

## Conduct of meetings of the Oak Lawn Committee

**Meeting Format:** The presiding officer, usually the president or vice president, conducts the regular meetings in a prescribed format:

- Call to order and welcoming of guests.
- State the purpose of the OLC and the procedure for presentation of all cases;
- Call for the presentations in the order specified in the Agenda. and
- Convene the Committee Business and Subcommittee Reports portion of the meeting.

When called upon by the presiding officer, a Presenter will distribute materials for the proposed project and will be asked to state the specific points for which the application is being made at the beginning of the presentation. Each presenter may speak for a reasonable amount of time without taking questions from Committee members. At the completion of each presentation, the presiding officer shall recognize all Committee members in turn to ask questions of the presenter and/or applicant. **Members are to only ask questions;** comments about the project are to be held until the Committee Business portion later in the meeting. So that everyone has an opportunity, members should limit their questions to a minimum. At the close of the questions, the presenter may make a one-minute closing statement, if necessary.

After all the presentations are concluded, the presiding officer will convene the Committee Business and Subcommittee Reports portion of the meeting. During the Recommendations portion of the meeting, a motion will be solicited as whether the Committee should support or not support a project, and discussion about that motion will be allowed. A vote will then be taken on the motion, and the results of the Committee's decision will be outlined in a letter to the presenter.

**Membership Dues:** From our Bylaws:

*Section 4. Dues.* Annual dues, from January 1 through December 31, are \$50 for individuals and \$100 for businesses and organizations. Dues are not pro-rated. If a member does not pay the dues by the March meeting, membership is terminated and can only be reinstated through the new member procedure.