

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

Wednesday, May 6, 2015 – 7:00 P.M.

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
 - Commissioner Bell
 - Commissioner Carvajal
 - Commissioner Decker
 - Commissioner Jempsa
 - Commissioner Wilson
 - Vice Chair Jorge
 - Chair Manning
3. **PLEDGE OF ALLEGIANCE**
4. **ORAL COMMUNICATIONS**

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission. Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

5. MINUTES

Approval of the minutes for the regular meeting of April 1, 2015.

6. STAFF REPORTS

A. Rosenberg's Rules of Order

At its March 23, 2015 meeting, the City Council unanimously adopted Rosenberg's Rules of Order as a guide for meeting procedures for all meetings throughout the City. The information is being provided to the Commissions.

Recommendation: Commission receive and file.

B. Race on the Base 2016 Event Recommendations

This report provides the Parks, Recreation & Cultural Arts Commission with event recommendations regarding the 2016 Race on the Base.

Recommendation: Commission to discuss report and provide additional event recommendations as appropriate.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

8. COMMISSIONER REPORTS

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

9. ADJOURNMENT

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 23rd day of April 2015.



Darlene Pawling, Department Secretary

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS**

REGULAR MEETING – WEDNESDAY, April 1, 2015

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:27 p.m., Wednesday, April 1, 2015, in the Council Chambers, 3191 Katella Ave., Chair Manning presiding.

2. ROLL CALL

Present: Commission Members: Bell, Carvajal, Decker, Jempsa, Jorge, Manning, Wilson,

Absent: Commission Members: None

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Ron Noda, Recreation Manager
Emeline Noda, Recreation Manager
Tony Brandyberry, Pub. Svcs. Superintendent
Darlene Pawling, Department Secretary

3. PLEDGE OF ALLEGIANCE

Chair Manning led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Chair Manning opened Oral Communications. There being no one present wishing to speak, Chair Manning closed Oral Communications.

5. MINUTES

Motion/Second: Wilson/Decker

Abstain: Carvajal, Jempsa, Jorge

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of March 4, 2015.

6. STAFF REPORTS

A. Cable Operations Study

Skyline Mediacast Productions (SMP) was selected by the City Council to perform a cable operations study and was present to discuss the scope of their study and to seek input from the Commissioners and members of the community. The SMP 90 day study will help define a basic vision for cable T.V., seek input from the public, and look at ways to streamline the process in terms of cost efficiency, effectiveness and meeting the needs of the citizens.

Chair Manning opened comments from the audience and John Underwood took the opportunity to speak.

B. Los Alamitos Museum Historical Designation Plaque

Staff provided the Parks, Recreation & Cultural Arts Commission this report to seek consideration for approval for a Historical Designation Application from the Orange County Historical Commission. The Commission is being asked to review the policies and procedures and make a recommendation to the City Council whether or not to support the application for the historical designation.

Margaret Kendrick, long time resident of Rossmoor, a member of the Museum Board of Directors and the Orange County Historical Commission, spoke briefly and was available for questions from the Commissioners.

Motion/Second: Bell/Carvajal

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved to support the application from the Orange County Historical Commission and recommend to the City Council to sign the application for the historical designation.

C. Removal of Park Sandboxes

Tony Brandyberry, Public Works Superintendent provided information regarding maintenance to the sandbox at Orville Lewis Park and the findings leading to removal of large broken glass bottles, glass shards and feline feces. This has raised the issue of whether to remove all sandbox play areas to reduce City liability. Staff is seeking confirmation from the Parks, Recreation and Cultural Arts Commission to support removing the three additional sandbox play areas at Roberts, Sterns and Labourdette Parks.

Motion/Second: Carvajal/Bell

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved to replace the existing sandboxes at Roberts and Labourdette Parks with wood mulch, but leave the sand at Sterns Park and re-evaluate in September.

D. Race on the Base 2015

Staff provided the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2015 Race on the Base. Staff began with thanking the Commissioners for their support and involvement, and helping to make the Race on the Base so successful. Staff provided information regarding the Race registration growth since 2008 to 2015, and information including the 2015 Post Event Survey, sponsors, volunteers, registration and vendor expo, official charities, charity campaign, and a list 2015 event recommendations.

Staff provided the results of the Race on the Base Commission Challenge and awarded the plaque to the Parks, Recreation & Cultural Arts Commission who had

the highest number (6), and highest percentage (85%) of representatives for the Commission Challenge.

Due to time constraints the Commission requested to continue this important agenda item in order to continue discussing ways to improve the Race on the Base at a future date.

E. Los Alamitos Spring Carnival Coloring & Drawing Contest

Staff provided the Parks, Recreation & Cultural Arts Commission an opportunity to choose the winning Spring Carnival Coloring and Drawing Contest Entries. The Parks, Recreation and Cultural Arts Commissioners were asked to judge the entries at tonight's Commission Meeting and choose the top three entries (first, second and third) for the two divisions: K-2nd grade and 3rd-5th grade.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Staff informed the Commission that the City Clerk will attend the May 6th meeting to speak and answer questions about the Rosenberg's Rules of Order.

Staff reminded the Commissioners to RSVP by Friday for the CPRS District 10 Awards Banquet being held on Thursday, April 16th in Mission Viejo.

Staff reminded the Commissioners about the Race on the Base Sponsor Recognition Reception at 4:45pm followed by the City Council Certificate of Recognition at 6:00pm on April 20th.

8. COMMISSIONER REPORTS

Commissioner Decker looks forward to helping at the Spring Carnival.

Commissioner Bell also looks forward to helping at the Spring Carnival

Commissioner Wilson is looking forward to taking his son to the Spring Carnival. He added that he attended the International Drone Day at Little Cottonwood Park. He requested a future Agenda item to discuss installing shade over the playground apparatus at Little Cottonwood Park. Commissioner Wilson also requested an Agenda item update on the JFTB pool contract renewal and the impact on the 2016 Race on the Base.

Commissioner Jorge shared that his kids and family had such a good time at the Race on the Base and thanked staff for a great job.

Commissioner Carvajal thanked staff for a great job with the Race on the Base.

Commissioner Manning announced that he will be moving to Indiana and that June will probably be his last Commission meeting.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 9:35 p.m.

Samuel Manning, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos

Agenda Report Staff Report

May 6, 2015
Item No: 6A

To: Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Windmera Quintanar, CMC, City Clerk

Subject: Rosenberg's Rules of Order

Summary: At its March 23, 2015, the City Council unanimously adopted Rosenberg's Rules of Order as a guide for meeting procedures for all meetings throughout the City. The information is being provided to the Commissions.

Recommendation: Receive and file.

Background

Decision-making bodies typically have procedures designed to guide the discussion and decision-making process. Known as "parliamentary procedures" or "Robert's Rules," these procedures can sometimes be intimidating and overly formalistic. Rosenberg's Rules of Order has simplified these procedures for the smaller bodies while retaining the basic tenets of order to which legislative bodies have grown accustomed.

Rosenberg's Rules consist of the same information as Robert's Rules, but in a practical, logical, simple, easy to learn and user friendly format. The information in Rosenberg's Rules is complimentary and does not contradict Robert's Rules. A majority vote would continue to be the conclusive authority for legislative bodies.

Rosenberg's Rules are promoted by the League of California Cities and the Institute for Local Government (ILG). Currently the City of La Palma and Buena Park have adopted Rosenberg's Rules in favor of Robert's Rules. A recent request on the City Clerk's Listserve showed that out of 24 California respondents, 14 have made the switch to Rosenberg's Rules. The consensus is Rosenberg's Rules are simplified, orderly, and easy to understand.

Discussion

For Government to be seen as open and transparent, the rules of procedure at meetings should be simple enough for most people to understand. Judge Dave Rosenberg had provided his version of rules of parliamentary procedure, based on decades of experience chairing meetings in state and local government.

Rosenberg's Rules discusses establishing a quorum, role of the chair, basic format for an agenda item discussion, basic motions, procedures for multiple motions, whether or not to debate an item, and courtesy and decorum. The City of Los Alamitos already adheres to all the procedures outlined in Rosenberg's Rules. The only difference is the procedures are now clearly outlined with a brief understandable explanation.

The implementation of Rosenberg's Rules will assist in running efficient and productive meetings. Commissioners will know the roles they are to perform and what actions need to be taken to make informed decisions. Rosenberg's Rules provide a clear guideline that can easily be referenced when needed.

Commissioners were provided a hyperlink to a brief 60-minute online video provided by the Institute for Local Governments (ILG) that outlines Rosenberg's Rules of Orders located at: <http://www.ca-ilg.org/document/parliamentary-procedure-simplified> prior to the meeting. City Clerk Quintanar will be available to answer any questions.

Fiscal Impact

None.

Submitted by:



Windmera Quintanar, CMC
City Clerk

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. City Council Resolution No. 2015-03

RESOLUTION NO. 2015-03

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, ADOPTING
ROSENBERG'S RULES OF ORDER AS A GUIDE FOR
MEETING PROCEDURES THROUGHOUT THE CITY**

WHEREAS, the Los Alamitos Municipal Code Section, 2.04.150, states "...the procedure of the council shall be governed by majority vote of the city council. Robert's Rules of Order may be used as a guide but shall not be conclusive authority on any question of order or procedure"; and,

WHEREAS, the City Council wishes to establish a policy for the Council, City Boards, Commissions and Committees generally, that will help to ensure all meetings throughout the City are conducted in a fair, transparent, and consistent manner; and,

WHEREAS, for Government to be seen as open and transparent, the rules of procedure at meetings should be simple enough for most people to understand; and,

WHEREAS, Rosenberg's Rules of Order provides a practical, logical, simple, easy to learn and user friendly format for meeting procedures; and,

WHEREAS, the adoption of Rosenberg's Rules of Orders will provide clear easy procedures that will allow for the better discussions, public participation, and efficient, effective use of time at the meetings; and,

WHEREAS, a majority vote of the legislative body will remain the conclusive authority.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

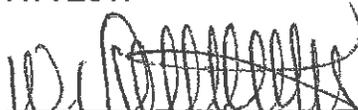
SECTION 2. Adopts Rosenberg's Rules of Order, Exhibit A, for implementation at all meetings throughout the City.

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 23rd day of March, 2015.


Richard D. Murphy, Mayor

ATTEST:


Windmera Quintanar, CMC, City Clerk

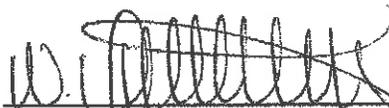
APPROVED AS TO FORM:


Cary S. Reisman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, CMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 23rd day of March, 2015, by the following vote, to wit:

AYES: COUNCILMEMBERS: Murphy, Hasselbrink, Edgar, Grose, Kusumoto
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None


Windmera Quintanar, CMC, City Clerk



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes *Western City magazine*.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. Inviting the members of the body to make a motion, for example, “A motion at this time would be in order.”
2. Suggesting a motion to the members of the body, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. Making the motion. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote?

Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

May 6, 2015
Item No: 6B

To: Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Race on the Base 2016 Event Recommendations

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with event recommendations regarding the 2016 Race on the Base.

Recommendation: Commission to discuss report and provide additional event recommendations as appropriate.

Background:

The Race on the Base is the City's largest special event. Held each February, the event draws thousands of people to Los Alamitos and the Joint Forces Training Base. Race on the Base events include the popular Reverse Triathlon, Jr. Reverse Triathlon, 10K Run, 5K Run, 5K Walk, 1K Mission: Kids Run, and 10K Wheelchair Race. The race is held on the runways at the Joint Forces Training Base in Los Alamitos and features helicopters, planes and military vehicles with music throughout the course. The event also features a distinctive technical long-sleeved shirt for all participants and volunteers, free lunch for all racers, a 2-day vendor expo, free race clinics, and finisher dog tag medals. This year's Race took place on Saturday, February 28, 2015 with the largest number of registered participants to date: 4,444.

Discussion:

2015 Post Event Survey

Staff sent out a post event survey on March 2, 2015 and received 732 responses in 24 hours and a total of 898 responses to date.

- Out of the 898 respondents received to date, 45% said they have participated in the race before while 55% said they are new participants.
- Out of those who participated previously, 27% said they participated last year, and 39% said they have participated in the last two to three years.
- When asked if the respondents would recommend this event to another friend or family member, 96% said yes and 4% said no.
- When asked if they plan to return next year, 73% said yes, 3% said no and 24% were undecided.
- When asked to rate the overall race experience, 94% rated the race as good or excellent, while 5% said the event was ok and 1% said the event was poor.
- Generally comments have been positive. Staff did ask for recommendations on improving next year's event and received 544 responses so far varying from "You put on a wonderful event with excellent organization, staff and volunteers. There is a lot going on that day, and everything flows smoothly!" to a variety of suggestions that will be put into the evaluation document to be used for next year's planning. The major challenges experienced this year was multiple activities taking place on the Base for both Friday and Saturday in addition to Race on the Base, making controlling parking and traffic more difficult, and Denny's as this was their first year being the food sponsor and the long lines for breakfast/lunch.

2016 Event Recommendations (Friday, February 26 & Saturday, February 27, 2016)

- Recognize and promote the 35th Event Anniversary on all marketing materials, higher quality sublimated shirt design, and medals with increased medal size with distinguished ribbons for various events
- To celebrate the 35th Anniversary, hire a band for a concert to play during Friday night Packet Pick Up from 5:30 to 7:30 p.m.
- Continue with expanded Packet Pick Up hours on Friday from 1:30 p.m. to 7:30 p.m.
- Hire parking attendants and work closely with the Police Department and JFTB Security on an improved traffic and parking plan with better traffic flow on Los Alamitos Boulevard and increased publicity for the Orangewood entrance.
- Increase race related vendors
- Increase course static displays if possible
- Discontinue food sponsor and increase post race food options
- Consider moving the Mission: 1K Kids Fun Run to Friday night during Packet Pick Up and turning it into a Glow in the Dark Kids Fun Run at 6:30 p.m.
- Increase incentives for non-profit organizations and charities to become more involved with grant funding availability depending on how many participants per organization attend or provide best themed cheer stations out on the course
- Battle of the Bands or hired recorded music stations to increase activity on the course
- Equip and train all volunteers in basic knowledge of event
- Add water station placement on 10K course
- Seek additional safe areas for spectators to view participants

- **New proposed event schedule Friday, February 26, 2016:**

1:30 pm Health & Fitness Expo Opens
 5:30 pm Concert Begins
 6:30 pm Glow in the Dark Kids Fun Run (Band takes a break)
 7:30 pm Expo Closes & Concert Complete

- **New proposed event schedule Saturday, February 27, 2016:**

6:50 am Opening ceremonies: National Anthem & Color Guard
 6:55 am 10K Handcycle/Wheelchair Start (max 1 hr 30 min)
 7:00 am 10K Run Start (max 1 hr 30 min)
 7:00 am Jr. Reverse Triathlon Start (Ages 7 to 8) (Mandatory meeting 15 min. prior to Start)
 7:10 am 5K Run Start (max 1 hr 30 min)
 7:15 am 5K Walk Start (max 1 hr 30 min)
 7:30 am Jr. Reverse Triathlon Start (Ages 9 to 12) (Mandatory meeting 15 min. prior to Start)
 8:15 am Wave 1 Reverse Triathlon Mandatory Meeting
 8:45 am Wave 1 Reverse Triathlon Start (Finishers with max time of 1 hr 30 min and Relay Teams)
 9:45 am Wave 2 Reverse Triathlon Mandatory Meeting
 10:15 am Wave 2 Reverse Triathlon Start (Finish times over 1 hour 30 min+, Athena, Clydesdale, Challenged Athletes, and Beginner Triathletes)

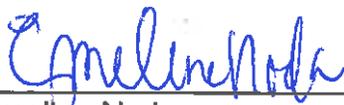
At this time the Parks, Recreation & Cultural Arts Commission is invited to provide their feedback and recommendations to improve the 2016 Southland Credit Union Los Alamitos Race on the Base 35th Anniversary event.

Event recommendations are thoroughly discussed and researched for feasibility of future implementation. Restrictions may be encountered with the venue License Agreement, Airfield restrictions, financial, sponsor, and staff resource limitations, cost analysis of overall event budget, event planning timeline, and other constraining factors of other events taking place concurrently within the community. Each of these factors will be evaluated and considered in order to execute or withhold each individual event recommendation.

Fiscal Impact:

Expenditures allocated for the Race on the Base are funded through the City's General Fund. Revenue from the Race on the Base is derived from participant registration, sponsor participation, and the Vendor Expo booth rentals. Major expenditures for the event include: food costs, equipment rental costs, participant shirts, race management company, timing company, and participant medals.

Submitted By:



Emeline Noda
 Recreation Manager

Approved By:



Corey Lakin
 Recreation & Community Services Director