



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362

June 26, 2025

To: Clallam County Park Board

A regular meeting of the Clallam County Park and Recreation Advisory Board will be held in the Board of Commissioners Meeting Room in the Main Courthouse Building on **Tuesday, July 1, 2025, at 5:30 p.m.**

Attention

Park and Recreation Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: **835 9170 1271** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **835 9170 1271** and passcode: **12345**

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at Melissa.Earley@clallamcountywa.gov

REGULAR MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – June 3, 2025 Regular Meeting
- E. Correspondence Received
 - 1. Clallam Bay County Park Ramp
 - 2. Panorama Vista County Park
 - 3. Panorama Vista County Park Status
 - 4. Open Meeting Act and Public Records Training – Updated Link

Direct: 360-565-2659
Main Office: 360-417-2291
Melissa.Earley@clallamcountywa.gov

- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
 - 1. 205-A Parks Department Fee Schedule Adjustment Draft v.3
- H. Committee Reports
 - 1. Parks Advisory Board Selection Committee Recommendation – Selection Committee recommendation adoption in New Business
 - 2. Parks Advisory Board Bylaw and County Code Amendment – No staff update
 - 3. Parks Advisory Board Schedule of Standard Events – Review
 - 4. 2025 Parks Master Plan Amendment – No staff update
 - 5. Dungeness Recreation Area Equestrian Trail Meeting Briefing
- I. Staff Reports
 - 1. Parks and Facilities Operations & Maintenance Budget and Staffing 10 year Trend
 - 2. Parks Master Plan Update – Kick Off Presentation July 15 at 5:30pm BOCC Meeting Room
 - 3. Clallam County Parks, Fair & Facilities Basic Principles of Roberts Rules of Order – Parks Advisory Board adoption in New Business
 - 4. Grant Update – RCO & LTAC
- J. New Business
 - 1. Adoption of Parks Advisory Board Selection Committee Recommendation
 - 2. Clallam County Parks, Fair & Facilities Basic Principles of Robert's Rules of Order – Parks Advisory Board adoption
- K. Board Member Comments
- L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- M. Adjournment

Crawford, Donald

From: ray colby <whadaisld@gmail.com>
Sent: Tuesday, June 10, 2025 11:57 AM
To: Crawford, Donald
Cc: Slip Point Lighthouse Keepers; Pankey, Cara; able@olypen.com; Malakoff, Kim; jlboe@DOC1.wa.gov; French, Mike
Subject: Re: Clallam Bay County Park Beach Access Ramp 6.10.2025 Update

Yay! and alright 🍷

On Tue, Jun 10, 2025, 11:44 AM Crawford, Donald <Donald.Crawford@clallamcountywa.gov> wrote:

Good afternoon, Clallam Bay / Sekiu!

Below is the pictorial Clallam Bay County Park Beach Access Ramp Status. Continue to keep your fingers crossed for the Clallam Bay / Sekiu Fun Day's completion deadline.





R. Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell

Crawford, Donald

From: Kit Lori Nielsen <lorikitnielsen@msn.com>
Sent: Wednesday, June 18, 2025 10:48 AM
To: Crawford, Donald; Alderson, Jeanne; Caldwell, Lisa & Bert; Coleman, Kathleen; Gasparach, Fred & Deb; Harris, Gregg & Renee; Harveson, Christie; Hildelmeier, Sarah & Bob; Jeff Tozzer; Mark & Reggie Bowerman (fundogs@fundogs5.com); msampo343@gmail.com; O'Rourke, Kathi; Terbilcox, Patrick; Debi & Dean Maloney & Massey
Cc: Earley, Melissa; McFarlen, Rick; Blaine, Troy; Mielke, Todd
Subject: Re: Update on Panorama Vista County Park Beach Access

Thank you, Don, for this clarification and that is all good to know. We will wait for future information and I am happy to continue to be the point of contact.

Lori Nielsen
 307.421.3849
 lorikitnielsen@msn.com

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Wednesday, June 18, 2025 10:32 AM
To: Kit Lori Nielsen <lorikitnielsen@msn.com>; Alderson, Jeanne <mochajda@msn.com>; Caldwell, Lisa & Bert <gazelle596@msn.com>; Coleman, Kathleen <kcoleman8553@gmail.com>; Gasparach, Fred & Deb <fgasparach@msn.com>; Harris, Gregg & Renee <greggwharris1@gmail.com>; Harveson, Christie <christie@sequimbay.net>; Hildelmeier, Sarah & Bob <Hillbillybob316@yahoo.com>; Jeff Tozzer <jeff.tozzer@gmail.com>; Mark & Reggie Bowerman (fundogs@fundogs5.com) <fundogs@fundogs5.com>; msampo343@gmail.com <msampo343@gmail.com>; O'Rourke, Kathi <kathi.orourke@sbcglobal.net>; Terbilcox, Patrick <terbilcox@yahoo.com>
Cc: Earley, Melissa <melissa.earley@clallamcountywa.gov>; McFarlen, Rick <rick.mcfarlen@clallamcountywa.gov>; Blaine, Troy <troy.blaine@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>
Subject: Update on Panorama Vista County Park Beach Access

Friends of Panorama Vista County Park,

The Park Department recently received an email regarding the installation of permanent "beach closure" signage at Panorama Vista County Park.

Please note that the "Permanent Signage" is intended for use in weathering seasonal conditions and does not imply a permanent closure directive from park management. As mentioned during our on-site meeting, the county's official stance is that beach access remains closed until further notice. If a member of the public were to be injured due to a temporary sign becoming weather-worn and illegible, the county could be held liable.

Our statements made during the public meeting regarding working on a viable solution to reestablish beach access remain unchanged. County Parks is actively collaborating with other county departments and a local surveyor to determine a path forward. I expect to have an update within the next 60 days.

Additionally, a preliminary capital budget for the project has been posted on the park department's priority list. However, I cannot advocate for formal capital funding until I have a clear understanding of what the potential beach access will entail, including permitting, design, construction, and related details. The commissioners are aware of the situation and are waiting for me to complete my research.

I am diligently working towards reestablishing beach access. Please feel free to reach out to me directly or contact Kit Lori Nielson for further information.

Best regards,

R. Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



From: Kit Lori Nielsen <lorikitnielsen@msn.com>
Sent: Wednesday, June 18, 2025 8:16 AM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Cc: Kit Lori Nielsen <lorikitnielsen@msn.com>
Subject: Panorama County Beach question

Don,

Good morning to you.

I wanted to contact you on behalf of the neighbors to the Panorama County Park and a question, please.

We have heard that the County is currently working on a permanent beach closure sign, there was discussion about no future access, we are concerned, and wondered what we could do to support a decision to retain some sort of access into the future? We have been discussing the pros/cons of contacting the Clallam County Commissioners or meeting with them to suggest some sort of way to generate funds to support the ideas you mentioned at our meeting? We may meet soon to discuss options and wanted to get your opinion.

Please feel free to contact me either via email or phone and I can spread the word amongst the Panorama and surrounding neighborhoods. I also can try to call you if that is easier.

Thanks in advance for input,
Lori Nielsen
307.421.3849

Crawford, Donald

From: Crawford, Donald
Sent: Monday, June 16, 2025 5:17 PM
To: Jeff Tozzer
Subject: Re: Panorama Vista Park

the Panorama Vista County Park situation is still squarely in my hands. The park is open. The beach access is closed until the situation below is resolved.

The situation is very straight forward. (Please don't quote my dates, I'm on quick road trip to Boise). In 1974 the land the park sits on became a county park. After approximately 20 years of beach erosion, the county parks department constructed a stairway beach access in the early 1990s. Since then the park bluff has continued to erode, requiring continual repairs and rehab.

This winter the weekend of the combo king tide and major winter storm rendered the stairway unsafe and beyond simple repair and refurbishment.

The parks department has boarded up the beach access stairway for now.

The parks department has met with the neighbors and local users on site and created an informal "Friends of Panorama Vista County Park". It is a simple email chain I have created to keep folks up to speed as I have updates. I will add anyone to the list.

The next step is to meet with the DCD Department to informally determine the shoreline master plan and other environmental considerations (permit & budget forecast) for a potential solution.

i am also coordinating with a local surveyor to have a survey completed to insure the potential solution is within the county property.

I continue to be very candid that due to the environmental considerations & permitting, this won't be a quick fix. I have only promised to keep folks updated as I can.

I am delighted to speak in person on this if you desire. I want to keep the information flowing.

Don Crawford

Pardon any errors or grammatical mistakes. I drafted this on the side of the road in Ellensburg, WA.

Get Outlook for iOS

From: Jeff Tozzer <jeff.tozzer@gmail.com>
Sent: Monday, June 16, 2025 3:29:50 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Subject: Panorama Vista Park

You don't often get email from jeff.tozzer@gmail.com. [Learn why this is important](#)
 Hi Don,

Can you say anything "official" about the closure of Panorama Vista Park? I'm getting inquiries from a few people and thought I'd ask you.

Thanks,

Jeff

Crawford, Donald

From: Crawford, Donald
Sent: Thursday, June 12, 2025 3:53 PM
Cc: Crawford, Donald; Earley, Melissa; Gores, Loni
Subject: Open Meeting Act and Public Records Training - UPDATED Link

Good afternoon, Parks Advisory Board!

I have attached to most up-to-date link to the Open Meeting and Public Records Online Training. Please disregard the earlier link.

<https://mrsc.org/training/pr-a-opma-e-learning>

Have a fantastic day!

R. Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



Ordinance ____

Amending Clallam County Code Chapter 5.100 Consolidated Fee Schedule –
Parks Department 205-A

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 5.100.205, Fees for Parks Department Fee Schedule is amended to read as follow:
See attached Parks Department fee schedule.

ADOPTED this _____ day of _____ 2023

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson_____
Loni Gores
MMC, Clerk of the Board_____
Mike French

PARKS DEPARTMENT FEE SCHEDULE 205-A v.3
EFFECTIVE 2026

OVERNIGHT CAMPING	FEE	REFERENCE
Dungeness Recreation Area		
Non-utility sites		
County residents	\$3230 per campsite	
Non-county residents	\$4240 per campsite	
Hiker/Biker sites (designated)	\$10 per person	
Second vehicle fee	\$1510 per vehicle	
Reservation fee	\$15 per reservation	
Dungeness Group Area <u>+ no body count</u>		<u>\$200 per night, 4 pm -12 noon</u>
Group of 15	\$158150 per night	
Group of 16-50	\$158150 + \$5 per each person over 15	<u>\$100 per day, 6-hour rental</u>
Non-refundable reservation fee	\$15 per reservation	<u>50 people max</u> <u>Beyond 50 people a separate special occasion permit will be required</u>
Salt Creek Recreation Area		
Non-utility sites		
County residents	\$3735 per campsite	
Non-county residents	\$4845 per campsite	
Utility sites		
County residents	\$4240 per campsite	
Non-county residents	\$5855 per campsite	
Hiker/Biker/ <u>kayaker</u> sites (designated)	\$10 per person	
Second vehicle fee	\$1510 per vehicle	
Reservation fee	\$15 per reservation	
Pillar Point — off season <u>September 15 through April 15</u> <u>in lower parking lot only the Dry</u> <u>Group Camp and Day Use area</u>	\$50 per season <u>\$200 per night, 4 pm -12 noon</u> <u>\$100 per day, 6-hour rental</u>	<u>100 people max</u> <u>Reservation Only</u> <u>Beyond 100 people a separate special occasion permit will be required</u>

PARKS DEPARTMENT FEE SCHEDULE 205-A [v.3](#)
EFFECTIVE 2026

Camp David Jr. (groups of 1-100) Full Camp Exclusive (groups requesting exclusive use of all facilities) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$578550 per night plus \$110 Lodge FeeUse plus \$1 per person per night \$683650 per night plus \$221240 Lodge feeUse plus \$2 per person per night \$769735 per night plus \$221240 per night Lodge feeUse plus \$3 per person per night	3-night minimum rental
Camp David Jr. Upper Camp (9 cabins and Lodge Use) Peak Season² Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$525500 per night plus \$110 Lodge FeeUse plus \$1 per person per night \$630600 per night plus \$221240 per night Lodge feeUse plus \$2 per person per night \$693660 per night plus \$221240 per night Lodge feeUse plus \$3 per person per night	Minimum rental is 9 cabins plus Lodge Use for 3 nights

PARKS DEPARTMENT FEE SCHEDULE 205-A [v.3](#)
EFFECTIVE 2026

Upper Camp 4 or more cabins and Lodge Use Shoulder Seasons³ Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$60⁵⁵ per cabin per night plus \$110 Lodge Fee Use plus \$1 per person per night \$74⁷⁰ per cabin per night plus \$221²⁴⁰ per night Lodge fee Use plus \$2 per person per night \$80⁷⁵ per cabin per night plus \$221²⁴⁰ per night Lodge fee Use plus \$3 per person per night	Minimum rental is 4 cabins plus Lodge for 3 nights
Beach Cabin Package Beach Cabin and Wohelo Log Cabin Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$143¹³⁰ per night plus \$1 per person per night \$221²⁴⁰ per night plus \$2 per person per night \$236²²⁵ per night plus \$3 per person per night	3-night minimum rental
Lodge Fee Use (Nightly) Organized Youth Groups Organized Adult Groups Individual/Family/Friends Groups	\$110⁰ \$221²⁴⁰ per night \$221²⁴⁰ per night	

PARKS DEPARTMENT FEE SCHEDULE 205-A [v.3](#)
EFFECTIVE 2026

Thanksgiving Week		
Full Camp Exclusive Use	\$3,2943,135 plus \$2 per person per night	4-night rental Wednesday through Sunday only
Upper Camp	\$2,7452,613 plus \$2 per person per night	
Beach Cabin Package	\$1,6471,568 plus \$2 per person per night	
Christmas Week		
Full Camp Exclusive Use	\$3,2943,135 plus \$2 per person per night	4-night rental December 23 through December 27 only
Upper Camp	\$2,7452,613 plus \$2 per person per night	
Beach Cabin Package	\$1,6471,568 plus \$2 per person per night	
New Year's Week		
Full Camp Exclusive Use	\$3,2943,135 plus \$2 per person per night	4-night rental December 29 through January 2 only
Upper Camp	\$2,7452,613 plus \$2 per person per night	
Beach Cabin Package	\$1,6471,568 plus \$2 per person per night	
DAY USE	FEE	REFERENCE
Salt Creek Picnic Shelter ⁴ Full service use - Full Day Only	\$105100 400 per day	
Dungeness Picnic Shelter (Group Camp) — Full day (opening until dusk) —	\$6360 per day	
MISCELLANEOUS	FEE	REFERENCE
Camp David Jr. reservation fee	\$15 per reservation	
Cots for additional capacity (ea.)	\$5 per night	
Camp David Jr. policy manual		
First copy	\$0	
Additional copies	\$3 each	

PARKS DEPARTMENT FEE SCHEDULE 205-A v.3 EFFECTIVE 2026		
Firewood — Camp David Jr., — Dungeness, and Salt Creek ⁵	\$31 per load variable	
Showers – Dungeness and Salt Creek ⁵	Variable-free	Push button timers
Dump station Registered camper Drop in	\$0 \$1540 per use	
Special occasion permits ⁶ Commercial event Private and non-profit group event Other event at Director's discretion	\$315300 \$158450 To be determined	

- ¹ Group must consist of at least 15 but not more than 50 people; groups above this limit must apply for a special occasion permit.
- ² Peak Season is defined as the Friday before Memorial Day through Labor Day Monday
- ³ Shoulder Seasons are defined as April 1 through the Thursday before Memorial Day and the Tuesday after Labor Day through October 31.
- ⁴ Full-service includes exclusive use of picnic shelter and all amenities, for up to 100 users. No charge use is not exclusive use and does not include use of cook top or sinks.
- ⁵ Fees shall be set by the Parks, Fair, and Facilities Department Director.
- ⁶ Fees shall be set on a case-by-case basis by the Parks, Fair, and Facilities Department Director for uses that fall outside the general fees and charges noted. Fees are based on the additional costs placed on the department to accommodate use, including incurred by the department to accommodate use, including, but not limited to: staff time (including benefits), equipment time, supply costs, utilities, and/or fair market rent.

Clallam County Parks Advisory Board **Annual Schedule of Standard Activities** (v5) January 28, 2025

Month	Activity PARKS ADVISORY BOARD	Activity PARK STAFF (pre- or post- PAB mtgs.)
January	Confirm capital budgets- Parks Capital, REET & REET II, Parks Capital Improvement Fund	Present capital budget reports for review
	Review current capital project timelines- by quarter	
	Review current grant project timelines- by quarter	
February	Review & recommend Master Plan amendments	Present staff-recommended Master Plan amendments
	Review, amend & adopt annual activities calendar	Present draft recommended annual activities calendar
March	Schedule PAB Field Trips	Schedule PAB Field Trips
	Adopt Parks Master Plan amendments (after public review)	Administer Master Plan amendment for BOCC adoption
April	Review the Parks Master Plan capital projects and make recommendations for 5-year Capital Plan	Present Master Plan capital projects for 5-year Capital Plan review
	Update 5-year Capital Plan & make priority recommendations	Prepare updated 5-year Capital Plans priority recommendations
May	Field Trip	Field Trip
	Review & recommend annual capital priorities	Submit revised 5-year Capital Plan to County Administrator & Finance
June	Field Trip	Field Trip
	Review staff-recommended Master Fee Schedule	Present staff-recommended Master Fee Schedule
	Recommend Master Fee Schedule update	Submit annual Master Fee Schedule recommendations to County Administrator/Finance
	Recommend annual capital budget priorities	Submit annual capital budget recommended priorities to County Administrator/Finance

July	Agenda open for catch-up or issue resolution or new proposals	Administer Master Fee Schedule for BOCC adoption
August	Agenda open for follow-up (or cancel meeting)	
September	Review staff reports on season highlights	Submits annual budget including capital priority recommendations to the County Administrator / Finance
		Prepare end-of-season staff reports for review
October	Review County Administrator/Finance approved 5-year Capital Plan and annual capital budget priority recommendations	Present preliminary DRAFT capital budgets & annual recommendation <i>(for PAB review only, no action)</i>
	Attend BOCC Draft Budget Submittal Meeting (optional)	
November	Annual PAB Elections- Chair & Vice-Chair	*Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)
	*Schedule Special December PAB Meeting- first Thursday in December (avoid conflict with BOCC budget hearings)	Present any capital budget priority changes as appropriate
	Confirm capital budget submittal priorities	
December	Year in review – Prepare annual accomplishments report	Contribute to annual activity/accomplishments report
	Attend BOCC Budget Adoption Hearings first Tuesday	

**Monthly “Special” PAB Meeting on the first Thursday of each month. 530 PM BOCC Board Room, to avoid conflict with BOCC annual budget hearings*

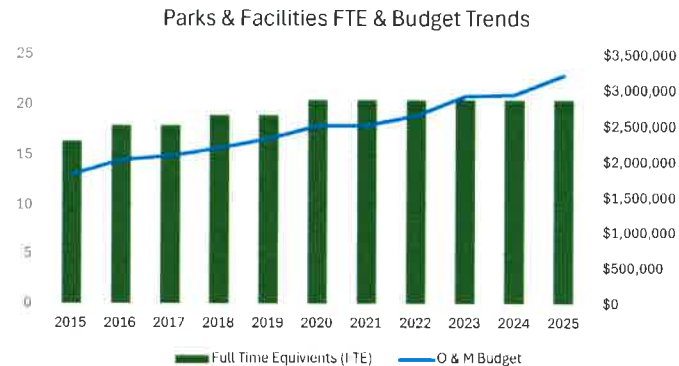
Clallam County Parks and Facilities

Staffing FTE (Full Time Equivalents)

O M (Operations and Maintenance) Budget

Trends

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Parks & Fair Staffing											
<i>Full Time Equivalents (FTE)</i>	16.42	17.99	17.99	19.04	19.04	20.54	20.54	20.54	20.54	20.54	20.54
(% change year over year)		9.56%	0.00%	5.84%	0.00%	7.88%	0.00%	0.00%	0.00%	0.00%	0.00%
(% change 10 years)											25.09%
Parks & Facilities											
<i>O & M Budget</i>	\$1,824,617	\$2,032,264	\$2,087,869	\$2,206,735	\$2,336,714	\$2,514,834	\$2,517,534	\$2,656,454	\$2,928,747	\$2,949,520	\$3,217,198
(% change year over year)		11.38%	2.74%	5.69%	5.89%	7.62%	0.11%	5.52%	10.25%	0.71%	9.08%
(% change 10 years)											76.32%



HI

Clallam County Parks, Fair, & Facilities Department

Basic Principles of Robert's Rules of Order

<https://mrsc.org/explore-topics/public-meetings/procedures/parliamentary-procedure>

- **Only one subject may be presented before a group at one time.** Each item to be considered is proposed as a motion, which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the council by restating the motion.
- **"Negative" motions are generally not permitted.** To dispose of a business item, the motion should be phrased as a positive action to take. If the group does not desire to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to act on a request and wishes to create a record as to why the denial is justified.
- **Only one person may speak at any given time.** When a motion is on the floor, Robert's Rules outline a speaker order, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to arguments opposing the motion.
- **All members have equal rights.** Each speaker must be recognized by the moderator before speaking. Each speaker should make clear his or her intent by stating, "I wish to speak for/against the motion" before stating an argument.
- **Each item presented for consideration is entitled to a full and free debate.** Each person speaks once, until everyone else has had an opportunity to speak.
- **The rights of the minority must be protected, but the will of the majority must prevail.** Individuals who don't share the majority's point of view have the right to have their ideas presented for consideration; however, ultimately, the majority will determine what the board will or will not do. Use parliamentary procedure as a tool, not a bludgeon.

Robert's Rules of Order provides for four general types of motions: main motions, subsidiary motions, incidental motions, and renewal motions.

Main Motions

The most important are the main motions, which are brought before the board for its action on any particular subject. Main motions cannot be made when any other motions are before the group.

Robert's Rules of Order motion steps

- **Motion:** A member raises a hand to signal the chairperson. The chair recognizes the member. The member makes a motion. The exact wording of motions and amendments is essential for clarity and accurate recording in the minutes. If it's complex, the motion should be written down for the chair to read.
- **Second:** Another member seconds the motion.
- **Restate motion:** The chairperson restates the motion.
- **Debate:** The members debate the motion.
- **Vote:** The chairperson restates the motion and then asks for affirmative votes, followed by negative votes.
- **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chair may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for a debate, then hold a vote, and finally announce the result.

Subsidiary Motions

Subsidiary motions are motions that direct or change how a main motion is handled. These motions include:

- **Tabling.** Used to postpone discussion until the group decides by majority vote to resume discussion. By adopting the motion to "lay on the table," a majority has the power to halt consideration of a question immediately without debate. This motion requires a second and is not debatable or amendable.
- **Previous question or close debate.** Used to bring the body to an immediate vote. It closes the debate and stops further amendments. Contrary to some misconceptions, the majority decides when enough discussion has occurred, not the moderator. The formal motion is to "call for the question," or "call for the previous question," or "I move to close debate." The motion requires a second, is not debatable, and requires a two-thirds majority.
- **Limit/extend debate.** It may be desirable for the group to adopt a rule limiting the amount of time spent on a topic or to impose a time limitation.
- **Postpone to a definite time.** Like tabling, except that the motion directs that the matter will be taken up again at some specific date and time.
- **Refer to committee.** Directs that some other body will study the matter and report back.
- **Amendment.** Used to "fine-tune" a motion to make it more acceptable to the group. The amendment must be related to the main motion's intent and cannot be phrased in a way that would defeat the main motion. Two amendments may be on the floor at one time: the first amendment modifies the main motion, and the second amendment must relate to the first amendment. When an amendment is on the floor, only the amendment may be debated. The amendments are voted on in the reverse order in which they were made, as each amendment changes the intent of the main motion to some degree. As each amendment is voted on, an additional primary or secondary amendment may be introduced. An amendment is debatable and requires a second and a majority vote.
- **Postpone indefinitely.** This motion effectively kills the motion because, if adopted, a two-thirds vote would subsequently be required to take the matter up again.

Incidental Motions

Incidental motions are housekeeping motions that are in order at any time, taking precedence over main motions and subsidiary motions. These motions include:

- **Point of order.** To bring to the group's attention that the rules are being violated. You don't need to be recognized before making a point of order. This is not a motion, but rather a request for the moderator to make a ruling on whether immediate consideration is proper.
- **Appeal from the decision of the chair.** The group can overrule the chair on any decision. While the motion must be seconded, it cannot be amended. When this motion is moved and seconded, the moderator immediately states the question, "Shall the decision of the chair stand as the judgment of the council?" If there is a tie vote, the chair's decision is upheld. The motion is not debatable when it applies to a matter of improper use of authority or when it is made while there is a pending motion to close debate. However, the motion can be debated at other times. Each person may speak once, and the moderator may also state the basis for the decision.
- **Parliamentary inquiry.** Not a motion, but a question as to whether an action would be in order.
- **Point of information.** A person may rise to offer information that is considered necessary for the group. This provision is not used to provide debate.
- **Division of assembly.** To require a more precise method of counting votes than by a voice vote, such as having people raise their hands or stand. Divisions of assembly don't need seconds or votes, and are not debatable.
- **Request to withdraw a motion.** Contrary to popular misconception, a motion cannot be withdrawn by its mover. This request requires majority approval.
- **Suspension of the rules.** When matters are to be taken out of order, or a particular task can be better handled without formal rules in place, this motion can be approved by a two-thirds vote of the group. However, until the rules are restored, only discussion can occur; no decisions can be made. This motion requires a second but is not debatable or amendable.
- **Object to consideration of a question.** When a motion is so outrageous, it is intended to distract the group from resolving legitimate business. The motion can be objected to and ruled out of order without debate. However, if the chair does not rule the motion out of order, a two-thirds vote of the group can block further consideration.

Renewal Motions

Once the group has acted, renewal motions require the group to further discuss or dispose of a motion. The motions include:

- **Reconsider.** When the group needs to discuss further a motion that has already been defeated at the same meeting. A majority of the council must approve of taking additional time to debate the motion again. The motion can be made only by a person who previously voted on the prevailing side. Contrary to another popular misconception, the motion may be brought up again at a subsequent meeting. If the moderator does not believe the group's wishes have changed, however, the motion can be ruled out of order, subject to an appeal from the decision of the chair.
- **Take from the table.** Unless the original motion to table specifies a date and time for the motion to be brought back, a majority of the group must pass a motion to remove it from the table. Such a motion is non-debatable.
- **Rescind.** When the group wishes to annul an action, a motion to rescind is in order at any time. If prior notice has been given to the group that this action will be considered, the motion to rescind can pass with a simple majority vote; however, if no prior notice has been given, the vote requires a two-thirds majority.

Question of Privilege

Finally, there are a few questions of privilege that are in order at any time and must be disposed of before resuming discussion on the matter at hand:

- **Fix the time for the next meeting.** This is in order at any time, including when a motion to adjourn is pending. Second required, not debatable, and amendable.
- **Adjourn.** To bring the meeting to a halt. Second required, not debatable, and not amendable. Alternatively, instead of a motion, the chair can ask if there is any further business. If there is no response, the chair can say, "Since there is no further business, the meeting is adjourned."
- **Recess.** A temporary break in the meeting should state a time at which the meeting will resume. Second required, not debatable, and not amendable.
- **Point of privilege.** A matter that concerns the welfare of the group. It can be raised even when another person is speaking. No second, not debatable, and no vote required.
- **Call for the orders of the day.** A demand that the group return to the agenda. Can be taken when another person is speaking, no second is required, it is not debatable, and no vote is needed.

Robert's Rules: Tips and reminders for chairpersons

Robert's Rules of Order were developed to ensure that meetings are fair, efficient, democratic, and orderly. A skilled chairperson enables all members to voice their opinions in an orderly manner, ensuring that everyone in the meeting can both hear and be heard. The following tips and reminders will help chairpersons run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its work — don't overcommand.
- Control the meeting flow by recognizing members who wish to speak.
- Let all members speak once before allowing anyone to speak again.
- When discussions stray off track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in the parliamentary procedure by properly using motions and points of order.
- Encourage members to present motions positively rather than negatively.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.