



CITY OF BEND

Minutes | Regular Meeting | Final City of Bend Accessibility Advisory Committee (COBAAC)

Thursday, March 24, 2022, 1:00 to 2:30 pm
Held virtually via Zoom

1. Call to Order & Introductions

Chairperson Radon (He/Him) called the virtual meeting of the City of Bend Accessibility Advisory Committee (COBAAC) to order at 1:04 pm.

Members Present: Chairperson Nick Radon He/Him, Vice-Chair John Heylin, Ashley Mohni, Ashley Schahfer (She/Her, Whitney Bennett

Members Absent: Amanda Hamer, Kori Sparks (She/Hers),

City of Bend Staff in Attendance:

- Cherissa Alldredge (She/Her) | Accessibility & Equity Manager | COBAAC Liaison | DEIA Dept.
- Mary Winters (She/Her) | City Attorney for the City of Bend
- Anna Allen (She/Her) | Equity and Inclusion Director | DEIA Dept.
- Lisa Larsen (She/Her) | Administration Support Specialist Accessibility | DEIA Dept.

City of Bend Staff Absent:

- Barbara Campbell (She/Her/Hers) | COBAAC Council Liaison | Councilperson

2. Land Acknowledgement

Cherissa Alldredge (She/Her/Hers) | Accessibility and Equity Manager | City of Bend DEIA

City of Bend Land Acknowledgement:

We would like to acknowledge that the beautiful land known as Bend, Oregon north of the Columbia River is the original homelands of the Confederated Tribes of Warm Springs. The Confederated Tribes ceded this land in the Treaty of 1855 while retaining regular and customary hunting, fishing, and gathering rights. The Wana Łama ([Warm Springs](#)), Wasq'ú (Wasco) and Northern Paiute people inhabited this area in certain seasonal times that clearly established their presence. It is also important to note that the Klamath Trail ran north through this region to the great Celilo Falls trading grounds. This trade route expanded the impact of commerce between Tribal nations. We acknowledge and thank the original stewards of this land. It is our hope that guests continue to honor and care for this land.

3. Approval of Minutes from February 24, 2022 Meeting

Motion to Approve February 24, 2022, meeting minutes: member Hamer approved the motion; members Sparks (she/her) seconded the motion; unanimously approved by the remaining members in attendance.

Correction for February Minutes: Member Heylin left at 2:20 pm, not 1:20 pm.

4. Public Comment

No public attendees

5. COBAAC Business

Nick Radon | Chair and/or John Heylin | Vice-Chair

- Welcome Whitney Bennet

Whitney is glad to be involved with COBAAC and what the future brings.

- Demographic Questionnaire

Accessibility & Equity Manager Alldredge: The demographics questionnaire will now be included in the application for the new committee and commission members.

Current COBAAC members will have an opportunity to complete the demographic questionnaire. Equity and Inclusion Director Allen mentioned the liaisons for committees have the responsibility to send out the demographic questionnaires to request members to participate; it is optional.

Manager Alldredge mentioned, again, the questionnaire is optional. Important to remember if there were a public records request, some of these responses may be made public.

- Plan to fill vacancies

COBAAC recruitment, in late April or early May.

6. Roberts Rules Simplified

Mary Winters (She/Her) | City Attorney | City of Bend

Slide 1. COBAAC Parliamentary Procedure

Slide 2. Parliamentary Procedure

- AKA How to get things done in meetings:
- Fair and orderly process, common rules for deliberation and debate to reach majority decisions:
One thing at a time, until it's done; Opportunity to be heard, Wait your turn;
Thorough discussion and working through issues before taking action

Slide 3. Role of Chair

- Chair makes all procedural decisions:
Those decisions can be challenged by motion and overturned if a majority disagrees; e.g. points of order
- Chair has responsibility for keeping on track:
Limits speakers' time; Reminds speakers and committee members to stay on topic and address agenda item(s); May establish ground rules for deliberation
- Members should generally speak after being acknowledged by the chair

Slide 4. Motions – Examples

- Approve the Minutes; Making Motions; Amend a Motion; Friendly Amendment; calling the Question; Motion to table or Postpone to a Defined Time; Point of Order (Object a Procedure);
- Motion to Adjourn

Slide 5. Approving the Minutes

- Most efficient way is for chair to assume the motion and approve by unanimous consent. Chair says: Minutes have been distributed and ask whether there are any corrections. The minute-taker then enters any corrections, and chair makes sure there is agreement. If no further corrections, chair can call for a vote to approve the minutes as read/distributed/corrected”.
- Less formally, there is also authority for Chair to say “Then the minutes are approved as read/distributed/corrected.”
- Approval of minutes is then entered in the record.

Slide 6. Motion and Procedure

- Obtain the Floor; Introduce the Motion; Seconding the Motion; Chair States the Motion; Deliberation; Vote

Slide 7. Motion – Introduce the Motion

- “I move that...” + statement of the action the member proposes the committee take
- Do not make a motion you do not intend to vote for

Slide 8. Motions – Seconding the Motion

- Almost every motion needs a second
- A second prevents time from being consumed
- Second simply implies that the seconder agrees that the motion should come before the Committee
- Discussion after a motion and before a second is made should be limited to clarification of the motion
- If there is no second, the motion is not debated and another (different) motion is needed

Slide 9. Motions – Chair States the Motion

- It is the duty of the chair to state the exact question that is up for consideration and action:
 - ✓ Chairperson: “It has been moved and seconded that we ...”
 - ✓ The motion is then placed before the committee for debate or vote
 - ✓ The member who made the motion may no longer change the motion without the consent of the members

Slide 10. Motions Amending Motions

- Chairperson: “It has been moved and seconded that we ...”
- The motion is then placed before the committee for debate or vote
- The member who made the motion may no longer change the motion without the consent of the members

- ✓ Chairperson: “It has been moved and seconded that we ...”
- ✓ The motion is then placed before the committee for debate or vote
- ✓ The member who made the motion may no longer change the motion without the consent of the members

Slide 11. Motions – Amending Motions Continued

- Chairperson: “It has been moved and seconded that we ...”
- The motion is then placed before the committee for debate or vote
- The member who made the motion may no longer change the motion without the consent of the members
 - ✓ Chairperson: “It has been moved and seconded that we ...”
 - ✓ The motion is then placed before the committee for debate or vote
 - ✓ The member who made the motion may no longer change the motion without the consent of the members

Slide 12. Motions – “Friendly Amendments

- Informal:
 - ✓ May occur if the person who made the original motion agrees with the suggested changes. Perceived by all parties as an enhancement of the original motion, often only a clarification of intent.
 - ✓ May be voted on without a separate vote to approve the amendment
- Formal:
 - ✓ If it appears to the chair that an amendment is uncontroversial, the chair may ask if there is “any objection” to the adopting the amendment
 - ✓ If no problem objection arises, the chair may declare the amendment adopted
 - ✓ If even one member objects, the amendment is subject to debate and vote

Slide 13. Motion – Deliberation

- Member who made the motion is usually entitled to speak first
- Every member has a right to speak
- Can adopt rules to limit deliberation
 - ✓ Option – each member gets to speak only once on any motion or matter
 - ✓ Option – time limit for speaking
 - ✓ Option – no member can speak twice until all members have spoken once
- When Debating Motions:
 - ✓ Listen to other side(s)
 - ✓ Focus on issues, not personalities
 - ✓ Avoid questioning motives
 - ✓ Be polite in debate
 - ✓ Stay on topic

Slide 14. Motions – Calling the Question

- “Calling the question” or “calling for the vote” is a motion that ends debate—something has gone on long enough
- How?
 - ✓ Member must have the floor (be recognized to speak by the chair) and not interrupt. It is an expression of a wish, not a hammer
- Requires a second and a majority vote to pass
- If the motion passes, the chair must put the pending question to vote; if it fails, debate continues

Slide 15. Motion to Table or Postpone to a Definite Time

- Technically different, and for different purposes
- Need more information? Unexpected complications? Surprise guests?
- Use a motion to table is to temporarily lay aside to take up something more urgent, with full expectation of coming back to. (It is not debatable or amendable.)
- Vs. Motion to postpone until a definite time (is debatable and can be amended). Directs matter will be taken up at specific time and date.
- Motions to use judiciously and only when necessary or appropriate

Slide 16. Point of Order

- May be raised where a member notices a breach of the rules
- The member has a right to call immediate attention to the fact and insist that the rules be enforced by raising a point of order
 - ✓ Can be raised at any time when a member notices a violation of the rules
 - ✓ Does not need to be seconded
 - ✓ Is not debatable
 - ✓ Decided by the chair
 - ✓ Cannot be reconsidered
- Example: when a motion is being deliberated without a second

Slide 17. Motion to Adjourn

- A member can say “I move to adjourn” at the end of the business/agenda. Not debatable, second required. Majority vote, and chair declares meeting adjourned.
- Alternatively, instead of a motion, at the end of the agenda the chair can ask if there is any further business. If there is no response, the chair can say, since there is not further business, the meeting is adjourned.”

Slide 18. Chair/ Vice Chair – Voting for Nominations

- If nominating someone else, best to make sure they are willing to fill the role being nominated
- Self-nominations allowed
- Staff may seek nominations in advance of persons who want to be chair/vice-chair

- During agenda item, either list of names is presented by staff for election (and other nominations are asked for by Chair if there are any) or nominations occur
- Elect Chair first--Nominees should have the opportunity to address the committee to explain their background and reasons for seeking the position
- Voting: Current Chair facilitates the voting using Robert's Rule of Order. Each member may vote for one candidate
- Same process for Vice-Chair

Slide 19. Questions

COBAAC Members thanked Mary for the information and asked if she had a cheat sheet for this presentation.

7. Review of COBAAC Charter

COBAAC Liaison Alldredge reminded COBAAC members of the temporary changes to the charter, with the City Manager Kings' approval, so that we could be more effective at doing business.

COBAAC members discussed procedures for the letters/speaking at a City Council Meeting for a recommendation for project presenters; whether to keep the emergency preparedness plan; how to elevate recommendations and a process that works for COBAAC; meeting the goal of 51 percent of COBAAC members with disabilities; how they use the word disability or accessibility and adding Equity in the language.

Chair Radon: Motion to start a working group to review the COBAAC Charter:

It is unanimous by all COBAAC members that attended today's meeting

ACTION ITEM: Charter Working Group; Cherissa will send out a poll asking for volunteers.

8. Accessibility and Equity Manager Update

Cherissa Alldredge (She/Her/Hers) | Accessibility and Equity Manager | City of Bend DEIA

- Work on the stipends is still in the process. Equity and Inclusion Director Allen will give a presentation to the City Council Stewardship Subcommittee on Monday
- Accessibility & Equity Manager Alldredge will email COBAAC members a copy of the City of Bend ADA Transition Plan Update for feedback
- Email feedback to COBAAC Liaison Alldredge on when and how COBAAC would like to return to a version of in-person meetings.

9. COBAAC Councilmember Liaison Comments

Barbara Campbell (She/Her/Hers)

Absent

10. Future COBAAC Meeting Agenda Ideas

11. Adjourn

Chair Radon adjourned the meeting at 2:30 pm

The Next COBAAC Meeting is on April 28, 2022. | 1:00 pm to 2:30 pm

Respectfully submitted by:

Lisa Larsen | Administrative Support Specialist | Accessibility



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Cherissa Alldredge at calldredge@bendoregon.gov or (541) 693-2141; Relay Users Dial 7-1-1.