



**CITY OF SALEM**  
**DEPARTMENT OF COMMUNITY SERVICES**  
**COMMUNITY RESOURCES & RECREATION DIVISION**

**CITY OF Salem**  
**AT YOUR SERVICE**  
555 Liberty St. SE / Room 300  
Salem, OR 97301-3503  
503-588-6261

**SOFTBALL PLAYER'S COUNCIL PROCEDURAL RULES**

The purpose of adopting meeting procedures will enable the SPC to move the decision processes forward on a methodical basis:

1. RULES TO GOVERN THE TASK FORCE PROCEDURES - Roberts Rules of Order.
2. LENGTH AND CLOSING TIME FOR MEETINGS - 1.0 hours and close meeting, however a majority can extend the time at 1/4 hour intervals.
3. SUBCOMMITTEES - Assign subcommittees as needed to consider items or gather information.
4. PUBLIC COMMENTS/INPUT - Public comment and input taken in writing only.
5. DECISION MAKING - Simple majority vote whereby all members of the SPC present vote on recommendations/decisions.
6. GROUND RULES -
  - ★ Listen carefully; listen for agreement
  - ★ Begin and end on time
  - ★ Open, honest, frank communication
  - ★ Balance air time
  - ★ Indicate, by raising hand, the desire to speak
  - ★ One conversation at a time
  - ★ No side conversations
  - ★ No long stories
  - ★ Engage in differences with respect for the other person's point of view
  - ★ Once the group reaches agreement on something, "take the ground" and move on
  - ★ Group monitor ground rules
  - ★ Confidentiality
7. MEETING NOTES - Recaps, mainly of material reviewed, chart notes and decisions.
8. PRESS - City of Salem staff only.

