

## **Commission Purpose**

1. Advise city council on matters related to older adult and senior community
2. Foster greater understanding of senior citizens
3. Encourage greater senior citizen participation in community issues
4. Inform the community of available services, programs and resources
5. Advocate for issues of importance to older adults

## **Commission Roles**

### ***All Members***

- Participate in the process in good faith
- Engage in thoughtful and thorough deliberations and discussions
- Share relevant information/perspectives with other members
- Be willing to hear other perspectives
- Be prepared for meetings and review relevant information
- Work towards solutions that all can agree to, leaving previously held positions and favorite solutions aside
- Refrain from undermining group recommendations and reports
- Analyze data to identify service gaps
- Assess and recommend strategies that address senior needs
- Advocate on important issues facing older adults
- Promote available resources
- Communicate to staff or the chairperson in advance of any meeting absence
- Following an absence, review meeting materials, minutes, and reach out to staff if needed to ask questions or clarifications. This will enable all members to contribute at the next regularly scheduled meeting without disruption.

### ***Chairperson***

- Conduct commission meetings
- Ensure commission business is completed in a timely and transparent manner
- Facilitate open discussions of commission business during monthly meetings
- Review draft meeting agendas and provide input to the staff liaison prior to publication
- Serve as an official representative of the commission as appropriate upon approval of members

### ***Vice Chairperson***

- Conduct commission meetings and facilitate meeting discussions in the chairperson's absence
- Review draft meeting agendas and provide input to the staff liaison prior to publication
- Serve as an official representative of the commission as appropriate upon approval of members

### ***Staff Liaison***

- Serve as single point of contact for commission members
- Prepare meeting agendas and materials
- Record meeting minutes and manage budget
- Post public notices of meetings

- Maintain accurate membership list
- Coordinate with city departments on behalf of the commission
- Organize speakers, logistical needs, transportation, refreshments, etc.
- Create commission materials for review and approval by members
- Provide copies of commission materials for member and public distribution
- Maintain commission website and resources as appropriate
- Maintain official records of the commission
- Be responsive to the whole group, not to any members or interests.

### **Email Communication**

Email will be used for meeting scheduling and logistics, document review and agenda building. The meeting agenda and materials will be sent at least one week prior to the meeting via email. Email will not be used for discussion, deliberation, or agreement building.

### **Commission Meetings**

Commission meetings will be held the second Thursday of each month, from 3 to 5 p.m. in Room 2108 of the Commerce City Civic Center, 7887 E. 60<sup>th</sup> Avenue. These public meetings will be noticed through the city's [website](#). Changes to commission meetings will be posted and sent to members in advance.

### **Meeting Quorum**

A quorum is the minimum number of members required to conduct business at a meeting. Consistent with Ordinance 2128, the senior commission must have at least five regular voting members or alternates and one city council member.

### **Meeting Management**

The commission will follow an abridged Roberts Rule of Order<sup>1</sup> to conduct monthly meetings.

#### ***Agenda***

The meeting agenda will provide a consistent sequence of business to be covered. A typical order of business would be: 1) Welcome, 2) Approval of minutes, 3) New business, 4) Unfinished business, 5) Staff report, 6) Announcements, 7) Public comment, 8) Adjournment.

#### ***Motion***

A motion is a formal way to propose something on which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the Chairperson, the group discusses the motion until they are ready to vote. Finally, the Chair asks for an indication of "all those in favor" followed by "those opposed." There is no need to ask for "abstentions" (those who choose not to vote at all), because abstentions are not counted toward the outcome of the motion.

#### ***Tabling a Motion***

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of

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<sup>1</sup> Adapted from "Robert's Rules: What You Should Know", by Christy Forhan; [www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know](http://www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know)

parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.

### ***Minutes***

The minutes are the permanent record of the business conducted during a meeting. They include details such as the date, time, and location of the meeting, who was present, and whether a quorum was present. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.

### ***Public Comment***

The commission may receive public comment on the business of the commission. Members of the public can sign up to address the commission and receive three minutes to speak during that portion of the agenda. All speakers are encouraged to stay on topic, state their points as briefly and clearly as possible, and avoid redundancies or repetitive remarks. All remarks should be addressed to the commission as a whole. Individual commissioners are not expected to engage in discussions or debate with any speaker.

### ***Adjournment***

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

The commission will take public comment under advisement.

### ***Additional best practices***

- Conduct business one item at a time. Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.
- Let the chairperson do their work. The chair is the gatekeeper for the meeting. A good chairperson keeps the group on task and the meeting flowing.
- Don't allow too much crosstalk. This helps you keep control and ensures everyone will hear the business at hand. Allow time for socializing before or after the business part of the meeting.
- Limit discussion to the topic at hand. Keep things focused, and don't be shy about asking speakers to deal only with the current topic.
- Cut off discussion when it becomes redundant. For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new—or shut off discussion by calling for a motion.

### **Decision Making and Deliberation**

The commission's highest goal is reaching agreement by consensus. A consensus agreement is one that all group members can support, built by identifying and exploring all parties' interests and by developing an outcome that satisfies these interests to the greatest extent possible. To encourage creativity during meetings, individuals are not expected to restrict themselves to the prior positions held by their organizations, agencies or constituencies, but to look beyond them to create options that will satisfy the commission's purpose.

The goal of each meeting is to have frank and open discussion of various issues and options that enable the commission to achieve its purpose. Therefore, ideas raised in the process of the

dialogue, prior to formal agreement by the whole group, are for discussion purposes only and should not be construed to reflect the position of a member or prematurely commit the group.

### **Discussion Guidelines**

The following guidelines encourage productive deliberation. Group members will commit to best efforts at following them and will provide the chairperson and vice chairperson the authority to enforce them:

#### ***Openness***

- To other points of view
- To outcome
- To all representatives

#### ***Listening***

- Focus on each speaker rather than prepare your response
- No interruptions

#### ***Fairness***

- Speak briefly
- Everyone participates

#### ***Respect***

- Disagree without being disagreeable
- No personal attacks

#### ***Commitment***

- Prepare for each session
- Attend each session
- Honor the agenda and make agenda changes with the whole group
- Begin and end on time
- Get up to speed if you missed a meeting

### **Subcommittees**

The commission may decide to create a subcommittee of members to work on identified issues. The commission will clearly identify the purpose of the committee, expected outcomes, and specific timeframe for its work. The subcommittee will report on progress to the larger commission and make recommendations for action by the full board.

### **Volunteers**

The commission may decide to solicit input, participation and feedback from non-commission members to contribute to the work of the commission. The commission will identify what type of volunteerism is needed in advance, set parameters on how those individuals will meaningfully participate in the work of the commission, and train individuals to appropriately represent the Commerce City Senior Commission.

Approved September 14, 2017