

**HELENA CITIZENS COUNCIL
STANDARD ORDER OF BUSINESS**

1) Call To Order

- a. Verify Quorum.
- b. Introduction of guests.

2) Reading and Approval of Minutes & Finance Report

3) Reports of Officers, Boards, and Standing Committees

- a. Helena Police Department Report
- b. HCC Treasurer's Report
- c. Vista Report
- d. HCC District Report
- e. Committees/Boards

4) Special Orders

- a. Matters required by by-laws, such as the election of Officers, etc.

5) Unfinished Business and General Orders

- a. Unfinished business
 - i. Question that was pending when previous meeting adjourned
 - ii. Any questions that were unfinished business at the previous meeting and were not reached.
- b. General order
 - i. Any pending question that has been postponed by a majority vote
 - ii. Any business that has been set for a future meeting by a majority vote.

6) New Business

- a. Any new issue or discussion that an HCC member wants to raise.

7) Announcements

- a. Upcoming meetings

8) Adjourn

How does a Guest Speaker get on the Standard Order of Business?

- (1) **Unanimous Consent:** Typically Chairwoman Bell will simply introduce the speaker and say, “If no one has any objection, we will now here from . . .” This works best for non-controversial speakers who have a relatively short presentation, or citizens who would like to make a comment.
- (2) **2/3 Vote:** This is only necessary if you want to schedule a speaker for a certain time. This requires a 2/3 vote of the HCC because this speaker will interrupt our standard order of business. For example, a member wants to schedule an expert on Brownfields to talk to the HCC at the June meeting from 7:10 until 7:45, then he must raise the question at a prior meeting under new business and get a 2/3 majority vote.
- (3) **Majority Vote:** You can also put a speaker on the schedule with a majority vote, however, they are not guaranteed a time slot. The speaker will be scheduled under “General Orders” and will get to speak after any business that comes before “General Orders.”

How do I schedule a speaker?

Send the following information to our HCC Coordinator (Martha):

1. The name and contact information for the speaker.
2. The topic and a short description of the speaker’s presentation.
3. A short description of how this speaker will further HCC’s purpose of “review[ing] and advising the City Commission on the various problems relating to the annual budget and mak[ing] recommendations relating to the future development of the City.”
4. Which meeting would you like to schedule your speaker for?
5. Do you want to schedule a specific time for your speaker?
6. How long will the speaker need?
7. Are you willing to coordinate with speaker if the speaker is put on the Standard Order of Business?