



Town of Vienna

127 Center Street South
Vienna, Virginia 22180
p: 703.255.6341
TTY 7111

Meeting Minutes Planning Commission Work Session

Wednesday, August 28, 2019

6:30 PM

127 Center St. South

The Planning Commission met for work session on Wednesday, August 28, 2019, at 6:30 p.m. in the Council Chambers of the Vienna Town Hall, 127 Center Street South, Vienna, Virginia, with Michael Gelb, Chairman, presiding. The following members were present: Sarah Couchman, Mary McCullough, Steve Kenney, Andrew Meren, Sharon Baum, and Julie Hays. Also in attendance and representing Town Staff: Cindy Petkac, Director of Planning & Zoning, Michael D'Orazio, Deputy Director of Planning & Zoning, and Jennifer Murphy, Commissioner Clerk.

Work session with Colette C Trohan of A Great Meeting, Inc. for Robert's Rules of Order overview

Ms. Trohan provided the group with the following tools to improve the effectiveness of meetings:

- *By Laws*

The Vienna Town Council is governed by a set of by-laws; it is incumbent on the Chairman and all commission or councilmembers to be informed of these by-laws.

Best written without a great deal of flexibility, they serve to provide stability. Administrative details, such as meeting times, require flexibility and should never be included.

- *Motions*

Words that describe a decision, motions become an official record of that decision.

Motions must be stated with clarity avoiding words such as "or".

They provide a clear framework for debate and a focus for decision-making.

Always written as a positive (approve), they should be worked out in advance and included as a part of each meeting packet.

Motions should go to the floor as written; amendments are the tool for revision.

Seven step motion process:

- 1. Clearly, concisely worded motion*
- 2. Second to motion*
- 3. Restatement of motion by Chairman*
- 4. Discussion/debate of motion beginning with motion maker; amendments may be offered at this point, returning process to step one*
- 5. Close of discussion, restatement of question and call for vote by Chairman*
- 6. Voting directions provided by Chairman; aye or no*
- 7. Results of vote announced by Chairman*

It was emphasized that the chair holds the responsibility of wording the motion clearly, concisely and in the correct order to allow the governing body to take the action that is best for the Town of Vienna.

Discussion was generated regarding the amendment process. It was noted that the acceptance of an amendment does not adopt the motion thereby amended; the motion remains pending in its modified form. Other forms of subsidiary motions were reviewed such as the postponement process, the substitution process and the friendly amendment.

The work session concluded with final recommendations for ongoing meeting success including development of a new member handbook as well as holding a work session when new members are added. The work session adjourned at 9:30 pm.

Respectfully Submitted,

*Jinger Eberspacher
Recording Secretary*

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6304, OR 711 VIRGINIA RELAY SERVICE FOR THE HEARING IMPAIRED.