Park & Tree Committee Meeting Quick Reference

- **Call to Order**: The Chairman opens the meeting and gives the time.

- **Pledge of Allegiance**: The Chairman leads the pledge.

- **Roll Call**: The Chairman asks staff to give roll call.

- **Time Reports**: The Chairman asks the committee to email time reports to staff.

- **Meeting Minutes**:
  - Review the meeting minutes **before** the meeting.
  - Bring up any changes to staff at the meeting.
  - Vote to approve the minutes as is or as amended:
    - A member of the committee must make a motion to approve the minutes.
    - Another member of the Committee must second the motion to approve the minutes.
    - The Chairman asked for yea and nay votes.

- **Public Comment:***
  - This is a time for members of the community to address the Committee with items **not** already on the agenda.
    - The Chair must call the community member to sit at the table in the middle of the floor and instruct the member to state their name and address for the record.
    - The member can then address the committee.
    - Once the member is finished and all discussion is complete, the Chairman will dismiss the community member and thank them for speaking to the Committee.

- **Old Business and New Business:**
  - Please stick to the agenda.
  - There may be multiple items that are related but try to go through the agenda items in order.
    - Straying from the agenda order makes it difficult for online community members to follow and the recording of minutes difficult for staff.
      - You may not see anyone online during the meeting, however many community members watch the meeting video later.
  - If a vote needs to be cast for any old or new business decisions, please follow the meeting minutes voting procedure.

- **Round Table Discussions:**
  - This is for topics **not** on the agenda.
    - Please refrain from non-agenda items until the meeting gets to the round table sections. Again, it helps staff with the recording of the minutes.

- **Adjourn the meeting** – The Chairman adjourns and gives the time.

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*Any time a member of the public wishes to speak on an agenda item, the committee must follow the public comment procedures.

**Please make sure your microphones are turned on and close enough to you that the audience (in person and online) will be able to hear you clearly. Make sure to speak directly into the microphone.