

**MINUTES GUIDELINES AND STANDARDS  
FOR THE CITY OF ASHLAND**

April 2004

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## INTRODUCTION

Minutes are the official, permanent record of the proceedings of a meeting. *The Oregon Revised Statutes* require the City of Ashland, as a governing body, to provide written minutes of all of its public meetings.

Requirements and standards for minutes vary from one organization to another, depending upon the nature of the business or organization. As a governing body, Ashland is responsible for setting policy and establishing legislation for a large citizenry. It is important that the city maintains the highest professional standards in recording the public meetings where its work is accomplished. If actions taken by the City of Ashland are litigated in future years, the minutes of public meetings are considered legal documents that can be used in the litigation process.

A set of minutes is a formal document, and is intended to provide a factual and dispassionate record of a meeting of a deliberative body. The goal of the recorder should be to produce a set of minutes that is accurate, complete, clear, concise, consistent in format, and timely.

The style guidelines described in this manual will enable the minute taker to achieve these goals. They have been developed for use by city staff to address the most commonly occurring situations that may arise in the course of typical Ashland Council, commission, or committee meeting.

Finally, this manual is written to provide guidelines for the production of minutes. Full descriptions of specific parliamentary procedure have been purposely omitted, except as they relate to writing minutes. This document should not be interpreted to be a legal definition of any given term or meeting function.

Barbara Christensen, CMC  
Ashland City Recorder

## Chapter 1 – OVERVIEW OF THE MINUTES

The minutes should provide a brief but complete record of the meeting, and should tell what happened at the meeting. Generally speaking, the minutes should reflect the following:

- actions of the committee/council (i.e., votes on legislation)
- discussions between committee members – the significant points and outcomes
- reports and testimonies given by staff, public officials, and members of the public

### **Summarizing What Happens at the Meeting**

According to *Robert's Rules of Order* – the definitive manual of parliamentary procedure used in the conduct of all meetings of the City of Ashland -- “the minutes should contain what is done and not what is said.” The *Oregon Revised Statutes* say that while “neither a full transcript nor recording of a meeting is required, ... the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.”

There are occasions when it may be appropriate to provide a portion of the meeting record by means of a verbatim transcript, rather than the minute's format. These circumstances are covered in the section entitled “When to Provide a Verbatim Record.”

The recorder should not depend upon providing verbatim testimony in lieu of acquiring the ability to summarize what took place in a meeting. Recorders should be able to interpret the discussion and actions taken in the meeting, and summarize them concisely. They should possess a basic familiarity of parliamentary procedure, which will enhance their comprehension of the meeting process, thus enabling them to compose more accurate minutes. In instances where a recorder is unclear about what happened or what was said, she or he should ask a committee member for clarification after the meeting has been adjourned. If a speaker's sentence structure is imprecise, making it impossible to determine the exact intent of his or her remarks, those brief portions of his or her comments that are not readily interpretable may be quoted directly.

Repetitive lines of questioning often occur in a meeting. It is not necessary to record the long, circuitous route taken by the committee in reaching an understanding of any given issue. If a meeting participant repeats himself or herself, or if facts are stated in several different ways for clarification, the recorder should summarize the information in a succinct manner so that all pertinent facts are set forth in the minutes without unnecessary verbiage.

The recorder should not put into the record his or her own thoughts or perceptions regarding agenda items under discussion. The minutes should be unbiased and not influenced by emotions exhibited in the meeting. Comments should never be made that convey the temperament of the speaker of meeting participant, such as, “Councilor X responded angrily,” or “Ms. Z stormed out of the chamber.”

### ***Summarizing by Placing Documents in the Public Record***

A useful tool in summarizing the business transacted at a meeting is to refer the reader to documents that are maintained under separate cover in the public record. This procedure permits the recorder to avoid the time-consuming and redundant practice of “re-writing” documents into the minute's portion of the record that can be found elsewhere in the public record. It is possible because recorders are required to retain for the record, a copy of every document that is distributed, including the full agenda packet, letters, and reports.

Some of the most commonly occurring occasions when it is appropriate to use this procedure are when:

- a staff member gives a presentation on a resolution or ordinance, relying almost entirely upon the staff report (which is a required element of the legislation packet itself)
- a committee member reports on a resolution or ordinance; relying upon, or reading the committee report (which is a required element of the legislation packet itself)
- the executive officer reads a report, copies of which are made available to members of the audience, councilors, and staff
- during a public hearing, a member of the public reads a letter into the record and leaves a copy of that letter with the recorder

Exhibit 1 shows examples of recommended summarizing language that can be adapted to fit any given situation.

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**Exhibit 1****Incorporating Documents in the Public Record**

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1. GENERAL (NON LAND USE) PUBLIC HEARING REGARDING RESOLUTION NO. 2600 AMENDING RESOLUTION NO. 2509 ESTABLISHING FEES AND CHARGES FOR CHAPTER 6, STREETS, ARTICLES 6.25, 6.30 AND 6.35 OF THE ASHLAND REVISED CODE - TRANSPORTATION SYSTEM DEVELOPMENT CHARGE

Mayor DeBoer stated that the proposed Fees & Charges are available as a handout in the back of the room. The proposed Fees & Charges table is attached to these minutes as Exhibit A.

Mayor DeBoer read the Order of Procedure for the Public Hearing. (Exhibit B).

PUBLIC INPUT: Mr. John Q. Citizen appeared before the council and read his testimony into the record as attached to these minutes as Exhibit C.

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### *Summarizing Through Use of the PC or Laptop*

The availability of a personal computer (PC) or laptop greatly enhances the ability of the recorder to take complete and accurate minutes. The recorder should take advantage of the PC during meetings because it will permit her or him to produce excellent minutes while relying less upon the audio tapes of the meeting. This is a great time saver, and has other benefits as well. By writing down as much of the meeting as possible while actually hearing, seeing, and experiencing what is going on, many recorders have found that their minutes are fresher and more accurate.

The following are just a few common problems the recorder is able to avoid by taking “real time” minutes:

- inaudible audio tapes, due to:
  - ✓ malfunctioning recording equipment
  - ✓ operator error
  - ✓ people not speaking into the microphone
  - ✓ two or three people speaking at once
  - ✓ outside sound interference from the street and/or adjoining meeting rooms
- the recorder may be unable to identify “guest” speakers from the tape
- the audio tape record cannot reflect major points shown on large presentation graphs, maps, overheads, and other visually-based exhibits
- with the passage of time, the recorder’s memory of the meeting fades, adversely affecting her or his interpretive abilities

### **When to Provide a Verbatim Record**

#### *Titles of Legislation and Specific Enacting Language*

The titles of resolutions and ordinances, as well as resolution and ordinance numbers, are always recorded in the minutes exactly as they appear on the resolution or ordinance document. Also, the specific language contained in motions and amendments to motions must be recorded verbatim.

#### *Complex Legal Language*

Under special circumstances, and upon the request of the Council or Committee Chair, it may be appropriate to provide a verbatim record of public testimony. The circumstances are normally limited to those where the city is making significant, wide-reaching decisions, such as land-use decisions, which may be litigated in future years; and where the complexity or exacting legal nature of the discussion does not lend itself to summarization by the recorder. If a recorder can confidently and completely summarize portions of the testimony, while relying on a verbatim record for the complex or legal language, it is appropriate to do so.

Common sense should be employed when providing verbatim testimony. Language that is obviously not germane to the discussion such as repetitive words and phrases (i.e., “I am – I am happy to be – to be here today.”), and “non-words” that are commonly used to facilitate a speaker’s thought process during speech (i.e., “uhh”, “umm”, etc.) should be deleted.

It is absolutely never appropriate to use quotation marks to make a point of the speaker’s obvious grammatical errors. It should be understood that most people speak in a less grammatically precise manner than they write. Therefore, as a commonly extended professional courtesy, and in order to facilitate an easy understanding for the reader, the recorder should attempt to make *minor* corrections in syntax and grammar. These corrections should be done *only* to the extent that they do not affect the basic content.

## Chapter 2 – GENERAL STYLE GUIDELINES

The production of minutes is an exercise in stylistic control, conformity, and consistency. Due to their formal nature, the composition of minutes does not provide a significant opportunity to exhibit one's creative writing skills. That is not to say, however, that recording minutes is not a challenging undertaking. The stylistic challenge is to convey the wide variety of situations that may arise at a committee meeting in format that is fully structured. Guidelines governing appearance and formatting can seem arbitrary at times. However, by adhering to such a set of guidelines, the recorder can achieve a number of important objectives, such as:

- achieving consistency in presentation
- increasing the reader's ability to quickly scan through the minutes and perceive key points
- producing documents with a professional appearance that comply with universally accepted conventions of business style

### **Overall Minutes Format**

***Conservation of Materials*** – The economical use of resources such as paper and toner, and the need to control production costs such as postage, play an important part in setting the guidelines for margins, spacing, indenting and font size.

***Page Set Up*** – The margins should be one inch on all sides. A simple, easy to read font style should be used, such as “Times New Roman.” Eleven points is the preferred size, however, 10 or 12 may be used to resolve awkward page breaks, or to save paper in minutes more than four pages in length. Minutes should be photocopied double sided.

***Tense and Perspective*** – The minutes are prepared after the meeting has taken place. Therefore, it is logical that the minutes be written in the past tense. Minutes should be written in the third person.

***Paragraph Text*** – The text of meeting discussion should be presented in single spaced, plain block style (no indents), flush left. Paragraphs should be separated by a single blank line. To lend to the formality of the document, a plain, unembellished text style should be used for general text; do not use bold, italic or underline type styles and do not change font styles to highlight text. All type formatting, including underlines, italic, indents, and bolding greatly distract from the speed and efficiency with which recorders can produce minutes, so their use should be limited. In addition, excessive use of these style modifications tends to break the reader's concentration and is considered to be inappropriate for use in professional documents.

For purposes of clarification, non-bulleted numbering that occurs within the paragraph may be used (i.e., “. . . 1) dogs with the mange, 2) cats with personality disorders, and 3) both cats and dogs with poor dental hygiene habits . . .”). Parentheses may be used on a limited basis. Quotation marks should be used on a limited basis to set apart a title, term of art, or direct quote as appropriate.

***Page Breaks*** – Page breaks should be made so that single lines of text will not occur on the last line or first line of any page. Item titles should not be divided, and should not occur as the last portion of text on any page. Neither the “motion” paragraph or the “vote” paragraph should be broken up by a page break; however a page break may occur between the two. No page break should be permitted in the closing address of the minutes (i.e., the “Prepared by” signature segment). In addition, the closing section of the minutes should not appear alone on a page. At the very least, the adjournment language should be included on the last page.

In order to avoid the unacceptable page breaks described above, the recorder should set a manual (or “hard”) page break before the affected language. If the modified page break results in an inordinately large section of blank paper at the bottom of any page, the margins and/or type size of the entire document may be adjusted to resolve the problem.

**Page Headers** – All minutes should contain a header. The margins should match that of the main document. The first line of the header should contain the title of the meeting. The second line should contain the date, including day and the page number, separated by a dash (-). The header should be followed by two blank lines to set it apart from the text. See Exhibit 2.

Exhibit 2	Page Headers
ASHLAND CITY COUNCIL MEETING JUNE 3, 2003 - PAGE 7	

**Recording Names and Titles of Meeting Participants** – Meeting participants should be referred to in a formal rather than informal manner. After the first sentence, where the full name, title, and affiliation are given, all meeting participants should be referred to by title and surname only. See Table 1.

**Acronyms** – It is common practice for acronyms to be used in place of the names of agencies, groups, committees, reports, organizations, and other terms. Recorders are not required to abbreviate terms in the minutes. However, if acronyms are used, all terms should be written out in full on the first occurrence with the acronym immediately following in parentheses. After the first occurrence, the acronym can be used.

**Table 1 Referring to Meeting Participants in the Minutes**

Individual	First Reference	Subsequent References
Mayor or Councilor	Mayor Alan DeBoer	Mayor DeBoer
Committee Member	Dennis Anderson	Mr. Anderson
City Staff	Gino Grimaldi, City Administrator	Mr. Grimaldi
Other Public official	Jackson County Commissioner Sue Kupillas	Commissioner Kupillas
Member of the public, private	Bill Willmes	Mr. Willmes

**Recorder’s Notes** – On rare occasions, it may be necessary to inform the reader of information affecting the actual minutes document itself. This should be done through use of a recorder’s note. Recorder’s notes should be set aside by brackets and begin with the words “Recorder’s note.” The notes should be in plain text with no indents. A single blank line should immediately precede and follow it. The following are two examples of recorder’s notes:

- [Recorder's note: The sound system failed at this point, and an exact record of this portion of the proceedings is unavailable.]
- [Recorder's note: The public testimony portion of the minutes was transcribed by temporary staff member Joe Green. It has been included in the minutes in its entirety without review or revision by the recorder of record.]

## Chapter 3 – BEGINNING AND END OF THE MINUTES

The beginning and ending sections of the minutes contain standardized information that should always be included in the minutes. This information tells what kind of meeting took place, where and when it took place, who attended the meeting, what time it started and finished, and who recorded it. See Exhibit 3 and Exhibit 4 for examples of beginning and ending of minutes.

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**Exhibit 3****Beginning of the Minutes**

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Mayor DeBoer called the Ashland City Council meeting to order at 7:00 p.m. on April 6, 2004 in the Civic Center Council Chambers, 1175 E Main Street Ashland, Oregon.

ROLL CALL: Councilor Laws, Amarotico, Hartzell, Jackson, Morrison and Hearn were present.

COUNCIL ABSENT: NONE

STAFF PRESENT: GINO GRIMALDI, CITY ADMINISTRATOR  
KEITH WOODLEY, FIRE CHIEF  
MIKE BIANCA, CHIEF OF POLICE  
LEE TUNEBERG, FINANCE DIRECTOR.  
JOHN McLAUGHLIN, COMMUNITY DEVELOPMENT DIR.  
PAUL NOLTE, CITY ATTORNEY  
BARBARA CHRISTENSEN, CITY RECORDER

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**Exhibit 4****End of the Minutes**

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The meeting was adjourned at 8:57 p.m.

\_\_\_\_\_  
ALAN J. DEBOER  
MAYOR

Respectfully Submitted,

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Barbara Christensen, CMC  
City Recorder

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## Chapter 4 – BODY OF THE MINUTES

The body of the minutes contains everything that happens at the meeting after the meeting has been called to order and before it has been adjourned.

The body of the minutes is comprised of several components that must be recorded in a consistent manner in the minutes each and every time they occur. Some of them will occur at every meeting, others less often. The following pages will deal with how to present these components in the minutes. It is assumed the reader will have an understanding of the terminology used. The details that follow should not be interpreted to be a legal definition of any term.

### **Agenda Items**

The body of the minutes is divided into lettered sections such as Call to Order, Approval of Minutes, Special Presentations, Consent Agenda, Public Hearings, Public Forum, Old Business, New & Miscellaneous Business, Ordinances & Resolutions, and Council Business/Reports. In each of the lettered section, numbered agenda items are listed in the minutes in the order in which they are heard. Items that are added to the agenda after it is published should be recorded in the minutes in the order they occur.

### ***Agenda Item Titles***

Agenda items have a numbered title that should match exactly the number and title text as recorded on the published agenda for the meeting (although the layout and formatting of the titles may differ from the agenda). Do not include any additional information or clarification language that is included on the printed agenda.

The agenda item number should appear at the left margin. Tab once between the item number and the text of the title. All subsequent lines of the title should be flush left, do not utilize a hanging indent. Record punctuation as it appears in the title on the agenda. Titles should not be closed with a period. Titles should be set apart by a blank line immediately preceding and following them. Exhibit 5 shows an example:

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**Exhibit 5****Agenda Item Titles**

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**D. CONSENT AGENDA**

1. Approval of Commission/Committee minutes.
  2. Confirmation of Mayor's appointment of Amy Crumme Korth to the Housing Commission for a term to expire April 30, 2005.
  3. Approval of Agreement No. 20939 - Transportation Enhancement Project (Bikepath) Jackson Road to Laurel Street between the City of Ashland and the Oregon Department of Transportation.
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**Numbering of Agenda Items Taken Out of Order** - If items are taken out of order in the meeting, record items in the order they occurred but do not change the numbering. For example, if items are taken out of order, the numbering of item titles might appear in this order, “2., 3., 4., 1.”

If an agenda section is interrupted by another, include the word “continued” in parentheses after the title when the discussion resumes. The sequence might appear as follows:

- D. CONSENT AGENDA
  - 1.
  - 2.
- E. PUBLIC HEARINGS
  - 1.
- D. CONSENT AGENDA (Continued)
  - 3.
  - 4.

**Recording Titles When No Discussion or Action Takes Place** - Frequently, an agenda item is published in the agenda that subsequently does not take place at the meeting. All published agenda item titles must be printed in the minutes, even if they do not take place. This frequently occurs with agenda items such as “*Special Presentations & Awards*” or “*Unfinished Business*” that are placeholder portions of the meeting set aside for new or unanticipated business. When this happens, insert the word “None”, or record a brief sentence explaining why the agenda item was not heard, such as:

- B. **SPECIAL PRESENTATIONS & AWARDS** (None)

**Citizen Communications** – “*Public Forum*” is included on the agenda on an ongoing basis. (It will always appear on the council agenda.) This item provides a time set aside in the meeting for citizens to speak on non-agenda items.

The citizen should fill out a form requesting time to speak, providing their full name, address, ZIP, phone number and affiliation (if any). When addressing the Council/Committee, the speaker should be asked to give their name only for the audio record. It is not customary to record the chair’s brief acknowledgement or thanks to the citizen for his or her comments. See Exhibit 6.

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**Exhibit 6****Citizen Comments**

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**B. PUBLIC FORUM**

Mel Holst submitted Exhibit A, and addressed his concerns regarding the lack of customer service received from Ashland City Staff. Mr. Holst stated other city goals are also not being addressed.

Dina DiNucci advised the Council of activities occurring in the North Mountain park area towards revitalization efforts and submitted Exhibit B with additional information on upcoming and ongoing activities.

Brenda Butler, representing Friends of Ashland, submitted and read into the record her testimony attached to these minutes as Exhibit C.

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**Councilor Communications** – The agenda item "*Council Business/Reports*" is placed at the end of the agenda, after all regular business has been completed. Councilors may have announcements, invitations, and introductions, update on activities or make other comments of their choosing at this time. Their comments should be summarized quite briefly.

**Introductions of Staff**–Any introductions of staff, citizens of note, or visiting dignitaries that are made at the meeting should be noted in a very brief manner. An example of how to record an introduction of staff is: "*City Administrator Grimaldi introduced staff.*"

If no agenda item has been set aside for introductions, and one is made, include the introduction in the body of the minutes under the agenda item in which it occurs. It is not necessary to add a separate agenda item section for this purpose.

**Public Testimony** –Members of the public may submit testimony into the meeting record in either oral or written form. If the speaker gives oral testimony only, the recorder should briefly summarize his or her comments. If the speaker submits their comments in written form as well as orally, the recorder should refer the reader to a copy of the written comments/testimony, attached as an Exhibit to the minutes. Any testimony received prior to the public hearing, should be entered into the record by the Mayor/Chair by title and attached to the minutes as exhibits.

The chair should tell members of the public to state their name and affiliation (if any) and street address (no PO Box) for the record. To testify, members of the public should be asked to fill out a testimony form. A supply of these forms should be available near the public entrance to the location for all meetings. The forms should be given to the recorder, who will forward them to the Mayor/chair at the appropriate time.

The Mayor will determine when the citizen is called upon to speak, there is no "first come, first served" rule. Separate the speaker request forms according to agenda item for which they wish to speak on or in the case of Public Hearings separate according to proponents and opponents.

At the end of the meeting the recorder should pick up all testimony forms, or the following day from the Mayor, in order to keep them for the permanent record. The forms can be used for address and spelling information.

Exhibit 7 gives an examples of a public hearing, one where members of the public appeared to testify in support, and where no one appeared to testify in opposition.

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**Exhibit 7****Public Hearings**

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1. Appeal of Planning Action 2003-127, a Request for a Land Partition and Site Review to Construct a Multi-Floor, Mixed-Use (Condominium and Commercial) Building with Underground Parking upon the area Occupied by the Existing Ashland Springs Hotel Surface Parking Area. An Exception to City Downtown Design Standards is requested to Allow Recessed Balconies upon Street Facing Elevations {VI-B-(3)}.

**In Favor of Applicant:**

Robert Owens/67 ½ Alida St/Attended Planning Commission meetings and found that the applicant was open to the desires of the commission. Commented that there is a need for affordable housing in this community and there is an opportunity to add another level to this project for housing. Commented that there is no requirement for businesses to provide parking. Need to address issues of infill and what is best

for the community, supports greater density and integration of business and residential. Recommends that this proposal go forward.

**Opposed to Applicant:**

No one wished to testify in opposition.

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**Action Items**

Action items are those agenda items that will be voted on by the council or committee. All action items can be voted upon by a "Voice Vote" **with the exception** of Ordinances and Resolutions, which require a "Roll Call" vote.

***Consent Agenda*** – All items in the consent agenda are voted on at once. All items included in the consent agenda should be listed together by title (using the secondary title level formatting), with a blank line separating each title. After the items have been listed, the vote should be recorded. By definition, a discussion of consent agenda items does not normally take place unless an amendment or correction is noted. See Exhibit 8.

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**Exhibit 8**

**Consent Agenda**

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**D. CONSENT AGENDA**

1. Approval of Commission/Committee minutes.
2. Confirmation of Mayor's appointment of Amy Crumme Korth to the Housing Commission for a term to expire April 30, 2005.
3. Approval of Agreement No. 20939 - Transportation Enhancement Project (Bikepath) Jackson Road to Laurel Street between the City of Ashland and the Oregon Department of Transportation.

**Councilor Amarotico/Hartzell m/s to approve Consent Agenda. Motion passed.**

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***Executive Session*** – An Executive Session should be noted in the minutes with a paragraph. See Exhibit 9.

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**Exhibit 9**

**Executive Session**

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An Executive Session was held under authority of ORS 192.660(1)(e) – Real Property Transactions at 6:30 p.m. in the Council Jury Room, 1175 E Main Street, Ashland, Oregon.

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A summary of the executive session is not included in the minutes, but is maintained separately by the City Recorder. For Ashland City Council Meetings, executive sessions usually are held before the regular meetings are called to order. Media representatives are allowed to attend executive sessions, however, may not report on any deliberations that take place during executive session. Members of the public are not permitted to attend an executive session.

It is against the law for action (motions and votes) to be taken in executive session. The recorder should make certain the minutes show a clear break between executive and regular session. After the executive session is adjourned, the recorder should be prepared to record action on any legislation discussed in executive session.

## Chapter 5 – MOTIONS AND VOTES

Elected officials are responsible for their official actions to the citizens who elected them. The public expects and must be able to obtain an accurate record of how the officials vote on actions that come before the council. Therefore, the most important element of the minutes is the accurate recording of motions and votes. Unfortunately, it can also be the most complex portion of the minutes, given the many types of motions and corresponding votes that can be encountered. The recorder must be able to present every conceivable motion and vote scenario in an easily recognizable format to the reader.

Motions and votes are recorded in two paragraphs, the “*motion*” paragraph and the “*vote*” paragraph. Discussion on the proposed motion may take place before or after the motion, or both.

### **Recording Motions and Votes**

Exhibit 10 shows a typical example of how motions and votes should be incorporated in the minutes.

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**Exhibit 10****Recording a Simple Motion and Vote**

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Councilor Laws/ Hartzell m/s to approve Resolution #2004-04.

DISCUSSION: Mayor disclosed that he owns aircraft and a hanger at the airport. He will not be renting or building or receiving any benefit from these. There is no benefit to him through the passing of the resolution

Roll Call Vote: Amarotico, Morrison, Laws, Jackson, and Hartzell, YES. Motion Passed.

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### ***Recording Motions and Votes With Amendments***

There may be several motions and votes made on any single piece of legislation. Legislation can be amended any number of times, and the voting record must show the complete sequence of events that took place in achieving the final vote. See Table 2.

Every motion that is made must be voted on, whether it is a regular motion or an amended motion (with the exception of motions that are tabled to a future meeting, or those that fail for lack of a second). If there is an amendment to a motion, the *motion* becomes the *main motion* on all subsequent amendment motions. Sometimes there are so many amendments that a motion and vote can slip through the cracks. It is the responsibility of the recorder to keep track of all of the motions and votes taken during the meeting in order to produce an accurate meeting record.

**Table 2****Corresponding Motion and Vote**

<b>Type of Motion and Vote</b>	<b>Motion and Vote</b>
<b><u>SIMPLE MOTION</u></b>	
Motion.....	<b>Motion</b>
Vote.....	<b>Vote</b>
<b><u>MOTION WITH ONE AMENDMENT</u></b>	
Motion.....	<b>Motion</b>
First amendment to motion .....	<b>Motion to Amend Main Motion</b>
Vote on first amendment.....	<b>Vote on Motion to Amend Main Motion</b>
Vote on original motion as amended .....	<b>Vote on Main Motion as Amended</b>
<b><u>MOTION WITH TWO OR MORE AMENDMENTS</u></b>	
Motion.....	<b>Motion</b>
First amendment to motion .....	<b>Motion to Amend Main Motion</b>
Vote on first amendment.....	<b>Vote on Motion to Amend Main Motion</b>
Second (and subsequent amendments) .....	<b>Motion to Amend #2 (#3, #4, etc.)</b>
Vote on second (and subsequent amendments) .....	<b>Vote on Motion to Amend #2 (#3, #4, etc.)</b>
Vote on original motion as amended .....	<b>Vote on Main Motion as Amended</b>

With the exception of a main motion that is being amended, only one motion can be on the floor at a time. Therefore, each amendment must be voted on before a second amendment can be entertained. When no more amendments are forthcoming, the final vote should be recorded as “Vote on the Main Motion.”