted upon:

1. A commission member raises their hand for recognition by the Chairperson.

2. The Chairperson recognizes the Commission member thereby giving them the floor to address the Commission.

3. The Commission member states his or her motion to be considered by the Commission.

4. Another Commission member seconds the motion that has been made. The purpose of this second is to determine if there is support for discussion on the subject. Any motion, therefore, which fails to receive a second, will be laid to rest by the Chairperson enabling the Commission to move onto another motion.

5. The Chairperson then calls for the discussion on the motion (it should be noted some types of motions described under section D, do not need or allow for discussion to take place).

6. Following discussion (and approval of any other motions with a higher priority including, but not limited to, motions to amend, postpone, table, or call the question), the Chairperson calls for the vote.

7. The Chairperson announces the result of the vote.

D. TYPES OF MOTIONS:

Commission motions are ranked in a hierarchy of priority from low to high (as outlined below, motion 1 has the lowest priority, while motion 10 has the highest). A motion for an amendment (number 2) for example would take precedence over a main motion (number 1) and a motion to adjourn (number 10) would take precedence over all other motions.

1. Main motion:
   Use: To introduce a specific subject for consideration. Only one main motion may be considered at a time and when no other business is pending.
   - Requires a second
   - May be debated
   - May be amended

2. Motion to Amend:
Use: To change or improve upon a main motion. Amendments are voted upon separately and prior to voting on the main motion. Amendments must be pertinent to the main motion.

- Requires a second
- May be debated
- May be amended (an amendment may be amended only once. There is no limit, however, to the number of amendments that may be made to a main motion).

3. Motion to postpone indefinitely:

Use: To test the strength of a main motion; to kill a main motion. A motion which is postponed indefinitely cannot be brought up for consideration again unless it is introduced as a new motion at a later.

- Requires a second
- May be debated

4. Motion to Postpone to a Definite Time:

Use: To set a time for consideration of the subject; usually the next meeting.

- Requires a second
- May be debated
- May be amended

5. Motion to Limit or Extend Debate:

Use: To set a definite length of time for debate, to set the length of speech per debater. The Chairperson may on his/her own initiative apply limitations if there are no objections.

- Requires a second
- May not be debated
- May be amended

6. Motion to Call the Question:

Use: To terminate all further debate and amendments and vote on the main motion immediately.

- Requires a second
- May not be debated
- May not be amended
7. Motion to Table:

Use: To lay the main motion, as well as any motion affecting the main motion, aside temporarily. Business that has been tabled does not automatically come before the Commission again. A motion to take from the table can prevail no later than the meeting where approved, otherwise it must be introduced as a new subject for consideration at a later meeting.

- Requires a second
- May not be debated
- May be amended

8. Motion to Recess:

Use: To suspend business temporarily; usually for a designated time period such as five, ten, or fifteen minutes. The Chairperson may use his/her own initiative to declare a recess, if there are no objections.

- Requires a second
- May not be debated
- May be amended

9. Incidental motions:

May consist of the following:

a. Point of Order. To call attention to a possible infraction of the Commission’s by-laws.
   - Does not require a second
   - May not be debated
   - Chair determines appropriate action

b. Question of information to secure information concerning a main motion or the Commission’s by-laws.
   - Does not require a second
   - May not be debated
   - Chair determines appropriate action

c. Appeal a decision. To secure a reversal of a decision by the Chair.
   - Requires a second
• May be debated
• May be amended

10. Motion to Adjourn:

Use: To bring the meeting to a close. In the event of an emergency or when a quorum has been lost, the Chairperson shall declare the meeting adjourned.

• May be proposed at any time after the meeting is called to order
• Requires a second
• May not be debated
• May be amended
• Does not require a quorum
• Announcements may be made only after a motion to adjourn has been approved

Rules for Motions

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<thead>
<tr>
<th>Type Of Motion</th>
<th>Requires A Second</th>
<th>May Be Debated</th>
<th>May Be Amended</th>
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<tbody>
<tr>
<td>1 Main Motion</td>
<td>X</td>
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<tr>
<td>2 Amendment</td>
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<td>3 Postpone Indefinitely</td>
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<td>4 Postpose To A Definite Time</td>
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<td>5 Limit Or Extend Debate</td>
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<td>6 Call The Question</td>
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<td>9 Incidental Motions</td>
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<td>A. Point Of Order</td>
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<td>B. Question Of Information</td>
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<td>C. Appeal A Decision Of The Chair</td>
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Commission motions are ranked in hierarchy of priority from low to high (as indicated in the following, motion 1 has the lowest priority ranking, while motion 10 has the highest). A motion for an amendment (“2”) for example, would take precedence over a main motion (“1”) and a motion to adjourn (“10”) would take precedence over all other motions. Any type of motion may be reconsidered, where appropriate.