

Advisory Committee Operating Procedures

Intent of Document

The intent of this document is to outline the background, legal framework, and agreed upon operating procedures for the Oregon Conservation & Recreation Advisory Committee in order to provide clarity to staff, committee members, and the public. This document will be updated over time to maintain a source of consistent information about the Advisory Committee as new protocols are developed.

Background

On July 15, 2019, Governor Kate Brown signed HB 2829 ([Appendix A](#)) to create the Oregon Conservation & Recreation Fund (OCRF) as well as the Oregon Conservation & Recreation Advisory Committee (Advisory Committee).

The legislature also appropriated \$1 million of general fund to the OCRF for the 2019-2021 biennium if the Department of Fish and Wildlife first deposits \$1 million in to the Fund from non-state and non-federal sources. Funds in the OCRF must be expended or obligated by July 1, 2021 and the OCRF and Advisory Committee officially sunset on January 2, 2022.

The legislature directed the Oregon Fish and Wildlife Commission to determine the number and geographic representation of the members of the Advisory Committee and those members are appointed by the Governor. The Fish and Wildlife Commission adopted Oregon Administrative Rule Chapter 635, Division 98 ([635.098.0000 through 635.098.0060](#)) to establish the Advisory Committee ([Appendix B](#)).

The Oregon Conservation and Recreation Fund

The Conservation & Recreation Fund is an account in the State Treasury that consists of moneys appropriated to the Department of Fish and Wildlife by the legislature and any gifts, grants, contributions or other donations. Moneys in the OCRF are continuously appropriated to the Department to carry out activities that serve to protect, maintain, or enhance fish and wildlife resources in Oregon.

Recognizing the Department's limitations in raising funds from private sources, the Department has formed a partnership with the Oregon Wildlife Foundation. The Foundation is managing a fundraising campaign and will donate raised dollars to the OCRF when the \$1 million target is reached. Once \$1 million is in the Department's OCRF account, the Department must request that the legislature release the \$1 million appropriated in 2019. If the fundraising campaign is successful, the Advisory Committee will have at least \$2 million to spend in the 2019-2021 biennium. The biennium is July 1, 2019 through June 30, 2021.

The Advisory Committee's role is to review department policies regarding the use of OCRF moneys and make recommendations to the Commission and the Department regarding the use of OCRF moneys.

The Conservation & Recreation Advisory Committee

Purpose

The purpose of the Advisory Committee is to advise the Oregon Fish and Wildlife Commission on how to expend and obligate funds from the Oregon Conservation and Recreation Fund to carry out activities that serve to protect, maintain, or enhance fish and wildlife resources in Oregon and prepare a biennial report to submit to the Legislative Assembly.

Membership

The Advisory Committee consists of nine members, appointed by the Governor.

Six members of the Advisory Committee represent one of each of 6 ecoregions, which are documented and described in the [Oregon Conservation Strategy](#) (Nearshore Marine or Coast Range; Willamette Valley; Klamath Mountains; West Cascades or East Cascades; Columbia Plateau or Blue Mountains; Northern Basin and Range).

Three members of the Advisory Committee represent Oregon-at-large. These three members have an interest in fish and wildlife conservation or outdoor recreation, especially wildlife-associated recreation such as wildlife viewing, nature photography, nature tourism, outdoor education, or community science.

One member of the Oregon Fish and Wildlife Commission and the Director of the Oregon Office of Outdoor Recreation serve as a non-voting members of the advisory committee.

Conservation & Recreation Advisory Committee Members (as of May 5, 2020)		
First Name	Last Name	Role
Mark	Stern	At-large member
Mauricio	Valadrian	Vice-Chair, At-large member
Chris	Hager	At-large member
Vacant		Columbia Plateau & Blue Mountains Ecoregion
Maret	Pajutee	East and West Cascades Ecoregions
Karl	Wenner	Chair, Klamath Mountains Ecoregion
Vacant		Nearshore and Coast Range Ecoregions
Tim	Davis	Northern Basin & Range Ecoregion
Jane	Hartline	Willamette Valley Ecoregion
Mark	Labhart	Fish and Wildlife Commission Liaison (non-voting)
Cailin	O'Brien-Feeney	Director, Office of Outdoor Recreation (non-voting)

Advisory Committee Officers

- Officers are elected by the advisory committee and include a **Chair** and a **Vice-Chair**.
 - Officers may hold office for a period of two years from the date of appointment and may be re-elected.
 - Nominations for Chair and Vice-Chair may be made by any member. Once nominated, an individual may choose to accept or decline a nomination.
 - Members may be elected to multiple and/or consecutive terms.

- Voting shall be by written ballot or voice vote. The member with five or more affirmative votes shall be declared elected.
- When both the Chair and the Vice-Chair are absent, the members present shall select one of the members as Chair Pro Tem for the meeting. Upon the arrival of the Chair or Vice-Chair, the Chair Pro Tem shall relinquish the chair at the conclusion of the business currently before the Committee or sooner if appropriate.

Advisory Committee Meetings

At times and places fixed by the Chair, the committee shall meet at a minimum three times per year. All Advisory Committee meetings are public meetings and subject to Oregon’s public meetings laws.

Five members of the advisory committee constitute a quorum. Less than a quorum of the advisory committee or a subcommittee may receive testimony but may not vote.

Voting

Each of the nine voting members of the advisory committee shall be entitled to one vote on any decision presented at meetings at which the member is present. A recommendation to the department and commission requires an affirmative vote of at least five committee members. Vote will be by roll call.

Members of the advisory committee should not abstain from voting except on a matter involving potential conflict of interest, in which case the reason for abstention will have been disclosed.

Advisory Committee Duties

In accordance with HB 2829 (2019), the Oregon Conservation and Recreation Advisory Committee:

- Shall review department policies and pertinent legislation regarding the use of Oregon Conservation and Recreation Fund moneys.
- Shall make recommendations to the commission and the department regarding the use of fund moneys. Pursuant to HB 2829 (2019), the advisory committee shall identify uses for which the department may expend fund moneys.
- Shall work jointly with the department to submit a biennial report to the Legislative Assembly as provided in ORS 293.640 regarding the expenditure of moneys deposited in the Oregon Conservation and Recreation Fund and on the status of various activities funded by the moneys.
- May perform such other duties as may be requested by the Department and Commission.

Duties of the Officers and Members

1. **The Chair** shall be the presiding officer at all Committee meetings. The Chair shall:
 - a. Prepare and implement the meeting agenda, in consultation with ODFW staff.
 - b. Call the meeting to order at the time and place appointed for the meeting.
 - c. Preserve order and decorum and decide questions of order.
 - d. Be allowed to vote on all questions.
 - e. Be the spokesperson to the Commission and the Legislature; however, the Chair may draw upon other Committee members as necessary.

- f. As required, appoint individual Committee members or working groups to process Committee business, review projects or attend public meetings on behalf of the Committee
2. **The Vice-Chair** or Chair Pro Tem shall fulfill the duties of the Chair when the Chair– or in the case of the Chair Pro Tem, when both the Chair and the Vice-Chair - is absent.
3. **ODFW Staff** will:
 - a. Develop concepts and recommendations for calendars, meeting locations, and schedules.
 - b. Manage the OCRF account and provides updates to the Committee.
 - c. Manage the OCRF Fundraising Campaign.
 - d. Manage website and outreach materials and content and all aspects of grants management and processing.
 - e. Present Committee recommendations to the Commission. When applicable, the Chair will assist.
 - f. Draft and submit the biennial report to the Legislative Assembly on fund raising and expenditure of funds for OCRF programs.
 - g. Arrange for presentations and staff briefings related to issues of importance to the Committee.
4. **Advisory Committee Members** will be expected to:
 - a. Prepare for meetings by reviewing materials, considering project proposals, and developing their opinions for potential recommendations to the Commission.
 - b. Become familiar with the Oregon Conservation Strategy and the stakeholders of both the OCRF and ODFW. Ecoregion representatives should be familiar with the ecosystems and stakeholders in their regions.
 - c. Suggest agenda items to the Chair as relevant to the purpose of the Advisory Committee.
 - d. Notify ODFW Staff or the Chair in advance of the meeting if they are unable to attend.

* A gathering of four or fewer board members is not a “meeting” under public meetings law, as it does not constitute a quorum. However, members should not gather as a group for the purposes of conducting business outside of a public meeting.
5. **The Advisory Committee**
 - a. The Advisory Committee develops program priorities, project criteria, and policies that will be used for future decision making, outreach, engagement, and agenda development.
 - b. The Department and the Advisory Committee jointly shall submit to each biennial session of the Legislative Assembly a report on fundraising and expenditure of funds for the program.
 - c. The rules of parliamentary practice as set forth in Robert’s Rules of Order shall govern at all meetings of the Board, except as otherwise provided herein (see Appendix 3).

Advisory Committee Operating Principles

Working with Each Other – Committee members agree to:

- Attend all meetings and be prepared
- Share individual their ideas and opinions, but respect those of others
- Make space for others once you've spoken on a topic
- Operate in public and in an open manner
- Be cognizant of public records requirements
- Assume good intent from other committee members
- Avoid using Committee meetings for a personal platform
- Follow the statute in regards to decision-making protocol

Developing Recommendations – Committee members agree to:

- Serve the public interest as a top priority
- Examine all available information before making a judgement
- Learn about the issues impacting Committee recommendations
- Think statewide: all lands, all people, all habitats, all species
- Welcome a diversity of perspectives and embrace reasonable debate
- Represent their ecoregion's people and biodiversity
- Think outside the box – be comfortable bringing forward unusual ideas to push our thinking

Advisory Committee Recommendation Procedures

According the Oregon Administrative Rule, the Advisory Committee will establish a process for requesting proposals for Conservation and Recreation Fund projects from the Department and other interested parties. The Procedures must include:

- The advisory committee shall review all submitted projects and shall recommend expenditures to the Commission. The Advisory Committee will be responsible for determining whether the projects propose activities that serve to protect, maintain, or enhance fish and wildlife resources in Oregon and meet the definitions of conservation or recreation as determined by the this Committee's criteria.
- Interested parties must submit proposed projects to the Advisory Committee not less than 60 days prior to a scheduled meeting.
- All proposed funding projects that are or are not recommended by the advisory committee shall be presented in summary to the commission.
- A project for which recommendation for funding is not supported by the advisory committee may be reconsidered by the committee at a later meeting if the proponent has resolved the objections or deficiencies with a revised proposal. The reason(s) for the advisory committee's vote to not recommend a project shall be explained or reviewed for the proponent at the meeting, or relayed to the proponent in writing after the meeting and be conveyed to the commission upon making recommendations.

Expenditures from the OCRF – **NOTE: THE BELOW SECTIONS WILL BE POPULATED BASED ON APRIL 6 AND MAY 5 COMMITTEE MEETINGS**

Grants

Projects Eligible for Funding

Who Can Apply

Program Priorities for the OCRF

Fundability Criteria

Project Review and Funding Process

Appendix A. Relevant Oregon Revised Statute

Oregon Laws 2019, Chapter 531

Relating to the Oregon Conservation and Recreation Fund; and declaring an emergency.

Whereas today’s challenges facing fish, wildlife and habitat are not being met by the current funding model for the State Department of Fish and Wildlife; and

Whereas the Task Force on Funding for Fish, Wildlife and Related Outdoor Recreation and Education was established by House Bill 2402 during the 2015 regular session of the Legislative Assembly (chapter 712, Oregon Laws 2015) and was tasked with developing recommendations for strengthening the department’s ability to conserve natural resources, improve hunting and fishing opportunities and connect Oregonians to nature through outdoor recreation and education opportunities; and

Whereas the December 2016 task force report to the Legislative Assembly recommends potential alternative, sustainable funding sources for the department, potential budget adjustments to ensure relevant department program areas are funded in accordance with legislative direction and opportunities for the department to better achieve its mission through leveraging, coordinating and budgeting funds from alternate and existing sources; and

Whereas the task force recommendations are based on the importance of taking immediate action to address the increasing complexity and costs of conservation and management of fish, wildlife and habitat and on the importance of funding related recreational and educational opportunities; and

Whereas population growth, development, infrastructure needs, climate change and other natural and man-made changes all contribute to the increasing complexity and costs faced by the department by placing new pressures on Oregon’s fish, wildlife and wild places; and

Whereas public attitudes, uses and demands related to recreation and the aesthetic value of the natural world have developed to reflect changing public needs and expectations concerning conservation, recreation and education; and

Whereas society is becoming disconnected from the natural world and this disconnection impacts public health and well-being, as well as the future of fish and wildlife in Oregon; and

Whereas investments are necessary to ensure that future generations can experience the natural world, to increase public understanding of the numerous species of fish and wildlife that make Oregon home, to improve hunting and fishing opportunities while reducing the hunting and fishing license fees that currently fund most conservation efforts and to recognize diversity by providing opportunities for all Oregonians to enjoy the state’s rich outdoor heritage; and

Whereas the increasing complexity and cost of conservation and management must be shared by all Oregonians; and

Whereas addressing these challenges through implementation of the department’s statutory mission and responsibilities requires new, diversified and sustainable sources of revenue to supplement existing funding and to ensure that Oregon is a leader in fish and wildlife conservation and management; and

Whereas establishing an Oregon Conservation and Recreation Fund is a critical first step in providing the department with a vehicle to receive and expend revenues dedicated to conservation, management, research, habitat improvements, enforcement, outdoor recreation, education and other activities that serve to protect, maintain or enhance the fish and wildlife resources of Oregon; now, therefore, **Be It Enacted by the People of the State of Oregon:**

SECTION 1.

(1) The Oregon Conservation and Recreation Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Oregon Conservation and Recreation Fund shall be credited to the fund.

(2) Moneys in the fund are continuously appropriated to the State Department of Fish and Wildlife to carry out activities that serve to protect, maintain or enhance fish and wildlife resources in Oregon. The activities for which the department may expend fund moneys include, but are not limited to:

(a) Promoting the health of Oregon’s ecosystems and fish and wildlife species by implementing conservation programs and strategies identified in the Oregon Conservation Strategy, as defined in ORS 541.890, including conservation programs and strategies for the nearshore identified in the marine component of the Oregon Conservation Strategy;

(b) Improving engagement of the public in hunting and fishing opportunities and in other outdoor recreation opportunities related to and in support of healthy fish, wildlife and habitats;

(c) Improving educational outreach and engagement of the public, including diverse and underserved communities, related to and in support of healthy fish, wildlife and habitats;

(d) Engaging in, and providing funding for, joint projects of the department and the State Parks and Recreation Department or other state agencies as recommended by the Oregon Conservation and Recreation Advisory Committee established under section 2 of this 2019 Act; and

(e) Other conservation, management, research, habitat improvement, enforcement, outdoor recreation or education activities.

(3) The fund shall consist of:

(a) Moneys appropriated to the State Department of Fish and Wildlife for deposit in the fund or otherwise transferred to the fund; and

(b) Gifts, grants, contributions or other donations for use as described in subsection (2) of this section, that are received by the department from any public or private source and caused to be deposited and credited to the fund.

SECTION 2.

(1) The Oregon Conservation and Recreation Advisory Committee is established as an advisory committee to the State Fish and Wildlife Commission and the State Department of Fish and Wildlife for

the purpose of carrying out the duties described in subsection (2) of this section. The commission shall determine the number of members of the committee and the geographical representation by the members. The Governor shall appoint the members of the committee.

(2) The committee shall review department policies regarding the use of Oregon Conservation and Recreation Fund moneys and make recommendations to the commission and the department regarding the use of fund moneys for implementing and administering department activities.

(3) Members of the committee may not receive compensation for service as members. However, subject to any applicable law regulating travel and other expenses of state officers Enrolled House Bill 2829 (HB 2829-A) Page 2 and employees, a member may be reimbursed for actual and necessary travel and other expenses incurred in the performance of official duties from moneys available to the department for the purpose of reimbursement of committee members.

(4) The department and the committee jointly shall submit a biennial report to the Legislative Assembly as provided in ORS 293.640 regarding the expenditure of moneys deposited in the Oregon Conservation and Recreation Fund established under section 1 of this 2019 Act and on the status of various activities funded by the moneys.

SECTION 3.

In addition to and not in lieu of any other appropriation, there is appropriated to the Emergency Board, for the biennium beginning July 1, 2019, out of the General Fund, the amount of \$1,000,000, to be allocated to the State Department of Fish and Wildlife for the purposes of the Oregon Conservation and Recreation Fund. However, the board may not release the appropriation unless the department has deposited into the Oregon Conservation and Recreation Fund at least \$1,000,000 received from sources other than state government, as defined in ORS 174.111, or the federal government.

SECTION 4.

(1) The Oregon Conservation and Recreation Fund established under section 1 of this 2019 Act is abolished.

(2) Any moneys remaining in the fund on the operative date specified in section 5 of this 2019 Act that are unexpended, unobligated and not subject to any conditions shall be transferred to the General Fund.

SECTION 5.

Section 4 of this 2019 Act becomes operative July 1, 2021.

SECTION 6.

Sections 1 and 2 of this 2019 Act are repealed on January 2, 2022.

SECTION 7. This 2019 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2019 Act takes effect July 1, 2019.

https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2019orlaw0531.pdf

Appendix B. Relevant Administrative Rules

Chapter 635, Division 98 OREGON CONSERVATION AND RECREATION FUND

635-098-0000 Purpose

The purpose of the Conservation and Recreation Fund appropriated to the State Department of Fish and Wildlife is to carry out activities that serve to protect, maintain or enhance fish and wildlife resources in Oregon.

635-098-0010 Fund

The fund shall consist of:

- (1) Moneys appropriated to the State Department of Fish and Wildlife for deposit in the fund or otherwise transferred to the fund; and
- (2) Gifts, grants, contributions or other donations for use as described in 635-098-0020 (Expenditures) that are received by the department from any public or private source and caused to be deposited and credited to the fund.

635-098-0020 Expenditures

The activities for which the department may expend moneys from the Oregon Conservation and Recreation Fund include, but are not limited to:

- (1) Promoting the health of Oregon’s ecosystems and fish and wildlife species by implementing conservation programs and strategies identified in the Oregon Conservation Strategy, as defined in ORS 541.890, including conservation programs and strategies for the nearshore identified in the marine component of the Oregon Conservation Strategy;
- (2) Improving engagement of the public in wildlife watching, hunting and fishing opportunities and in other outdoor recreation opportunities related to and in support of healthy fish, wildlife and habitats;
- (3) Improving educational outreach and engagement of the public, including diverse and underserved communities, related to and in support of healthy fish, wildlife and habitats;
- (4) Engaging in, and providing funding for, joint projects of the department and the State Parks and Recreation Department or other state agencies as recommended by the Oregon Conservation and Recreation Advisory Committee; and
- (5) Other conservation, management, research, habitat improvement, enforcement, outdoor recreation or education activities.

635-098-0030 Purpose of Conservation and Recreation Fund Advisory Committee

The purpose of the Oregon Conservation and Recreation Advisory Committee (the “advisory committee”) is to advise the Oregon Fish and Wildlife Commission on how to expend and obligate funding from the Oregon Conservation and Recreation Fund to carry out activities that serve to protect,

maintain, or enhance fish and wildlife resources in Oregon and prepare a biennial report to submit to the Legislative Assembly.

635-098-0040 Membership

(1) Advisory Committee Composition:

(a) The advisory committee shall consist of nine members appointed by the Governor.

(b) Six members of the advisory committee shall be appointed to represent one of each of the ecoregions described below, which are documented and described in the Oregon Conservation Strategy. To represent an ecoregion, the member shall live in and possess demonstrable scientific expertise related to the ecoregion

(A) Nearshore Marine or Coast Range

(B) Willamette Valley

(C) Klamath Mountains

(D) West Cascades or East Cascades

(E) Columbia Plateau or Blue Mountains

(F) Northern Basin and Range

(c) Three members of the advisory committee shall be appointed from Oregon-at-large. These three members shall have an interest in fish and wildlife conservation or outdoor recreation, especially wildlife-associated recreation such as wildlife viewing, nature photography, nature tourism, outdoor education, or community science.

(d) In making appointments of all nine advisory committee members, consideration should be given to appointing members who possess experience engaging youth, underserved communities and diverse audiences, such as communities of color, tribes, and low income communities, in conservation and recreation activities. Consideration should also be given to members with interests in the economic, social, and educational benefits of healthy ecosystems.

(e) Consideration should be given to ensuring that the advisory committee membership reflects the demographic and geographic diversity of Oregon.

(f) One member of the Oregon Fish and Wildlife Commission may be designated by the Commission as a non-voting participant in the Advisory Committee.

(g) The Director of the Oregon Office of Outdoor Recreation may serve as a non-voting ex officio member of the advisory committee.

(2) Officers:

(a) The officers of the advisory committee shall be a Chair and a Vice Chair.

(b) Officers shall be elected by the advisory committee.

(c) Officers may hold office for a period of two years from the date of appointment, and may be re-elected.

(3) Compensation:

Members of the advisory committee may not receive compensation for service as members. However, subject to any applicable law regulating travel and other expenses of state officers a member may be reimbursed for actual and necessary travel and other expenses incurred in the performance of official duties from moneys available to the department for the purpose of reimbursement of advisory committee members.

635-098-0050 Meetings

(1) Time, Location, and Frequency:

At times and places fixed by the Chair of the advisory committee, the committee shall meet at a minimum three times per year.

(2) Voting:

(a) Each of the nine voting members of the advisory committee shall be entitled to one vote on all issues presented at meetings at which the member is present.

(b) Five members of the advisory committee constitute a quorum.

(c) Less than a quorum of the advisory committee or a subcommittee may receive testimony.

(d) A recommendation to the department and commission requires an affirmative vote of at least five committee members. Vote will be by roll call.

(e) In the absence of the chair and vice chair, the members may choose a temporary chair.

(f) Members of the advisory committee should not abstain from voting except on a matter involving potential conflict of interest, in which case the reason for abstention will have been disclosed.

635-098-0060 Advisory Committee Duties and Recommendation Procedures

(1) In accordance with HB 2829 (2019), the Oregon Conservation and Recreation Advisory Committee:

(a) Shall review department policies regarding the use of Oregon Conservation and Recreation Fund moneys.

(b) Shall make recommendations to the commission and the department regarding the use of fund moneys. Pursuant to HB 2829 (2019), the advisory committee shall identify uses for which the department may expend fund moneys.

(c) Shall work jointly with the department to submit a biennial report to the Legislative Assembly as provided in ORS 293.640 regarding the expenditure of moneys deposited in the Oregon Conservation and Recreation Fund and on the status of various activities funded by the moneys.

(d) May perform such other duties as may be requested by the department and commission.

(2) The advisory committee shall establish a process for requesting proposals for Conservation and Recreation Fund projects from the department and other interested parties.

(3) The department and any other interested parties may recommend projects to the advisory committee that follow permissible purposes outlined in [HB 2829 Section 1(2)(a-e)].

(4) The advisory committee shall review all submitted projects and shall recommend expenditures to the commission. The advisory committee will be responsible for determining whether the projects propose activities that serve to protect, maintain, or enhance fish and wildlife resources in Oregon.

(5) Interested parties must submit proposed projects to the advisory committee not less than 60 days prior to a scheduled meeting.

(6) All proposed funding projects that are or are not recommended by the advisory committee shall be presented in summary to the commission.

(7) A project for which recommendation for funding is not supported by the advisory committee may be reconsidered by the committee at a later meeting if the proponent has resolved the objections or deficiencies with a revised proposal. The reason(s) for the advisory committee's vote to not recommend a project shall be explained or reviewed for the proponent at the meeting, or relayed to the proponent in writing after the meeting and be conveyed to the commission upon making recommendations.

Appendix C. Summary of Robert’s Rules of Order

MOTION	REMARKS	PHRASING	SECOND	DEBATABLE	AMEN DABL	VOTE
Main		I move that the Technical Activities Board ...note specific action	Yes	Yes	Yes	Majority*
Amendment		I move to amend the pending Motion by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	Yes	Majority*
Amendment to an Amendment		I move to amend the pending Amendment by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	No	Majority*
Substitute		I move to substitute the following for the Motion pending	Yes	Yes	Yes	Majority*
Postpone to a Definite Time	Should be used to readdress Motion at a specific time	I move that the pending Motion be postponed until (note time)	Yes	Yes	Yes	Majority*
Postpone Indefinitely	Can be used to “kill” a Motion	I move to postpone indefinitely	Yes	Yes	No	Majority*
Refer to a Committee	Standing or Ad Hoc (can be appointed at any time)	I move to refer the issue to a committee	Yes	Yes	Yes	Majority*
Leave to Withdraw	Only used by maker of Motion	I ask permission to withdraw the Motion	Yes	No	No	Majority*
Call the Question or	Used to stop debate	I call the question or I move to previous question	Yes	No	No	Two-thirds
Point of Order	Used to remind or question Chair on Bylaws, rules of order, etc. Chair may seek advice	I rise to a point of order (await recognition from Chair, state reasoning)	Yes	No	No	Chair rules
Adjourn		Note reason...I move to adjourn	Yes	No	No	Majority*

Lay on the Table (Table)	This places on the table – that is, in the care of the secretary – the pending question and everything adhering to it. Thus, if a resolution with a proposed amendment and a motion to commit are pending and the resolution is laid on the table, all of these questions go to the table at the same time and, if taken from the table, all will return together. But a proposed amendment to anything previously adopted is a main motion and when laid on the table does not carry with it what it proposes to amend. In cases in which the next regular business session will be held before a quarterly time interval has elapsed, a question laid on the table remains there until taken from the table or until the close of the next regular session; if not taken up by that time, the question dies. Note: This applies	I move to table the Motion	Yes	No	No	Majority*
Take from the Table	At current or next meeting only	I move to take from the table the Motion relating to...	Yes	No	No	Majority*
Open/Close Nominations	Second is not required when nominations come from a committee	I move we open/close nominations. I nominate...note reason	Yes	No	Yes, in terms of	Majority*
Reconsider	At same meeting only	Having voted on the prevailing side, I move to reconsider...	Yes	Yes, if Motion is debatable	No	Majority*

*Adapted from http://www.ieee.org/documents/robruleschart_revised_as_of_1June09.pdf