

**HISTORIC DISTRICT COMMISSION
MINUTES OF STUDY SESSION
December 3, 2018**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for a Study Session on December 3, 2018, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Interim Chair Cameron Brewer called the meeting to order at 5:30 p.m.

MEMBERS PRESENT: Russell Kaplan
 Glen Roberson
 Greg Heiser
 Michael Zorba
 Rick Hall
 Elizabeth Foreman
 Mitch Baroff
 Cameron Brewer

MEMBERS ABSENT: Emily Wilkins

A quorum was present.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II
 Roné Tromble, Admin. Tech. IV
 Jeanne Snider, Assistant City Attorney
 Brenda Hall, City Clerk

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Item No. 1, being: Review and discussion of parliamentary procedures for Commissions.

Brenda Hall provided two hand-outs, titled "Parliamentary Procedure" and "Procedure for Handling a Main Motion".

Highlights of the discussion:

- Boards and Commissions are not required to follow Robert's Rules of Order, although City Council does follow it.
- It is beneficial to have some structured process, especially for quasi-judicial boards.
- Historic District Commission is also a fact-finding body, so any action has to be based on facts, and the finding of those facts needs to be included in the minutes, especially when denying an application.
- Discussion is very important so the basis of the decisions can be understood.
- Under Robert's Rules of Order there is no discussion until there is a motion on the floor and it has been seconded. Positive motions are less confusing when you go to vote.

- You can always put an amendment on the floor after your main motion, discuss the amendment and vote on the amendment. You are then back to your main motion as amended.
- If you make a motion, you cannot argue against it later; however, you can vote against the motion.
- If someone offers a “friendly amendment” to a motion, both the maker of the motion and the second must agree to it.
- If the outcome of a vote on a motion is not what the Board wanted, someone from the prevailing side can make a motion to Reconsider, but that must be done at the same meeting.
- You can still make a motion to postpone an application to a date certain. That motion takes precedent over the motion to approve, which stays on the floor until the future date. You can postpone it further at the next meeting, if necessary.
- If you postpone an application indefinitely, ultimately that means it fails and the application is dead.
- Any applicant that has paid a fee to file an application is in control of their application. They can withdraw it, or ask to have the application postponed.
- It is helpful for the fact finding if members state their reason for voting the way they do, especially if they are voting against a motion.
- A tie vote is a failed vote; it requires a majority to pass.

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Item No. 2, being: Adjournment.

The Study Session adjourned at 6:29 p.m.

Passed and approved this 7 day of January, 2018.



Cameron Brewer, Interim Chair