



**AGENDA**  
**Housing & Community Development Committee**  
**Tuesday, October 19, 2021**  
**Virtual on Zoom 7:00 PM**

Pursuant to 5 ILCS 120/7(2), SSC members and City staff will be participating in this meeting remotely. It has been determined that in-person meetings of the City's Boards, Commissions, and Committees are not practical or prudent due to the ongoing coronavirus pandemic. Accordingly, the Housing & Community Committee may be convened, and members may attend by means other than physical presence consistent with 5 ILCS 120/7.

Those wishing to make public comments may submit written comments or sign-up with the [public comment form](#), by 5 pm the day of the meeting, to provide public comments by phone or video during the meeting, or by calling/texting 847-448-4311.

Public comment form: <https://forms.gle/3xH94W64m4V4fDC49>

Join Zoom Meeting:

<https://us06web.zoom.us/j/83028735282?pwd=YkdITTU1ZnY2TmxZZkJVOTIEa0FSUT09>

Passcode: 467209

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 830 2873 5282

Passcode: 467209

*Agenda items and order are subject to change. Questions can be sent to Sarah Flax, Housing & Grants Manager at [sflax@cityofevanston.org](mailto:sflax@cityofevanston.org).*

*The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).*

## **1. CALL TO ORDER/DECLARATION OF A QUORUM**

## **2. SUSPENSION OF THE RULES**

Members participating electronically or by telephone

## **3. APPROVAL OF MEETING MINUTES**

A. [HCDC Meeting Minutes 092121 \(DRAFT\)](#)

## **4. NEW BUSINESS**

- A. Presentation of the Affordable Housing Steering Committee 2020 community outreach findings
- B. General discussion: workplan, projects prioritization, taskforces.

## **5. OLD BUSINESS**

- A. Review of the historical CDBG activities and funding of activities
- B. Vice chair nomination and vote
- C. Review of the committee's rules and procedures

## **6. PUBLIC COMMENT**

## **7. ADJOURNMENT**

*Agenda items and order are subject to change. Questions can be sent to Sarah Flax, Housing & Grants Manager at [sflax@cityofevanston.org](mailto:sflax@cityofevanston.org).*

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**MEETING MINUTES**  
**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
Tuesday, September 21, 2021 at 7:00 P.M.  
Remotely via Zoom

**Present:** Chair Revelle, Councilmember Burns, Councilmember Nieuwsma, Councilmember Reid, Loren Berlin, Kathy Feingold, Hugo Rodriguez

**Absent:** Monika Bobo, Joanna Zolomij

**Staff:** Sarah Flax, Housing and Grants Manager; Marion Johnson, Housing and Economic Development Analyst.

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**Call to Order**

Chair Revelle called the meeting to order at 7:05 PM with a quorum present.

**Suspension of the rules**

Chair Revelle moved the suspension of the rules to allow for members to participate electronically or by phone. Councilmember Nieuwsma seconded the motion, the motion was approved 6-0.

**Public comment**

Tina Paden shared her support for a small landlord assistance and volunteered to participate in a task force on the topic. Ms. Paden also asked for an update on the construction at the corner of Chicago and Howard st.

**Introductions**

The committee members introduce themselves.

**Discussion/Approval of the Committee Rules and Procedures**

Committee members discussed the draft rules and procedures. A few suggestions were made regarding the wording of Article II, section 1 and 2, Article III, section 2, items B,D,E, and clarifying the scope of the committee's work. Staff agreed to provide an edited version of the rules and procedures to the committee members for the next meeting.

**Approval of the Committee meeting schedule for 2021 and 2022**

Councilmember Nieuwsma moved to approve the schedule, Councilmember Reid seconded the motion. The motion was approved 7-0

**Staff Report**

Staff reviewed the role and responsibilities of the Housing and Community Development Committee including an overview of the U.S. Department of Housing and Urban Development (HUD) grant process and timeline, the different federal funding sources (CDBG, HOME, ESG

grants) and their associated restrictions, as well as existing community needs. Councilmember Burns asked to see a summary of how CDBG funds have been spent in the past. Councilmember Burns agreed with the need to support small and mid-size landlords in our community as well as to review ways the City can better enforce Fair Housing laws. Chair Revelle suggested the creation of a small landlord task force, involving local landlords as part of the outreach to review ways to support local landlords such as a Landlord Mitigation Fund. It was highlighted that the source of funding will be crucial in this effort as many of the Federal grants available have restrictions that could render funding of such programs difficult or impossible. Loren Berlin suggested staff provide an overview of the 2020-2024 Consolidated Plan during an additional session in preparation for next month's committee meeting.

**Adjournment**

Chair Revelle adjourned the meeting at 8:56 PM.

The next scheduled meeting of the Commission is Tuesday, October 19th, at 7:00 PM via Zoom.

Respectfully submitted,

Marion Johnson  
Housing and Economic Development Analyst



# Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing and Economic Development Analyst  
CC: Sarah Flax, Housing & Grants Manager  
Subject: Agenda Items Overview  
Date: October 19, 2021

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Recommended Action:  
For Discussion

Council Action:  
For Discussion

Summary:

**Affordable Housing Plan Steering Committee 2020 Community Outreach Findings:**

Staff is sharing the findings from the community education and outreach efforts by the Affordable Housing Plan Steering Committee and Millennia Consulting. This outreach effort aimed to provide a better understanding of the lived experiences of participants who are unable to find housing that meets their needs in Evanston, gather residents' opinions on Evanston's housing needs, and discuss some of the strategies other communities are using to help address the need for more and different types of housing stock, and increase housing affordability. While this report was completed in 2020 shortly before the COVID-19 crisis, many of the findings are still relevant today, and have been exacerbated by market forces resulting from the pandemic.

**Work Plan Discussion:**

Some items that have been raised in prior discussions of potential areas of focus are listed below. These could be considered in the committee's discussion to identify priorities, as well as working groups/task forces, for its work plan:

- Housing rehabilitation for energy efficiency, resiliency, and sustainability for lower-income households. In addition to Community Development Block Grant (CDBG) funds, this could involve other funding such as Weatherization and Lead-based Paint Hazard Mitigation grants, and American Rescue Plan Act (ARPA). The program could also align well with the [Partners for Places](#) and [Climate Action and Resilience Plan](#) (CARP) to address inequities in housing quality as well as CARP goals.
- Small-Mid Size Landlords program to assist landlords who are providing naturally occurring affordable housing in Evanston and have been disparately impacted by the COVID-19 crisis.
- Inclusionary Housing Ordinance review and update (due in 2022)

**Historical CDBG Funding and Activities 2015-2019:**

As a follow-up to the last committee meeting, a summary of the CDBG-funded activities in the Public Facilities/Infrastructure and Housing categories that were completed between 2015 and 2019 is attached. These activities include alley paving, street resurfacing, and renovation/rehab of nonprofits' facilities, and rehab of housing units. All activities are eligible for funding under the CDBG National Objective of benefiting primarily low- or moderate-income individuals, families or households.

**Updated Administrative Rules and Procedures:**

Staff has updated the draft Administrative Rules and Procedures to incorporate edits requested by the committee at its last meeting. Changes may be found in Article II Section 1 and 3, and Article III Section 2 Item D, E, F. However, based on input from the legal department, staff proposes holding approval of the amended Administrative Rules and Procedures until the next meeting so an addition may be made. Based on the existing rules and procedures, the Committee would follow Robert's Rules of Order, which may be too cumbersome and could also limit the Committee's effectiveness and efficiency. As an example, to have a discussion on a topic that includes input from the public, an agenda item, such as "Public Input and Committee Discussion of (topic)" must be on the agenda, separate from "Public Comment." This would restrict opportunities for open discussion and collaboration with community members that often occur during committee meetings to tackle issues effectively. Staff proposes developing a simplified version of Robert's Rules for the committee to follow that would be included in the Administrative Rules and Procedures, with Robert's Rules of Order applying for non-covered items. The attached Parliamentary Procedures for Meetings gives examples and would be used to develop this for consideration by the committee at its next meeting.

**Attachments:**

[Evanston AffordHousingPlanComOutreachReport 3 16 20-FINAL](#)

[CDBG 2015-2019 Allocation Summary](#)

[CDBG Public Facilities 2015-2019](#)

[Revisions-HCDC Administrative Rules & Procedures.docx](#)

[roberts-rules-of-order- simplified](#)



# Evanston Affordable Housing Plan: Community Engagement Report

March 16, 2020



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## I. Introduction

In July of 2019, Millennia Consulting responded to a request for proposals from the City of Evanston for a consultant who would “facilitate the work of the Affordable Housing Plan Steering Committee in identifying and prioritizing affordable housing needs, goals and strategies through a six month community outreach and planning process.” Millennia Consulting responded with a proposal to create “a thoughtful and impactful process to gather the aspirations and ideas of Evanston residents and organizations on this topic” to help create a strong affordable housing plan for the City.

Millennia Consulting (MC) was selected for the project and MC consultants Tom Lenz and Wendy Siegel provided leadership for the effort. Founded in 1996, Millennia Consulting is a Chicago-based firm dedicated to serving the nonprofit, public and philanthropic communities.

This short report describes the final community engagement process that was designed and key findings from the community interviews, focus groups, and workshop.

## II. Community Engagement Process

Consultants Lenz and Siegel worked with City of Evanston staff and the Affordable Housing Plan Steering Committee to shape and refine the community engagement process which unfolded from August 2019 to March 2020. This included:

1. Framing the questions to be explored and identifying the groups and individuals to be talked with;
2. Providing coaching and training for Committee members and City staff on how to use the interview/small group facilitation materials;
3. Summarizing the key findings from the many small group and individual meetings that were conducted; and
4. Shaping a community meeting to share the findings and gather additional input.

Considerable effort went into framing the questions to be asked of both individuals and groups. The Committee, City staff and MC consultants arrived at four main questions:

1. Have you, your family, or someone you know tried to find affordable housing in Evanston? What were you/they looking for? What happened?
2. In your opinion, what is the area of greatest housing need in Evanston. What type of housing is most needed – and what group(s) in the community need it most?
3. What do you think should be done to address Evanston’s affordable housing needs? What solutions should be considered?
4. Some of the possible ways to address Evanston’s affordable housing needs are described in the Housing Solutions attachment. Which of these strategies seem most promising to you? Which would you encourage the City Council to adopt?

The first question was designed to elicit actual stories of people looking for affordable housing in Evanston. We hoped to better understand the lived experiences of those participating in the outreach effort. Questions two and three probed for people's opinions on Evanston's housing needs and potential solutions to address those needs. Question four used a graphic depiction of common changes to the zoning code that other cities have made to increase the size and affordability of the housing stock (See Appendix 1).

Lenz and Siegel also worked with the Committee to identify a broad array of Evanston leaders and groups to be interviewed. The intent was to reach a diverse set of activists, neighborhood residents, workers, businesses and civic leaders. In the end, Millennia Consultants, City staff and Steering Committee members held one-on-one meetings with 38 local leaders and residents including:

- Neighbors
- Religious congregation leaders (including Beth Emet Synagogue, First Church of God, First Presbyterian Church, and St. Nicholas Catholic Church)
- Realtors, developers, and architects
- Non-profit organization leaders
- Housing advocates
- Current and former aldermen
- Area business and Chamber of Commerce leaders

It is noteworthy that 28 of the 38 meetings were conducted by Steering Committee members and City staff. Appendix 2 summarizes key themes from the individual meetings.

In terms of the focus groups, 200 people participated in 23 small group discussions, 14 conducted by Millennia Consulting and 9 conducted by Steering Committee members and city Staff. All wards/areas of the city were represented in individual meetings and small groups. Specifically, small group meetings were conducted with:

- Local workforce (teachers, firemen, city employees, childcare workers, restaurant workers, Rotary employees)
- Religious congregations (St. Nicholas Catholic Church and St. Luke's Episcopal Church)
- Residents from the 1st, 3rd, 5th, 7th, and 9th wards
- Leadership Evanston participants
- Inclusionary housing unit waiting list
- Realtors
- Downtown Evanston
- Recent graduates from ETHS
- Evanston housing providers

### III. Key Findings of the Small Groups

When asked “Have you, your family, or someone you know tried to find affordable housing in Evanston? What were you/they looking for? What happened?” two main stories emerged.

**First, middle-class and blue-collar households are finding it increasingly difficult to find single family homes they can afford.** This concern emerged in all parts of the city and among all demographic groups. Sample comments include:

- “I’m a first responder earning \$100,000 who grew up in this community and I couldn’t find a home I could afford in Evanston. I bought in Zion.”
- “As a teacher, I wanted to live in the community I taught in. We couldn’t find anything with the square footage we needed for the price we could afford. We bought in Skokie instead.”
- “We were unable to find anything in our price range (\$300,000 to \$350,000) that didn’t need a lot of work. We moved west to find a home we could afford.”

With almost equal frequency, a second set of stories were told illustrating that **affordable rental housing for low- and moderate income Evanstonians is scarce.** Representative comments include:

- “Poor people in Evanston are moving to the southern suburbs or collar counties to find housing they can afford.”
- “We found a 2-bedroom apartment with heat, but it was a struggle – and the landlord keeps increasing the rent.”
- “I almost ended up on the street because I couldn’t find someone who would let me live with them and share the rent.”
- “I’m a restaurant owner and none of my workers can afford to live in Evanston.”

Other common stories from this question included young adults, including many who grew up here, who can’t afford to rent or buy a home in Evanston, people not being able to afford or planning to move out of Evanston because of high property taxes and single moms struggling to find affordable housing in Evanston, especially after a divorce. Other stories and quotes can be found in the PowerPoint presentation from the community workshop which is attached as Appendix 2.

The second question, seeking opinions on the area of greatest housing need in Evanston, yielded three common answers. The most common area of need mentioned was for **more moderately-priced single-family homes.** Participants mentioned several sub-groups when describing this need including homes for “first time home-buyers,” “families with young children,” “housing for police, teachers and middle managers,” “starter homes,” “homes under \$500,000,” “homes in the \$200,000 to \$250,000 range.”

A second need that was frequently mentioned **was to preserve and enhance Evanston’s racial diversity.** Comments in this area include:

- “We need more affordable housing options (ownership and rental) for African Americans given the history of segregation in Evanston.”
- “We need to address segregation in Evanston.”
- “It seems only the 5th Ward has remnants of affordable housing.”

The third most common need mentioned was for **more affordable 2- and 3-bedroom apartments for Evanston’s lower-income families**. Sample comments include housing for “Families with young families with children,” “larger families,” “people now forced to commute to Evanston for their jobs,” and “Housing that is in good shape: No dumps.”

When asked what they thought should be done to address Evanston’s affordable housing needs three solutions emerged. The most common suggestion was to **increase the supply of smaller houses, ADUs, and coach houses**. Participants made comments like: “Remove the red tape for owners who want to build ADUs,” “allow for smaller houses on smaller lots,” and “permit big houses to be split into multiple units.”

The second most frequently mentioned solution was to **decrease segregation and increase inclusion in Evanston**. Some representative comments here include: “Provide affordable housing throughout Evanston,” “Create a ‘culture of welcome’ for people of color,” and “We need a process to increase neighborhood buy-in for affordable housing.”

The final area of shared agreement relative to affordable housing needs was to **engage or require Northwestern University to be part of the solution** with comments like “NU should chip in more money for the City’s budget and stop buying up land and houses.”

The final focus group question asked respondents to weigh in on four potential housing solutions:

- Granny Flats (ADUs)
- Smaller Footprint, Smaller Lots
- Same Footprint, 2-4 Units
- Shared Living, Co-living

**All four ideas were supported** by participants with majorities ranging from 68% for Smaller Footprint, Smaller Lots to 84% for ADUs.

## IV. Key Findings from the Individual Meetings and Affordable Housing Workshop

In general, the individual meetings yielded the same kinds of stories with roughly the same frequency as the small group discussions. A list of all the themes that emerged is included as Appendix 2.

Millennia Consulting collaborated with the City of Evanston on a community workshop to engage additional people in the planning process and explore their ideas on potential housing priorities. After sharing some housing trends in the city and a summary of the findings from the small group discussions, each table was invited to share their thoughts on two questions:

- Of the below housing needs, which two needs would you suggest be prioritized to help the City develop housing policies and allocate resources?
- Would you support changing Evanston’s zoning to allow greater density and different types of housing in single family and other neighborhoods?

A total of 51 people participated in the conversations which were facilitated by members of the Affordable Housing Strategic Plan Steering Committee. Housing needs were ranked in the following order:

1. **Affordable apartments** for low-income single people and families ranked first.
2. **Moderately-priced homes** for families with children ranked second.
3. **Housing and services for unstably housed or homeless adults** and families ranked third.
4. **Repair/maintenance assistance** to help low-income homeowners stay in their homes ranked fourth.
5. **Affordable and accessible senior housing** ranked fifth.

**On the question of support for zoning changes to allow for greater density and different times of housing, 89% voiced their support.**

## V. Conclusion

As the Affordable Housing Strategic Plan Steering Committee begins to formulate its recommendations, four insights from the engagement process can be emphasized:

1. At this time in Evanston’s history, **affordable housing needs are recognized by a wide cross section of residents.**
2. In addition to creating **more affordable multi-family rental housing**, there is also a strong desire to see more **moderately-priced home ownership opportunities.**
3. There is strong support for **loosening the zoning code** to allow for more diversity in types and prices of housing in areas currently limited to traditional single family housing.
4. Finally, **preserving and enhancing Evanston’s diversity** is a widely-shared value that could be emphasized in building public support for the selected strategies.

# Appendix 1: Housing Solutions Graphic

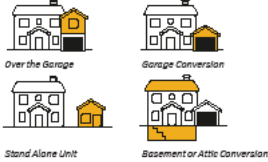


## Housing Solutions

- Legend:**
- Avoid displacement
  - Sustainable
  - Increasing supply

The Affordable Housing Plan Steering Committee wants to talk with residents and community members about Evanston housing needs and learn their ideas on how to address them. Below are housing solutions other communities have implemented to address affordability. *What housing solutions would you consider to address Evanston's affordability issue?*

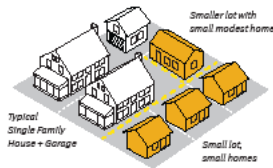
### SINGLE FAMILY APPEARANCE, MULTIPLE UNITS



#### Granny Flats (ADUs)

Also called coach houses, detached Accessory Dwelling Units (ADU) are typically in a home's backyard next to, over, or replacing a garage. Evanston currently allows them with many restrictions.

Often in an attic or garden/basement, an internal or attached ADU allows to rent out some part of the main home. They are currently not allowed in Evanston.



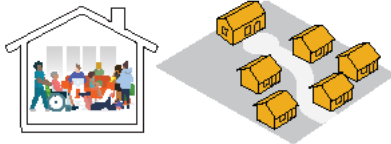
#### Smaller Footprint, Smaller Lots

Allowing the development of a variety of home sizes and types (e.g. modest-size homes, cottages) and smaller lot sizes could increase housing options, affordability and density.



#### Same Footprint, 2-4 units

In much of Evanston neighborhoods, city rules only allow for single-family homes on large lots. Easing these restrictions could allow for the development of new 2-4 unit structures within the same footprint or lot, or the conversion of existing homes into multiple units, creating more affordable housing choices better matching today's needs.



#### Shared living, co-living

Currently no more than 3 unrelated people can live together in a home in Evanston. Allowing the sharing of homes with a mix of common spaces (kitchen, living rooms) and private spaces (bedrooms, baths), or building cottage-like dwelling communities could add options for seniors and students. Shared living can help reduce social isolation and allow the older adults to share services.



Questions and comments: [housingplan@cityofevanston.org](mailto:housingplan@cityofevanston.org)

## Appendix 2: Summary of Key Themes from Individual Meetings

### EVANSTON AFFORDABLE HOUSING COMMUNITY ENGAGEMENT Summary of key themes from the INDIVIDUAL INTERVIEWS 3.6.2020

#### Big picture Concerns:

- Important to do a global review of zoning in Evanston applying an affordable housing lens.
- Be strategic about where affordable units are placed so as not to change the character of neighborhoods.
- Control gentrification
- Expand ADU's but without a lot of costly restrictions
- Regulate how credit scores can be used in access to housing
- Smaller, lower cost homes
- Access to public transit and commercial strips important for seniors and people with disabilities
- Rental and home buyer subsidy and loan programs
- Pay attention to maintaining character of neighborhoods, traffic, parking, and environmental impacts.
- Recognize that mixing low-income and high-income can lead to “culture clashes”. NIMBE and “Citizens against virtually everything” still a strong force against affordable housing in Evanston.
- Northwestern University should be playing a much bigger role in the development of affordable housing—financial and otherwise.

#### Families

- Home ownership is out of reach for many. Few homes for purchase in the \$200,000-\$250,000 range
- Few affordable 3 bedroom rentals for families
- Families want clean, well-maintained apartments. Don't need all the high end amenities that many newer apartments have, and which drive up the cost.
- Families doubling up.
- Latino families live in Evanston basements or move Skokie and other surrounding communities.
- African American families being driving out by gentrification.
- Funds and policies to support keeping African Americans in Evanston should be coordinated with reparations.

## **Workers**

- Nonprofit and city employees cannot afford to live in Evanston.
- Should be low-interest loan programs for teachers, public employees, etc.

## **Seniors**

- Seniors who own large homes often cannot afford to maintain them once they are on fixed incomes.
- Programs should exist that allow those who want to stay in their homes to get help with maintenance.
- Few homes or apartments that are one floor and accessible
- Seniors no longer need schools, other programs for children, so they are moving out.
- Taxes too high.
- 

## **Very low income, disabled, homeless**

- Almost impossible to live in Evanston
- Families with a disabled member have many expenses, hard to also meet rising housing costs
- Single individuals with disabilities have few options
- More supportive housing needed
- Many people are one crisis away from homelessness

## **Appendix 3: Community Engagement Findings Presentation**

Attached separately.

**City of Evanston**  
**CDBG Allocations By Consolidated Plan Goals**  
**2015-2019**

CDBG Allocations by ConPlan Goal	2015			2016			2017			2018			2019			2015-2019 5-Year Average		
	Amount	% of Total	Activities	Amount	% of Total	Activities	Amount	% of Total	Activities	Amount	% of Total	Activities	Amount	% of Total	Activities	Amount	% of Total	Activities
<b>Affordable Housing Goal</b>																		
Housing Rehab Administration	\$ 187,900	28%		\$ 185,000	27%		\$ 143,499	23%		\$ 100,000	18%		\$ 200,000	24%	1	\$ 163,280	24%	
Rehab Projects Completed (may include Multi-family)	\$ 128,475	19%	10	\$ 180,861	26%	39	\$ 174,666	28%	14	\$ 116,742	22%	5	\$ 247,190	30%	6	\$ 169,587	25%	
Code Enforcement	\$ 350,000	53%		\$ 325,000	47%		\$ 300,000	49%		\$ 325,000	60%		\$ 375,000	46%	1	\$ 335,000	50%	
<b>Affordable Housing Totals</b>	<b>\$ 666,375</b>	<b>36%</b>		<b>\$ 690,861</b>	<b>37%</b>		<b>\$ 618,165</b>	<b>33%</b>		<b>\$ 541,742</b>	<b>27%</b>		<b>\$ 822,190</b>	<b>42%</b>		<b>\$ 667,867</b>	<b>35%</b>	
																\$ -		
<b>Livable Communities Goal</b>																\$ -		
City Infrastructure/Facilities Projects	\$ 464,707	76%	5	\$ 389,915	66%	3	\$ 360,000	57%	2	\$ 797,813	100%	4	\$ 433,374	89%	2	\$ 489,162	79%	3
Non Profits Facilities Projects	\$ 150,000	24%	3	\$ 198,443	34%	4	\$ 267,000	43%	4	\$ -	0%	0	\$ 53,387	11%	2	\$ 133,766	21%	3
<b>Livable Communities Totals</b>	<b>\$ 614,707</b>	<b>33%</b>	<b>8</b>	<b>\$ 588,358</b>	<b>31%</b>	<b>7</b>	<b>\$ 627,000</b>	<b>33%</b>	<b>6</b>	<b>\$ 797,813</b>	<b>40%</b>	<b>4</b>	<b>\$ 486,761</b>	<b>25%</b>	<b>4</b>	<b>\$ 622,928</b>	<b>32%</b>	<b>6</b>
																\$ -		
<b>Public Services Goal</b>																\$ -		
City Programs	\$ 79,498	32%	3	\$ 93,900	36%	3	\$ 93,921	36%	3	\$ 109,329	40%	3	\$ 80,400	29%	3	\$ 91,410	35%	3
Non Profits programs	\$ 170,000	68%	13	\$ 166,384	64%	9	\$ 169,700	64%	13	\$ 161,448	60%	11	\$ 194,819	71%	14	\$ 172,470	65%	12
<b>Public Services Totals</b>	<b>\$ 249,498</b>	<b>13%</b>	<b>16</b>	<b>\$ 260,284</b>	<b>14%</b>	<b>12</b>	<b>\$ 263,621</b>	<b>14%</b>	<b>16</b>	<b>\$ 270,777</b>	<b>14%</b>	<b>14</b>	<b>\$ 275,219</b>	<b>14%</b>	<b>17</b>	<b>\$ 263,880</b>	<b>14%</b>	<b>15</b>
																\$ -		
<b>Economic Development Goal</b>	<b>\$ 16,900</b>	<b>1%</b>	<b>0</b>	<b>\$ 14,492</b>	<b>1%</b>	<b>1</b>	<b>\$ 33,875</b>	<b>2%</b>	<b>3</b>	<b>\$ 50,000</b>	<b>2%</b>	<b>0</b>	<b>\$ -</b>	<b>0%</b>	<b>1</b>	<b>\$ 23,053</b>	<b>1%</b>	<b>1</b>
																\$ -		
<b>Administration Goal</b>	<b>\$ 320,949</b>	<b>17%</b>	<b>1</b>	<b>\$ 320,645</b>	<b>17%</b>	<b>1</b>	<b>\$ 324,413</b>	<b>17%</b>	<b>1</b>	<b>\$ 330,000</b>	<b>16%</b>	<b>1</b>	<b>\$ 360,686</b>	<b>18%</b>	<b>1</b>	<b>\$ 331,339</b>	<b>17%</b>	<b>1</b>
																\$ -		
<b>CDBG Grant Amounts</b>	<b>\$1,604,746</b>			<b>\$1,603,225</b>			<b>\$1,622,067</b>			<b>\$1,788,178</b>			<b>\$1,803,432</b>			<b>\$1,684,330</b>		

## 2015-2019 CDBG Public Facilities Projects

Category	Description
<b>City Infrastructure/Facilities Projects</b>	
	2015
	Alley Paving Program
	Block Curb Sidewalk & ADA Ramps
	Alley Special Assessment Assist.
	SNAP Lighting
	Foster Field Athletic Lighting Renovations
	Penny Park Renovations
	Church & Brown Parking Lot
	2016
	Residential Street Resurfacing Project
	Alley Special Assessment Assistance
	Foster Field Athletic Lighting Renovations
	2017
	Alley Paving Project
	Street Resurfacing Project
	Ridgeville Park District/Brummel Park Play Circuit
	2018
	Alley Paving Project
	Street Resurfacing Project
	Foster Athletic Field Renovations
	Mason Park Field House Roof Replacement
	2019
	Alley Paving Project
	Harbert ParkBike Path Improvements
	Brummel Park Fencing Replacement
<b>Non Profits Facilities Projects</b>	
	2015
	Family Focus Weissbourd-Holmes Center Repairs
	McGaw Hill YMCA Mosaic Room Bathroom remodeling
	CJE Howard Street Adult Day Services Mural
	Construction of YOU HQ & Youth Learning Center
	2016
	Family Focus/Weissbourd-Holmes Center Repairs
	CJE Howard Street Facility Lighting
	YOU New HQ & Youth Learning Center
	2017
	Children's Home & Aid/Security Improvements
	Infant Welfare Society/Baby Toddler Nursery Improvements
	Reba Early Learning Center/Building & Grounds
	CJE Awning Replacement
	YOU Parking Lot Renovation
	2018
	Friendship Baptist Church/Senior Access Project
	2019
	CJE Senior Life/ADS Upgrade Project
	Infant Welfare Society/Indoor Gross Motor Play Space

# ADMINISTRATIVE

# RULES & PROCEDURES

EWANIST

ON

EVANSTON  
HOUSING & COMMUNITY  
DEVELOPMENT COMMITTEE  
ADMINISTRATIVE RULES & PROCEDURES

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**THE HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE  
OF THE CITY OF EVANSTON**

**ADMINISTRATIVE PROCEDURES AND REGULATIONS**

**ARTICLE I**

**Name and Authority**

- Section 1.** The name of this organization shall be “The Housing and Community Development Committee of the City of Evanston, Illinois,” hereafter referred to as the “Committee.”
- Section 2.** The establishment of this Committee is provided for in Evanston City Code Title 2, Chapter 4, “Housing and Community Development Committee.”
- Section 3.** The business of the Committee is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Housing and Community Development Ordinance 69-O-21, as amended; the Evanston Human Rights Ordinance 1-21-1 - 1-22-11 OR 26-O-14, the Fair Housing Ordinance 8-O-12, Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

**ARTICLE II**

**Mission**

- Section 1.** The Evanston Housing and Community Development Committee is a public body established by City ordinance. The purpose of the Housing and Community Development Committee (“Committee”) is to act in an advisory capacity to the City Council on matters that relate to the built environment and the use of federal Community Development Block Grant (“CDBG”) funds ~~except~~ with the exception of the Public Services category (~~“CDBG”~~), HOME Investment Partnership (“HOME”) funds, the City’s Affordable Housing Fund (“AHF”), and any other funding source that City Council deems appropriate to address primarily the needs of Evanston’s low, moderate, and middle-income residents. The Committee is responsible for capital ~~and economic development~~ projects and programs including, but not limited to: housing acquisition, development, and preservation, and housing services including landlord-tenant services and Inclusionary Housing Ordinance waitlist management; City infrastructure and facilities projects in

lower-income neighborhoods; non-profit public facilities projects including homeless shelters; and economic development projects and programs. The Committee is also responsible for overseeing the development and implementation of the City’s Housing and Urban Development (“HUD”) Consolidated Plan, annual Action Plans and Consolidated Annual Performance and Evaluation Reports, including seeking input from the public following the Citizen Participation Plan, as required. Recommendations of the Committee will go directly to the City Council, as with its predecessor, the Housing and Community Development Act Committee

**Section 2.** The Committee is responsible for developing funding recommendations for agencies that request funding in the form of grants or loans from the City for programs that offer needed services for people who are homeless or at high risk of becoming homeless, affordable housing development and preservation, and other housing-related programs and services for Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to qualified low-, moderate- and middle-income Evanston residents.

**Section 3.** *Method of Funding:* The Committee provides funding recommendations for the use of the City’s federal CDBG and HOME entitlement grants as well as the City’s Affordable Housing Fund for projects, programs, and services that align with City Council goals, as well as the income restrictions and priorities of each funding source. Funding recommendations made by the Committee will be reviewed by Planning and Development, Administration & Public Works, or Human Services Committees and approved by City Council. ~~Recommendations must be made for programs and services that align with City Council goals.~~

**Section 4.** The Committee shall promote human rights and fair housing, as well as access to safe, quality affordable housing for Evanston residents.

## ARTICLE III

### Membership

#### **Section 1. Members**

A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience with housing policies; needs of different populations including seniors or persons with disabilities; different types of housing stock; renter and homeowner issues; public and private housing and real estate development, finance, or sales; property management; and community outreach and engagement.

- B. The members must consist of the following: Four (4) Council members, at least two who represent wards with significant low/moderate income residents. Two (2) members who reside or work in predominantly low/moderate income Evanston neighborhoods, two (2) at-large members, one (1) member who has lived experience in public housing, Housing Choice Voucher/Project-Based Voucher programs, or housing restricted to households with incomes less than or equal to 80% of the area median. A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or any agency, facility, or service that receives CDBG, HOME, AHF, or any other funding overseen by the Committee on behalf of the City of Evanston.
- C. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.
- D. Vacancies and Removal
  - 1. If a Committee member fails to attend two (2) regular Committee meetings without a reasonable cause in a calendar year, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
  - 2. Any vacancy shall be filled by the Mayor as soon as possible.
  - 3. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

**Section 2. Powers and Duties**

In carrying out its responsibilities, the Committee shall have the following specific powers and duties:

- A. Oversee the U.S. Department of Housing and Urban Development’s Consolidated Planning process for the City of Evanston entitlement grants, including the review of the City’s annual Action Plan and Consolidated Annual Performance and Evaluation Report (“CAPER”);

- B. Ensure that federal funding is prioritized for projects and services that provide decent housing, a suitable living environment, and economic opportunity primarily for Evanston's low- and moderate-income residents;
- C. Receive citizen input on housing, community and economic development needs and comments relating to the implementation of the Consolidated Planning process;
- D. Evaluate applications, prioritize, and recommend funding allocations from all sources to City Council for housing, public facility and infrastructure improvements, and economic development programs and projects that advance the priorities set forth by City Council priorities and improve the health and wellbeing of Evanston's low, moderate, and middle-income residents in conformance with restrictions and priorities of each funding source;
- ~~E. Monitor the progress and impact~~ Review the status of projects and programs receiving City funding on a periodic basis to ensure timely and effective use of funds;
- ~~F. Conduct periodic reviews of City ordinances and policies to determine their effectiveness at achieving City Council affordable housing goals and recommend amendments to increase their effectiveness for consideration by City Council. Examples include, but are not limited to, the Inclusionary Housing Ordinance and Residential Landlord Tenant Ordinance; and~~
- G. Coordinate housing-related expenditures of CDBG, HOME and Affordable Housing Funds, and all other special and general funds for which the Committee has responsibility, relating to housing, community, and economic development.
- H. Perform such other acts as may be necessary or proper to carry out the purpose of the Committee.
- I. Evaluate and recommend tools to expand and maintain affordable housing to the City Council;

- J. Evaluate and recommend tools to expand and maintain affordable housing programs and shelters for people experiencing homelessness;
- K. Provide recommendations on the use of the City's Affordable Housing Fund to the City Council;
- L. Provide recommendations on the use of the City's federal CDBG and HOME funds to the City Council;
- M. Submit periodic reports to City Council on the goals, activities and accomplishments of the Committee; and
- N. Create working groups or task forces, as necessary, in furtherance of the Committee's purpose.

**Section 3. Conflicts of Interest**

All members of the Committee agree to abide by all duties and obligations imposed on Committee members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." The Board of Ethics' supplemental policy is intended to clarify and prevent the personal interests of Committee members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Committee or Evanston taxpayers.

The Committee strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Committee shall act in good faith in all relationships touching upon their responsibilities to the Committee and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

**Supplemental Policy:**

1. Each member of the Committee shall disclose to the Committee in writing each City-funded entity to which the Committee member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.
2. Each member of the Committee shall recuse himself from voting on any matter in which that member has an apparent or actual conflict of interest.

**Section 4. Expenses**

All appointed members of the Committee shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

**ARTICLE IV**

**Officers**

**Section 1. Elected Officers**

Pursuant to Ordinance 69-O-21, Section 2-4-5 Adoption of Rules; Selection of a Chairperson: A Chairperson is appointed by the Mayor from among its City Council members.

**Section 2. Election of Vice-Chair**

A. Each year, the Committee shall nominate candidates for the Vice-Chair positions. Current Vice-Chair may request to serve for a consecutive year.

B. Committee members can volunteer to serve and any Committee member may make additional nominations, with the consent of the nominee, prior to any vote.

C. Committee members will elect a Vice-Chair by voting upon the nominees.

D. The Committee may also approve the existing Vice-Chair for an additional term, with the consent of the existing officer, so long as the additional term does not exceed the three year period.

**Section 3. Terms of Office**

The Vice-Chair shall be elected for a one-year term from the date of the election. No member shall serve more than three consecutive one-year terms in the Office.

**Section 4. Vacancies**

A vacancy of the Vice-Chair shall be filled by a vote of the Committee at the next regular meeting following the occurrence of the vacancy. The Vice-Chair is elected for the duration of the unexpired term.

**Section 5. Duties of Officers**

- A. The Chairperson shall assure that the policies, programs and orders of the Committee are carried out.
- B. The Chairperson shall preside at all meetings of the Committee. The Vice-Chairperson shall preside in the Chairperson's absence.
- C. The Chairperson shall be responsible for calling meetings of the Committee pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chairperson may appoint committees to consist of two members for specific tasks.

**ARTICLE V**

**Meetings**

**Section 1. Regular and Special Meetings**

- A. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Committee may decide.
- B. Special meetings shall be held as needed to further the work of the Committee.
- C. Notice of all regular and special meetings of the Committee shall be communicated to the members at least five days before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

**Section 2. Quorum**

A majority of the members of the Committee constitutes a quorum for the transaction of business.

**Section 3. Voting**

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chairperson is a voting member of the Committee and may vote on any issue.

**Section 4. Parliamentary Procedure**

Unless inconsistent with these Administrative Procedures and Regulations or otherwise decided by the Committee, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* (Tenth Edition).

**ARTICLE VI**

**Amendments**

**Section 1.** These Administrative Procedures and Regulations may be amended at any meeting of the Committee by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

**Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations shall be included in the meeting packet at which they will be voted upon.

**Section 3.** The City Manager shall be advised of any changes in these Administrative Procedures and Regulations.

**Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

## PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

## PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

## **IN THE MEETING**

### ***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

### ***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

### ***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

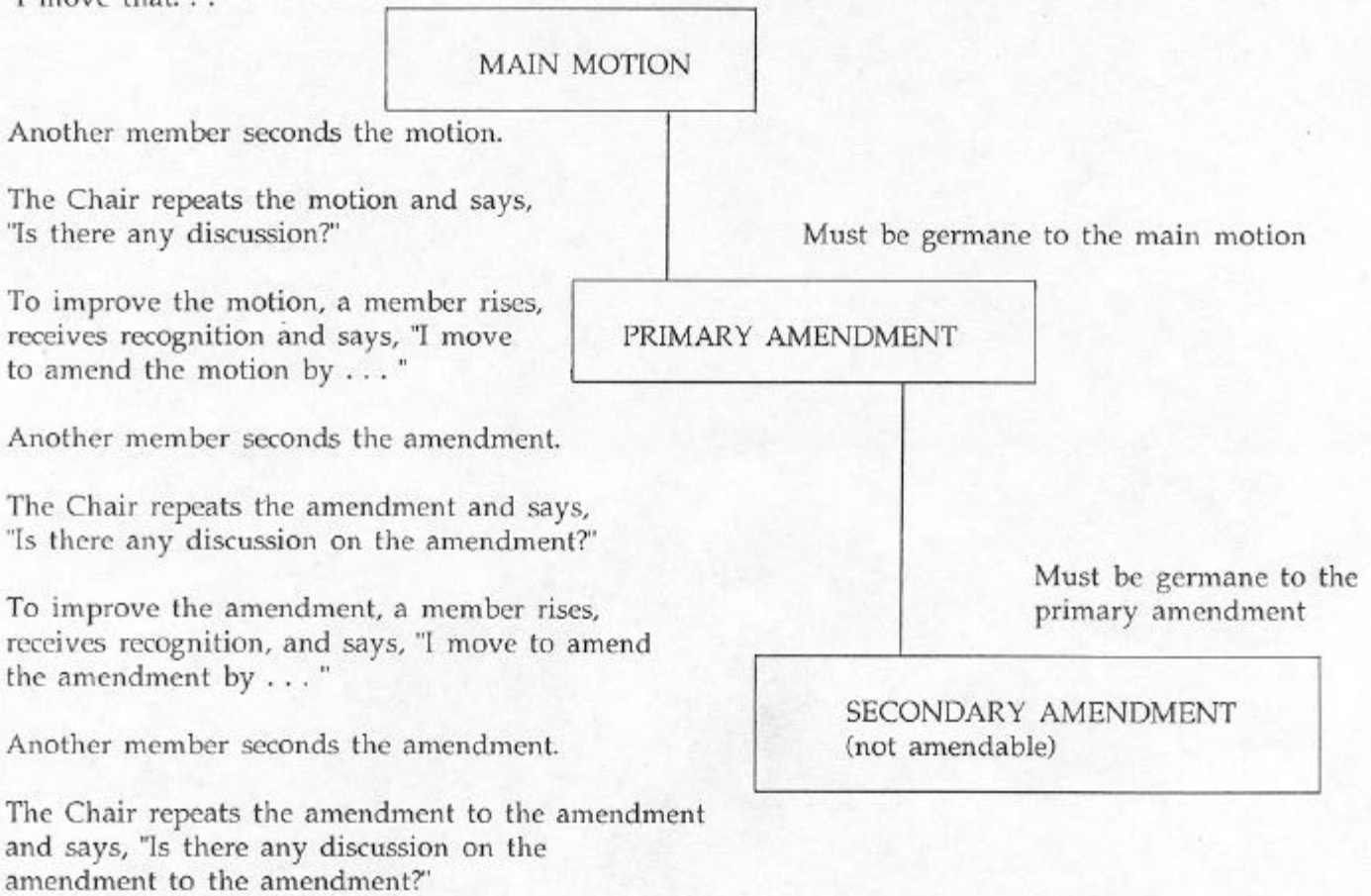
# AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.