

Oak Hill Neighborhood Plan Contact Team
Policy, and Procedure for Agenda Items Roundtable Debate
Approved April 18, 2008

1. Introduction of Agenda Item

- Any OHPCT Member may request an Agenda Item;
 1. Submission - not less than ten days prior to monthly meeting
 2. “New Business” Items listed on “First Come” basis

2. Sponsoring Member’s - Item Introduction

- Time Limited- (five minutes)
- Additional time may be granted by majority vote of Members.
- Optional “**Fast Track Agenda Item**”- Vote of the Members
 1. “Terminate Discussion”
 2. “Move On”
 3. “Table”, or “Move to Old Business”
 4. “Call to Question” – (Vote up or down on an Item)

3. Member Discussion:

- First Pass:
 1. Clockwise Members voice inquires, and opinions
 2. Time Limited (two minutes)
- Sponsor’s response to individual Member question’s.
 1. Time Limited (two minutes)
- Second Pass:
 1. Clockwise Members voice inquires, and opinions
 2. Time Limited (two minutes)
- Sponsor’s response to individual Member question’s.
 1. Time Limited (two minutes)
- Public Questions from the Gallery:
 1. Time Limited (two minutes) per individual
 2. Gallery Questions are NOT answered individually
 3. Gallery Questions are answered in aggregate during Sponsor’s Summary
 4. Chair is responsible for Gallery questions addressed in Sponsor’s Summary Statement
- Sponsor’s Final Rebuttal:
 1. Sponsor’s Summary Statement
 2. Time Limited (three minutes)
 3. Additional Time (three minutes) – desecration of the Chair

4. Chair Re-establishes Control

- “Call to Question”(Vote), “Move On”, “Table”, or, add to “Old Business”
- **Chair responsible Gallery questions are addressed in Sponsor’s Summary Statement (reason for Chair’s desecration in Final Rebuttal)**