

Parliamentary Procedures/Robert's Rules of Order

MOTION: Refers to a formal proposal made by a member, in a meeting, that the organization take a certain action or position on a topic.

MAIN MOTION: A stated proposal on which a group takes a special action. There can only be one main motion on the floor at one time. A motion must be "seconded" to be considered by the group.

OTHER COMMON MOTIONS:

1. **AMENDMENT TO A MOTION:** used to modify the main motion before it's voted on; it is separate from the original motion and voted on prior to the original motion.
2. **POSTPONE TO A CERTAIN DATE/TIME (POSTPONE DEFINITELY):** postpones discussion and action on an agenda item to be taken up again later in the meeting or at the next regularly scheduled meeting.
3. **POSTPONE INDEFINITELY:** this motion ends discussion and kills the main motion for the duration of the session; if passed by a majority vote, then no vote is taken on the main motion.

SIX (6) STEPS FOR A MOTION:

1. **Motion:** A member rises or raises a hand to signal the chairperson and makes a motion
2. **Second:** Another member seconds the motion
3. **Restate Motion:** The chairperson restates the motion*
4. **Debate:** The members debate the motion
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, followed by negative votes
6. **Announce the Vote:** The chairperson announces the result of the vote and any instructions

** A motion belongs to the committee and not the maker of the motion once the chair restates it and opens the floor for debate.*

WITHDRAWING A MOTION:

A motion may be withdrawn by the maker up until the chairperson restates the motion and opens the floor for debate. After that time, the maker of the motion must request permission from the committee (now the owners of the motion) to withdraw the motion; this can be done by a consent vote, though if not unanimous, then a majority vote must be taken

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LESS COMMON MOTIONS:

1. **MOTION TO TABLE:** This motion is used to lay a motion aside temporarily so a different matter can be discussed.
2. **CALL THE QUESTION (PREVIOUS QUESTION):** this motion immediately stops debate. This motion must be seconded and no debate is allowed. If the motion to call the question passes by a 2/3 vote it requires an immediate vote on the pending motion.

"BRING BACK" MOTIONS:

Motions that bring a question again before the meeting:

This class of motions allows the members, for good reason, to reopen a completed question during the same session, to take up one that has been temporarily disposed of, or to change something previously adopted.

1. **RESCIND:** This motion is used to cancel something that the voting body did at a previous meeting; requires a 2/3 vote, a majority vote if previous notice is given or a majority of the entire membership.
2. **AMEND SOMETHING PREVIOUSLY ADOPTED:** This motion changes something done at a previous meeting. It must include how you propose to change the previously adopted motion in the motion to amend something previously adopted; requires a 2/3 vote, majority vote if previous notice is given or a majority of the entire membership.
3. **TAKE FROM THE TABLE:** A motion that was laid on the table can only be taken from the table during the remainder of the meeting at which it was laid on the table or before the conclusion of the next regularly scheduled meeting; requires a majority vote to pass.
4. **RECONSIDER:** The effect of the adoption of this motion is to erase the original vote on the motion and put the assembly in the exact place it was in right before that vote occurred. If the motion to reconsider passes, the motion is put back on the floor, as if the original vote had not occurred, and discussion continues; requires a majority vote.

VOTING:

QUORUM: Robert's Rules of Order define a quorum as a majority; however, the TDLCB Bylaws define a quorum as nine (9) voting members present and the adopted TDLCB Bylaws take precedence over Robert's Rules of Order.

SILENCE: Means consent and a "yes" vote

ABSTENTION FROM VOTING/CONFLICT OF INTEREST: According to Florida Statutes 286.012, members of a committee must abstain from voting when there is, or appears to be, a possible conflict of interest. A conflict of interest is defined as:

- * a "special private gain or loss" which means **economic benefit or harm** could result or
- * When an action involves a relative

The conflict of interest should be disclosed prior to, or at the meeting, in which the vote will take place. **Form 8B, Memorandum of Voting Conflict**, must be filed with the TPO staff within 15 days of abstaining from a vote.

Florida Transit Properties Package/Personal Belongings Policies

Packages and Personal Items PSTA Pinellas-SunCoast (Dart)

DART service allows individuals to bring packages and personal items. The load they bring, however, must be limited to what they can carry themselves without affecting seating capacity; typically, it is comparable to the size of three brown paper grocery bags. Because drivers cannot assist individuals with loading and unloading of these packages and/or personal items, it is important that a individual unable to manage the packages or personal items themselves travel with a PCA. Personal, two-wheeled, collapsible grocery carts are permitted. The individual must unload the packages from the cart before the driver loads the empty cart into the trunk. Please tell the reservationist if an individual will bring a cart on the scheduled trip, in order to allow for room in the vehicle. Individuals in wheelchairs will often have their PCA hold the cart in the back of the van.

PERSONAL BELONGINGS/ BAG POLICY Jacksonville JTA Connexion

Customers may bring on board the vehicle approximately four items (bags) as long as they can be personally managed during one loading trip. Customers may also bring an approved collapsible shopping cart that must not exceed 30" tall, 18" wide, and 18" deep; not including handle and/or wheels. Customers' belongings are not to block an aisle or stairway, or occupy an additional seat, as to do so would cause danger or displace other customers. Drivers are to ensure the safe operation of the vehicle and the safety of all occupants. Drivers are not required to assist customers in carrying their belongings on or off the vehicle

Transporting Packages, Oxygen, Etc. Lee County Lee Tran Passport

Passengers are to limit their packages to four (4) small parcels that they can carry. Drivers are not allowed to assist riders with personal belongings. If you have difficulty handling your packages, please bring a personal care attendant or guest to assist you. Under limited circumstances the passenger may request the driver to assist with their belongings. However, the driver must be able assist the passenger and carry the items in one trip. Personal, two-wheeled, collapsible grocery carts are permitted and encouraged. Large coolers are not permitted. Small animals in designed pet travel cases are permitted, as long as the passenger is able to carry the pet travel case. Any packages or objects belonging to passengers cannot block aisles or emergency exits. It is important to remember that Passport is a shared-ride system.

Passengers may not transport potentially dangerous items, explosives, flammable liquids or materials that are hazardous to themselves, drivers or other passengers. Passengers possessing or using illegal drugs may be denied or terminated from transportation. Passengers using self-carrying portable oxygen are granted transportation, as it is a life-sustaining mobility aid.

Palm Tran CONNECTION Palm Beach County

Traveling with Packages You may travel with one 1 medium sized piece of luggage and one carry-on. You may bring home 4 plastic supermarket bags or 2 brown paper bags. Please note that packages or luggage cannot weigh more than 35 pounds combined. These packages must fit on your lap or under your seat. You may also travel with a two wheeled folding shopping cart to help you carry items from the supermarket or department store. Please inform the reservation agent when scheduling your trip.

CTD

Courtesy

Customers have the right to:

1. Professional, courteous, and properly trained drivers;
2. Assistance while getting in and out of vehicle and to the seat; and
3. Assistance with up to * packages;

Customers are responsible for:

1. Calling in trip cancellations within *;
2. Informing CTC of all pertinent information regarding trip;
3. Presenting the correct fare;
4. Being ready at time of pick-up; and
5. Ensuring personal hygiene.

Note - The information containing an asterisk (*) is determined by each Community Transportation Coordinator (CTC) and should be available in the Rider's Guide and/or local Transportation Disadvantaged Service Plan (TDSP).

FTA C 4710.1 Chapter 2 – General Requirements 2.5.2 Other General Assistance

It is assumed that transit personnel are prepared to provide a reasonable level of assistance to customers with and without disabilities as part of their routine job of serving the public and in the interest of customer service. In the ADA context, personnel are not required to provide “attendant services” and take on the role typically provided by a PCA. The following examples from Appendix E to Part 37 (Reasonable Modification Requests) (see Circular Section 2.10) provide additional guidance regarding assisting individuals with disabilities:

- Luggage and Packages. A passenger's request for a fixed route or paratransit driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages. Such assistance is a matter for the passenger or PCA, and providing this assistance would be a fundamental alteration of the driver's function.

National RTAP 101 Webinar on the ADA and Rural Transportation

Are bus operators required to help passengers with disabilities with items such as grocery bags?

No. Transit agencies can have policies that require passengers to be responsible for their own personal belongings. However, many transit agencies have policies that allow bus operators to assist with a certain number, or weight of bags. The policy just has to be applied equally to all riders.

Volusia County TDSP

Personal belongings that can be carried by the passenger in one trip and can be safely stowed on the vehicle may be transported at the risk of the passenger at no additional charge. Drivers are not responsible for or expected to load and unload passenger property.