

## CITIZENSHIP #5 - DECISION MAKING

### CIVIC APPROVAL PROCESS

1. A citizen or a group of citizens present a proposal to a civic body.  
*proposal* - an issue or project that someone wants considered.  
*civic* - about citizens.  
*civic body* - a governing institution.
2. Applicable regulations are reviewed.  
*applicable* - regarding the proposal.  
*regulation* - existing law and policy.
3. Public testimony is sought.  
*testimony* - written or verbal opinion from citizens.
4. The civic body deliberates and takes action.  
*deliberate* - discuss and debate about both proposal and testimony.  
*take action* - vote to approve, disapprove, or delay.

### PROCESS FOR TAKING ACTION

1. An issue or proposal has been presented, and public testimony taken.
2. One of the representatives makes a motion.  
*motion* - a formal suggestion, made at a meeting, for something to be done. Typical language:  
"I move that \_\_\_\_\_ be approved." Conditions may be part of the motion.
3. Another representative must second the motion. If there is no second, the motion dies, and a different motion must be made.  
*second* - a formal agreement to support the motion. Typical language: "I second the motion."
4. The chairman of the meeting repeats a successful motion, says who made the motion, and says who seconded the motion.
5. All representatives discuss the motion. When the chairman determines discussion has been sufficient, a vote on the motion is taken.
6. All representatives except the chairman of the meeting vote. The chairman votes to break a tie.