

The slide features a background with a red and blue color scheme. The AAMPO logo is prominently displayed at the top. Below the logo, the text reads: "Agenda Item 5", "Texas Open Meetings Act (OMA) and Robert's Rules of Order", "ATAC | August 10, 2022", and "Joey Pawlik, Active Transportation Planner".

AAMPO

Agenda Item 5
**Texas Open Meetings Act (OMA)
and Robert's Rules of Order**
ATAC | August 10, 2022
Joey Pawlik, Active Transportation Planner

Agenda Item Overview

- The AAMPO Transportation Policy Board and its subcommittees and advisory committees are required to comply with the **Texas Open Meetings Act**.
- Meetings will be conducted following **Robert's Rules of Order, Revised** unless otherwise determined by the Board.

Texas Open Meetings Act (OMA)



www.alamoareampo.org

AAMPO

Texas Open Meetings Act (OMA)

- ATAC is subject to OMA as a subcommittee of the TAC (a TPB advisory committee.)
- **All ATAC** members (both **primary** and **alternate**) must complete **OMA** training provided by MPO staff within the designated timeframe.
- Once complete, members must provide a copy of completion certificate to AAMPO staff for compliance purposes.

www.alamoareampo.org

AAMPO

Online Meeting Attendance and Participation

- Following the COVID-19 pandemic, certain OMA rules were amended to allow virtual and hybrid meetings.
- For the foreseeable future, AAMPO will continue hosting hybrid meetings.
- General members may attend any hybrid meeting via WebEx as long as OMA requirements and responsibilities are maintained.

Online Meeting Attendance and Participation

- For any meeting, a co-chair will need to be **physically present** for the **duration** of the meeting.
- If attending virtually: you must have both audio **and** visual available for the **entire** meeting.
- Members must be visible during the entire meeting to be counted as in attendance and to have their vote count.

Online Meeting Attendance and Participation

- Virtual attendees will need their full name in their video box in order to be counted as present and to vote.
- If you are unwilling or unable to be both visible and audible during the **entire** meeting, you will need to attend in-person for your attendance and votes to be recorded.

www.alamoareampo.org

AAMPO

Roberts Rules Made Simple



www.alamoareampo.org

AAMPO

Attendance / Agenda

- Members planning to be absent, arrive late, or leave early should email the chair at least 48-hours prior to the scheduled meeting time, or as soon as possible.
- Member should review the agenda before departing for the meeting.
- *Both of these points serve as common courtesy to ATAC members and AAMPO staff.*

Roll Call/ Public Comment

- This should move quickly and without discussion.
- Citizens-to-be-heard should be respected and all questions should still be directed through the chair.
- The Parliamentarian should keep time for all public comment since there is a limit of 3 minutes per speaker.

Best Practices of Meetings

- All questions need to be directed through the chair.
- Raise your hand until you are recognized.
- No cell phone use.
- No talking or shouting over each other.
- No profanity or foul language.

Discussion Items

- This is when the meeting really starts!
 - Discussion items are just that. They don't require any vote. You're simply just talking about an idea and "bouncing" ideas around.
 - Stay on topic. Discuss only the issue at hand. i.e. times, dates, places, participation in an event.
- NO motions or seconds can be made at this time. Only ACTION items require motions and seconds.

Actions Items

Main Motions/Seconds

- Each motion requires a **second** and a **vote**.
- Ex: "I move that we approve to donate \$500.00 to the XYZ foundation" Is there a second? Now we vote.
- Because a resolution/ decision was made in the discussion items, there is no need for more discussion during "action items" unless...

Amendments

- Requires a second.
- Can only be applied to the MAIN MOTION on the table.
- Can (1) add words, (2) strike words, and/or (3) substitute new language to the main motion.

Reports/Announcements

- These should be done quickly. Its best to prepare these before the meeting begins.

Definitions

- **Refer to a working group-** This says you're going to refer an item to a committee that has more experience. Questions that must be answered 1.) What working group? 2.) Time it will come back to agenda
- **Postpone definitely-** Put on hold until a definite time.
- **Lay on the table-** The assembly has more urgent pertinent business. I.e. presentation, speakers, etc.

Overview

- Roberts Rule **don't supersede your bylaws.** They are simply guidelines to run more effective and better meetings.
- And with that...we hope you have a great meeting!

Questions?

Joey Pawlik

Active Transportation Planner

pawlik@alamoareampo.org



www.alamoareampo.org

AAMPO