



**Meeting of  
Fair Housing Task Force**

**Wednesday, May 14, 2014  
7:00 P.M.**

**Village of Oak Park  
123 Madison Street, Room 101  
Oak Park, Illinois**

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**Agenda**

1. Call to Order
2. Roll Call
3. Approval of April 16, 2014 and April 30, 2014 meeting minutes
4. Approval of Fair Housing Task Force Meeting Ground Rules
5. Public Comment
6. Discussion of Task Force Work Plan
7. Enforcement of existing laws/ordinances
8. Community education
9. Oversight of housing related agencies
10. Adjourn

## **FAIR HOUSING TASK FORCE MEETING GROUND RULES**

### **Open the Meeting/Debate:**

1. The Chair calls the meeting to order.
2. No debate on an agenda item is in order until a motion is made. A motion should be made and seconded pursuant to the procedures below. Once a motion is made and seconded, it is properly before the Task Force.

### **Making Motions:**

When a question is under debate, no motion shall be made or received except:

1. To take a recess
2. To reconsider
3. To lay on the table
4. To call the question/end debate
5. To postpone
6. To amend
7. To adjourn

### **Motions to Amend:**

A motion to amend must be germane to the original motion. Words can be added, inserted or struck, or an entire motion on the same subject can be substituted. An amendment is adopted by majority vote. Once an amendment is adopted, debate resumes on the motion.

### **Seconding Motions:**

All motions must receive a second. A member who seconds a motion need not be recognized by the chair. The member who seconds a motion simply must state, "I second the motion."

### **Withdrawing a Motion:**

A member who has made a motion may withdraw it before it is has been stated by the chair. If a motion has been stated by the chair, the mover may obtain the floor and seek permission to withdraw the motion. The chair may attempt to obtain consent by unanimous vote for the withdrawal of the motion or may ask for a roll call vote.

### **Member Remarks:**

1. A member wishing to speak should ask to be recognized by the Chair. The Chair will recognize the member by name giving the member the right to speak.
2. The member who speaks should limit his or her remarks to the motion or agenda item under discussion and address his or her remarks to the Chair.

### **Ending Debate/Calling the Question:**

Debate on a question may be ended by a member calling the question. This is done by a member receiving recognition from the chair stating, “I move to call the question.” The Chair then asks for a second. If there is a second, the Chair asks if there is any objection. If there is an objection, a roll call vote is taken and a two-thirds majority is required to close debate. The Task Force then proceeds to vote on the matter.

### **Voting:**

Voting can be accomplished by either voice vote/unanimous consent (i.e., all those in favor/all those opposed) or by roll call vote. Roll call vote proceeds as follows: the question is stated and the roll is taken on the yeas and nays by the Task Force secretary. The chair or the secretary then states the results of the vote and the secretary records the vote. A roll call vote should be taken on any main motion agenda items. A roll call vote is not necessary on a motion to adjourn.