



# Meeting Etiquette Training For the Virginia Redistricting Commission

Division of Legislative Services

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## Objectives

- An Overview of Robert's Rules
- Chat Function in Meetings
- How to Talk to the Media and the Public



## An Overview of Robert's Rules

- What is the Purpose?
- Basic Principles
- A Quorum
- Motions



## What is the Purpose?

- Ensures all members have a voice by providing guidelines for appropriate etiquette during meetings which establishes effective leadership and focus on the overall purpose
- The rules are based on the rights of “the majority, the minority, individual members, absentees, and all these together.”



## Basic Principles

- A quorum must be present to act, but is assumed unless a count is called for
  - It is improper to act if a quorum is not present
  - More on a quorum in a future slide
- Business is introduced only by a motion
- Only one main question should be considered at any given time
- No member should speak unless recognized by the chair
- The chair should maintain strict impartiality during discussion
- Chair can vote if it will affect the outcome
  - § 30-397(A) states there are statutorily mandated vote counts for a proposed plan
    - “A plan shall receive affirmative votes of at least six of the eight legislative commissioners, including at least three of the four legislative commissioners who are members of the Senate, and at least six of the eight citizen commissioners.”



## What are the Basic Rights of a Member?

- A member is a person who is entitled to full participation
- The basic rights are to attend meetings, make motions, speak in debate, and vote



### 3 Steps of How a Motion is Brought Before the Commission

1. A member makes the motion (the words “move” and “offer” also refer to this step.)
2. Another member seconds the motion
3. The chair states the question on the motion (when the chair has stated the question, the motion is pending or “on the floor”)

Debate follows after motion

Note: A resolution of a long or complicated motion should be prepared in advance of the meeting, if possible, and should be put into writing before it is offered.



### Debate/Discussion

- Maker of motion has the right to speak first, if properly recognized
- As a general rule each member can only speak twice on same question during the same day
- Any motion that stops or limits debate requires two-thirds vote



## Calling for a Vote

- At the end of the debate the chair states “If there is no further discussion, the motion is \_\_\_\_\_.”
- Vote:
  - The chair says, “All those in favor of \_\_\_\_\_ (the motion is stated) say ‘aye.’ Those opposed say ‘no.’
  - The chair states his or her sense of the outcome
  - A motion for a show of hands or roll call vote can be made
- If the motion requires  $\frac{2}{3}$  vote, ask for rising or by show of hands
  - Call to move the question
- Note: this is different in virtual meetings
  - Voice votes may also include a visual indication by a thumbs up or thumbs down
  - There may also be some statutorily required, recorded roll call votes



## A Quorum

- The number of members who must be present in order that business can be validly transacted
- Refers to the number of members present, not to the number actually voting on a particular question
- Pursuant to § 30-392(E), the definition of quorum for the Redistricting Commission is “A majority of the commissioners appointed, which majority shall include a majority of the legislative commissioners and a majority of the citizen commissioners, shall constitute a quorum.”



## Motions

- Defining a Motion
  - A formal proposal by a member, in a meeting, that the assembly take certain action
- Basic form of a motion
  - Brings business before the assembly; the main motion sets a pattern from which all other motions are derived



## Types of Motions

- Main motions: bring a question again before the assembly
- Subsidiary motions: help dispose of main motion
  - Second
  - Amend (only one main motion and two secondary motions at a time)
  - Refer to committee
  - Call of previous question (2/3 non-debatable)
  - Limit or extend debate (2/3 non-debatable)
- Incidental motions: procedural
  - Suspend the rules (2/3) (You cannot suspend your by-laws)
    - If any rules or by-laws have been established
  - Withdraw a motion (only by maker before restatement by chair)
  - Parliamentary inquiry
  - Call for division of question (raise of hands rather than voice vote)



## Other Common Motions

- Privileged motions: do not relate to pending business
  - Fix time to adjourn
  - Adjourn the body
  - Recess
  - Call for order of the day (business that this meeting was called to address)
- To “table a motion” or “lay on the table”
- “Bring a question again before the house”
  - Must be seconded
  - If it is a tabled motion then it is non-debatable
- Amend



## Motion to Amend

- Only two amendments can be pending at any one time
  - Primary: applied to main motion
  - Secondary: applied to primary amendment
- You can have an infinite number of secondary amendments as long as only two total amendments are pending at any one time
- Methods of amending
  - Insert (inside the motion)
  - Add (at the end)
  - Strike out
  - Strike out and insert (words only)
  - Substitute (a paragraph)



## Questions on Robert's Rules?



## Chat Functions in Meetings

- Members are urged to make any statements or comments during the meeting when recognized by the chair
- All chats that are sent to all panelists will be read aloud by the chair in real time
- Chats are considered public record





## How to Talk to the Media and the Public

- Pursuant to § 30-392(G) of the Code of Virginia, Virginia Redistricting Commission members are not permitted to individually engage with interested citizens or groups regarding the redistricting process outside of formal public meetings or hearings. This protocol ensures full transparency and accountability, and the integrity of our process.
- **This prohibition extends to staff of the Commission as well as any other advisor or consultant to the Commission**
- This protocol ensures full transparency and accountability, and the integrity of our process.
- **A public comment period will be provided at all Commission meetings.**



## Any Questions?



**Thank you!**

**REVISED DRAFT**  
**Virginia Redistricting Commission**  
**Proposed Timeline**

**Phase 1: Preparation for Commission Work**

**March - April**

- Goals:** (1) Establish leadership and develop Commission processes and procedures  
(2) Provide preparatory training on administrative matters related to Commission work  
(3) Develop public participation guidelines

**Meetings/Trainings:**

- FOIA Training - 3/30/21, 10:00 am - 12:00 pm
  - First 15 minutes will be spent reviewing the tentative timeline
- Meeting Etiquette - 4/12/21, 10:00 am - 12:00 pm
  - Robert's Rules
  - How to talk to the media
  - How to talk to the general public outside of a meeting

**Administrative Decision Points:**

- Staff for the Commission
- Budget for the Commission
  - Anticipated expenditures
- Chair rotation schedule
- Advertising in multiple languages "as practicable and appropriate"
- Public participation guidelines
  - Outside of a meeting or hearing
  - In advance of a meeting or hearing
  - During a meeting or hearing
- Creating a record of Commission meetings
  - Transcription
  - Recording and archiving

**Phase 2: Education and Training**

**April - May**

- Goals:** (1) Provide education and training on redistricting and reapportionment matters  
(2) Gain familiarity with the role and responsibilities of the Commission

**Meetings/Trainings:**

- Redistricting 101 - 4/26/21, 10:00 am - 12:00 pm
  - Overarching goals
  - Legal standards
  - Apportionment data coming soon: how many congressional seats will Virginia have?
  - Preparations undertaken so far
- The Census – 5/24/21, 10:00 am – 12:00 pm
  - Presented by the Census Bureau
- Introduction to the Mechanics of Redistricting - 5/10/21, 10:00 am - 12:00 pm

- The redistricting website
- General overview of the technical components: software, mapping tools, data bases, shapefiles
- Units of geography
- CityGate Presents - TBD
  - Virginia's mapping software
  - Q&A

**Additional Available Resources:**

- Presentation on redistricting by the National Conference of State Legislatures

<b>Phase 3:</b>	<b>Commission Planning</b>	<b>June</b>
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- Goals:** (1) Develop schedule for first round of public hearings  
 (2) Develop work plan for map drawing  
 (3) Develop public participation guidelines for map drawing  
 (4) Procure any necessary equipment or resources

**Meetings:**

- Commission meeting - TBD
  - Approve a schedule for the first round of public hearings
  - Approve a work plan for map drawing
  - Approve expenditures for any necessary equipment or resources

<b>Phase 4:</b>	<b>Practical Preparation and Public Outreach</b>	<b>July - August</b>
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- Goals:** (1) Conduct first round of public hearings  
 (2) Provide opportunities for hands-on training with mapping software

**Meetings:**

- Public hearings - TBD
- Commission meeting - TBD
  - Final updates prior to release of Census data

**Map-Drawing Labs**

- Opportunities for small groups (fewer than 3 commissioners) to receive training on using the mapping software and to practice drawing maps
- Scheduled upon request

<b>Phase 5:</b>	<b>Receipt of Census Data; Map Drawing</b>	<b>September - October</b>
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- Goals:** (1) Receive census population data, adjusted to reflect prison population reallocation  
 (2) Schedule and conduct constitutionally required public hearings  
 (3) Draw and approve maps to submit to the General Assembly

**Deadlines:**

- Census population data is anticipated to be delivered by **the second week of August**

- Before the Commission can begin drawing maps, DLS has to adjust the data to reflect the prison population reallocation - **within 30 days of receipt of census data**
- Senate and HOD district maps to be submitted to the General Assembly for approval - **within 45 days of receipt of census data**
- Congressional district maps to be submitted to the General Assembly for approval - **within 60 days of receipt of census data**

**Public Participation Requirements:**

- At least three public hearings prior to voting on a plan
- All proposed plans have to be posted on website

<b>Phase 6: After the Plans Are Submitted</b>
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- Goals:** (1) Monitor General Assembly action on submitted maps  
(2) Draw and approve additional maps to submit to the General Assembly as needed

# Virginia Redistricting Commission Available Funding

April 12, 2021

- **Item 479 (L) provides an appropriation of up to \$1,069,500 the first fiscal year (7/1/2020 - 6/30/2021) and the same amount for the second fiscal year (7/1/2021 - 6/30/2022).**
- **The language of the budget item reads as follows:** *“L. Out of this appropriation is included up to \$1,069,500 the first year and up to \$1,069,500 the second year from the general fund for the purpose of redistricting, which shall include expenses related to the Virginia Redistricting Commission if approved by voter referendum in the November, 2020 general election. The Department of Planning and Budget is authorized to transfer these amounts to the applicable state agency or agencies to support the purposes of redistricting, including supporting the Commission if approved.”*
- **The Division of Legislative Services and the Virginia Redistricting Selection Committee accessed a portion of the first year's appropriation to cover expenses to support redistricting activities.**

**Current transfers or outstanding obligations:**

\$220,000.00	<b>Citygate LLC</b> (software, pre-redistricting support, post-census data release support, and redistricting support). <i>*\$65,000 was transferred by DPB in September 2020. The remaining \$155,000 will be requested as Citygate completes the contract</i>
\$23,811.00	<b>Division of Legislative Services</b> (specialized computer equipment, a server and a backup server) This amount was transferred by DPB in September 2020.
\$160,516.49	<b>Virginia Redistricting Selection Committee</b> (Print and digital advertising in support of the application process for citizen members of the Redistricting Commission). This amount was transferred by DPB in December 2020 (\$141,000) and January 2021 (\$19,516.49).
\$404,327.49	Total



- **Total remaining from first year appropriation: \$665,172.51**
- **If not spent in FY 2021, this amount can be spent in the second year**
- **Total of second year appropriation: \$1,069,500**