

# Meeting Efficiency & Effectiveness

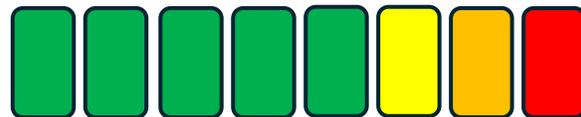
Draft Update

# Presentation & Debate Timer

- Timer will apply to all committee and board presentations, as well as the citizen debate period
- Time allotment for each presentation will be set by the Moderator & Selects (?)
- Timer will start after the speaker is recognized by the Moderator
- Timer progress bar for presentation/debate period
  - Time allotment for committee and board presentations: turn yellow with 2 minutes remaining, orange with 1 minute remaining, red when time expires
  - Time allotment for citizen debate (2 minutes): turn yellow with 30 seconds remaining, orange with 15 seconds remaining, red when time expires
- Moderator maintains discretion to extend time

# Debate Process

- Line up behind the microphones
- Wait to be recognized by the Moderator
- In order to accommodate the most people, please refrain from repeating a point already made
- Please be civil, refrain from comments directed towards an individual
- Please limit your comments to 2 minutes or less
- The timer on the screen will warn you as the time limit approaches
  - Yellow Bar = 30 seconds remaining
  - Orange Bar = 15 seconds remaining
  - Red Bar = time up



# What should happen when a speaker exceeds their time allotment? (Poll Question at TM?)

1. Moderator politely reminds the speaker that their time is done
2. Truck airhorn from Route 2
3. Air Force jet taking off from Hanscom
4. Coyote pack howling
5. Lincoln Mall broken railroad crossing signal sound
6. Best of Codman Farm animal sounds: cow, rooster, pig
7. Lincoln Minutemen musket fire

# Calling the Question (Get Sarah's Instructions)

We are **NOT** voting on the current motion

We are only voting on whether we end debate (comment and question period)

- YES Vote
  - Comment and question period ends
  - We immediately proceed to voting on the motion before us
- NO Vote
  - Comment and question period continues
- 2/3 YES vote required to end debate

# Amend the Motion (Get Sarah's instructions)

- The amendment must stay within the scope of the article
- May consist of adding, deleting or substituting words in the motion
- Proposed amendments must be in writing, except if they involve simple, one or two-word changes
- We will then vote on the amendment first
- If the amendment is adopted, we will then vote on the amended main motion
- If the amendment is rejected, we will return to the original motion
- Requires a majority vote to approve the amendment

# Timer Options

