

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 08-R-2019**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, ADOPTING
THE TOWN OF MEAD BOARD OF TRUSTEES RULES OF PROCEDURE**

WHEREAS, the Town of Mead is committed to the principles of good governance; and

WHEREAS, the Board of Trustees conducted a work session on October 8, 2018 regarding the proposed adoption of rules of procedure, titled "Town of Mead Board of Trustees Rules of Procedure" (the "Rules of Procedure"); and

WHEREAS, the Town recognizes the value of adopting the Rules of Procedure to provide procedural guidance to public servants in the course of their duties and the Board of Trustees specifically finds that the adoption of the Rules of Procedure will benefit the Board, the Town, and its residents and taxpayers; and

WHEREAS, the Board of Trustees desires to adopt the Rules of Procedure in the form attached to this Resolution as **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Rules of Procedure are hereby adopted in the form attached hereto as **Exhibit A**.

Section 2. The Board reserves the right to amend the Rules of Procedure in accordance with Rule 12 of the Rules of Procedure, as the same may be amended from time to time.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption.

Section 4. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 28TH DAY OF JANUARY, 2019.

ATTEST:

By: 

Mary E. Strutt,  Town Clerk

TOWN OF MEAD

By: 

Colleen G. Whitlow, Mayor

EXHIBIT A
Town of Mead
Board of Trustees Rules of Procedure
(attached)

Town of Mead
Board of Trustees Rules of Procedure

Purpose and Declaration of Policy

These Rules of Procedure are established to make public meetings and the process of governance run more smoothly. Governance of the Town relies on the cooperative efforts of the members of the Board of Trustees (the "Board"), who set policy, and the Town Manager, who implements and administers those policies. Except by express delegation of the Board, no member of the Board has any independent authority to exercise the power of his or her office except as set forth in state law and the Mead Municipal Code ("MMC").

Rule 1 Meetings:

- A. Regular meetings. The Board shall meet regularly at least once each month and sets the days and times of its regular meetings by resolution each year pursuant to MMC § 2-2-130. If at any time a regular meeting falls on a holiday (federal, State or local), such regular meeting shall be held on the next business day at 6:00 p.m. The Town Clerk shall prepare and give notice of the agenda for each regular meeting.
- B. Special meetings. Any meeting of the Town Board at a time other than the date and time of a regular meeting shall be considered a special meeting of the Town Board. The Mayor or three (3) Board members may call a special meeting (MMC § 2-2-140). Notice of special meetings must be given to the Board and the public at least twenty-four (24) hours before the special meeting and shall state the purpose of the special meeting. Notice shall be given to Board members and to the public pursuant to the procedure set forth in MMC § 2-2-140. No business shall be transacted at a special meeting other than the business stated in the special meeting notice.
- C. Emergency meetings. The Mayor or any two (2) Board members may call an emergency meeting of the Board for matters that require the immediate action of the Board to protect the public health, safety and welfare of residents of the Town (MMC § 2-2-145). Notice of the emergency meeting may be given to the Board members by any means that are reasonable under the circumstances of the emergency, including by telephone. Any action taken at an emergency meeting is valid only until the next regular or special meeting, whichever first occurs, of the Board, at which the emergency action shall be ratified or, if not ratified, shall be deemed rescinded.
- D. Work sessions. Work sessions are usually held immediately preceding a regular meeting, or as may otherwise be scheduled by the consensus of the majority of the Town Board. The purpose of each work session shall be to hear, study and discuss matters that are expected to be presented for action at a regular meeting and to schedule such matters for formal action. Public hearings are not held during Board work sessions. Work sessions are considered meetings and shall be open to the public. The Board is not required to take public comments during work sessions. The Town Manager shall direct the Town Clerk to prepare and give notice of the agenda for each work session. At the Board's discretion and if time permits, members of the public may address the Board about matters on the work session agenda. No business shall be transacted and no formal action may be taken at a work session. However, the Board may provide the Town Manager with directions concerning agenda-related items.

- E. Executive sessions. Executive sessions may be convened upon motion and the affirmative vote of two-thirds (2/3) of the quorum present. An executive session may only be held at a regular or special meeting and in accordance with the provisions of C.R.S. § 24-6-402. The topics for discussion in an executive session shall be announced to the public, including a specific citation to the provision of C.R.S. § 24-6-402(4) that authorizes the Board to meet in an executive session and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. Except for determining its position in matters subject to negotiations, developing strategy for negotiations and instructing negotiators, no formal action shall be taken in an executive session to adopt a proposed policy, position, resolution, rule, regulation, or ordinance. Performance reviews of the Town Manager may be conducted by the Board as a personnel matter in executive session unless the Town Manager requests that the performance review take place in open session. The attendance of the Town Manager may be required. Executive sessions shall not be open to the public. At the conclusion of the executive session, the Board may return to the open meeting and may act on any matter as is deemed appropriate or adjourn the meeting. The confidentiality of the matters discussed in executive session shall be preserved by all persons present.

Rule 2 Standards of Conduct:

The Mead Board of Trustees Standards of Conduct, as adopted by Resolution 54-R-2016, is attached to these Rules of Procedure as **Appendix A** and incorporated herein by reference. Guidelines for Self-Evaluation of Conduct are attached to these Rules as **Appendix B** and are incorporated herein by reference.

Rule 3 Parliamentary Procedure:

In the event a question of proper parliamentary procedure arises during a meeting, the Mayor and Town Board may rely upon *Rosenberg's Rules of Order*, a copy of which is attached to these Rules of Procedure as **Appendix C** and incorporated herein by reference. **Appendix C** includes a "*Summary of Motions and Points*" which is intended to be utilized as a point of reference for the Mayor and Town Board, and which is incorporated into these Rules of Procedure by reference. As set forth in Rule 6 below, the Mayor shall make all parliamentary rulings with advice, if requested, from the Town Manager or Town Attorney, who act as advisory parliamentarians.

Rule 4 Consent Agenda:

The consent agenda allows the Board to approve several items of routine business with one vote. The Board shall determine those items to be included as consent items on the Agenda for any Regular Meeting. After the consent agenda is read, all of the consent items shall be voted on as a group. If the vote to approve the consent items is not unanimous when they are voted on as a group, each item shall be voted on separately. Prior to accepting the motion for adoption of the consent items, the Mayor shall ask the members of the Board if they wish to discuss any of the consent items. If a Board member requests discussion or requests that any item(s) be removed from the consent items, such item(s) shall be acted upon after consideration of the remaining consent items by the Board. The individual items will then be considered for adoption.

Consent agenda items may include, but are not limited to:

- Approval of the minutes of prior meetings;
- Receipt and referral of applications and scheduling of public hearings;

- Approval of liquor license renewals, if no violations have been noted;
- Approval of monthly Mead Police Department report; and/or
- Approval of appointments to Town boards and commissions.

The consent items will be listed as separate items on the agenda for the regular meeting with an explanation for the general public in substantially the form as follows:

"Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda."

Rule 5 Conduct of Meetings and Public Hearing Procedures:

Conduct of Meetings

Each Board member has equal powers in acting as a member of the Board. All members of the Board are required to vote on all ordinances, resolutions and motions before the Board unless a Board member has recused himself or herself or has stated his or her intent to abstain from voting (MMC § 2-2-190).

In accordance with MMC § 2-2-150, a majority of the members of the Board in office shall constitute a quorum to do business, and no action shall be taken unless a quorum is present.

Voting on motions shall be by "aye" and "nay" in accordance with MMC § 2-2-190, shall be taken upon the passage of all ordinances and resolutions, and entered upon the minutes of Board proceedings. Each member of the Board shall announce either a "yes" vote or a "no" vote from his or her seat and the votes shall be announced by the Town Clerk and entered upon the minutes of the meeting.

Pursuant to MMC § 2-2-190, all ordinances and resolutions for the appropriation or expenditure of money and to enter into contracts require the affirmative vote of a majority of all Board members. Ordinances dealing with a special emergency for the preservation of the public peace, health, or safety require the affirmative votes of three-fourths (3/4) of the members of the Board. For all other matters, a majority of the votes cast is sufficient for passage of an ordinance, resolution or motion.

A request by a Board member to be excused from voting on a matter shall be made before the matter is discussed on the agenda. After the member has briefly stated the reason for his or her request to be excused and made a motion to be excused, the decision on abstention shall be made by consensus of the Board pursuant to MMC § 2-2-190(b). A Board member shall not vote on a matter for which the Board member has recused himself or herself due to the prohibition on certain activities under C.R.S. § 24-18-109(2) and (3).

In case of a tie vote on any motion or resolution, the motion or resolution shall be considered lost. In the event an applicant or proponent is present for the matter in question, the Mayor shall ask such individual whether because an even number of Board members are present, the applicant or proponent wishes to continue the matter until all members of the Board are present. The decision of the applicant or proponent shall be determinative. In the event the applicant or proponent is not present, the members of the Board present shall decide whether to proceed on the item despite the presence of an even number of members.

Public Hearing Procedures

A. **General.** Public hearings may be required by state law or pursuant to the MMC. Public hearings shall be conducted in general accordance with the procedures set forth in this Section. Deviations from these procedures that do not affect the fairness and outcome of the hearing shall be permitted and shall not jeopardize or in any way nullify the hearing or the Board's decision.

B. **Procedures.** The Mayor shall conduct the hearing in general conformance with the following procedures, which may be varied when circumstances warrant:

1. Open the public hearing and read the title of the item into the record.
2. Explain these public hearing procedures.
3. Establish, when determined to be necessary, reasonable time limits for the hearing and reasonable time allocations to be established therein. As a general proposition, a three (3) minute time limit shall be the customary and appropriate time limit for individuals and a five (5) minute time limit shall be the customary and appropriate time limit for persons representing groups or organizations. An applicant whose property rights are the subject of the public hearing shall not be subject to time limitations provided that the applicant avoids redundant and duplicative testimony or presentation of evidence .
4. Ask for an introductory presentation of the application by the Town Staff.
5. Ask for the applicant's presentation (if any).
6. Provide opportunity for testimony by those who are present.
7. Provide applicant with an opportunity to present rebuttal testimony and evidence.
8. Allow, throughout the public testimony (or public comment) portion of hearing, Board members the opportunity to ask questions of the applicant, staff and members of public.
9. Following questions from Board members, the Mayor will declare the public testimony portion of the hearing closed and the case will be remanded to the Board for consideration.
10. Upon the closure of the public testimony portion of the hearing, the Board will avoid additional questioning of any hearing participant except as the Mayor finds necessary to clarify a factual question or resolve a factual matter of dispute between members of the Board. No additional, unsolicited testimony shall be entertained or accepted by the Board. The public testimony portion of the hearing may be reopened only for good cause shown by a majority vote of the quorum present and for the sole purpose of receiving specifically identified and focused testimony. In the event of reopening of the public testimony portion of the hearing, all persons in attendance shall be provided an opportunity to provide testimony regarding the specifically identified matter for which the hearing was reopened.

11. The Mayor shall ask for discussion or a motion from the Board. Upon proper motion and second, the Mayor may ask for further discussion on the motion. Any Board or staff member may be recognized for comments on the motion. After all discussion has occurred, the vote of Board members shall be taken.

C. Quasi-Judicial Hearings. The nature of public hearings on land use and liquor license applications before the Board is considered quasi-judicial. Board members are required to consider only such evidence and testimony that is presented during the public hearing. Consequently, Board members cannot consider evidence that is not presented at the public hearing, and should not engage in conversations or communications about any land use or liquor license application with an applicant, members of the public or other Board members before the public hearing or during any recess from the public hearing. The purpose of this restriction is to afford applicants due process of law through a fair and unbiased process and to allow the Board to make an impartial and objective decision.

D. Public Disruption. Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from Town Hall.

Rule 6 Roles and Responsibilities of Mayor:

The Mayor of the Town of Mead:

- Shall preside at all meetings of the Board pursuant to MMC § 2-2-30.
- Shall maintain order, decorum, and the fair and equitable treatment of all speakers at meetings.
- Shall keep discussion and questions focused on specific agenda items under consideration and make parliamentary rulings with advice, if requested, from the Town Manager or Town Attorney, who act as advisory parliamentarians.

Rule 7 Roles and Responsibilities of Mayor Pro Tem:

In accordance with MMC § 2-2-70, at its first meeting following each biennial election, the Board shall choose one (1) of the Board members to serve as the Mayor Pro Tem. In the event of a temporary absence of the Mayor, the Mayor Pro Tem shall perform all duties and have all powers of the Mayor.

Rule 8 Acting Mayor:

In the event of the absence or disability of both the Mayor and Mayor Pro Tem that would prevent them from attending any regular or special meeting of the Board, the Town Manager or Town Clerk shall call such meeting to order and shall call the roll. The Board shall then proceed to designate, by a majority vote of the quorum present, one (1) Board member to serve as the Acting Mayor pursuant to MMC § 2-2-80.

The Acting Mayor shall perform the duties of the Mayor set forth in Rule 6 above and MMC § 2-2-30 until the arrival of the Mayor or Mayor Pro Tem, at which time the Acting Mayor shall relinquish the role of Acting Mayor upon the conclusion of the agenda item or other business then before the Board.

Rule 9 Responsibilities of All Members of the Board:

A. General Board Responsibilities and Conduct should be:

1. Treat each other with equal respect.
2. Make sure that informational materials provided to one member will be provided to all members of the Board so that all have equal access to the same informational materials.
3. Make no promises or commitments on behalf of the Board or the Town, either overtly or implicitly.
4. Support the formal actions of the Board, and the official position of the Town, even if the member voted in the minority.
5. Formal Board communications are approved through consensus of Board and signed by the Mayor or by the Town Manager, as directed by the Board.
6. Unless directed to do so by the Board or unless compelled to do so by operation of law, not knowingly disclose information which he or she knows or reasonably should know is confidential information, regardless of the source of the information.
7. Not knowingly use or disclose any confidential information gained in the course of or by reason of his or her official position and which has not been made public in order to advance his or her financial interests or to further the financial interests of any family member.
8. Serve as a model of leadership and civility to the community.
9. Seek to inspire public confidence in Mead government by demonstrating honesty and integrity in every action and statement.
10. Work together for the good of the Town of Mead.
11. Take credit for work done.
12. Acknowledge credit to people for work done.
13. Admit mistakes. Don't hide or run away from responsibility.
14. Act responsibly and hold yourself accountable.

B. Board Responsibilities and Conduct During Meetings. During regular or special meetings, Board members should:

1. Prepare in advance and be familiar with issues on the Agenda in order to participate in any meeting of the Board.
2. Stay focused and act efficiently during public meetings by honoring the efforts by the Mayor to focus discussion on current Agenda items.
3. Agree to disagree without getting personal. Boards are composed of individuals with a wide variety of composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen

to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Board may "agree to disagree" on contentious issues.

4. No personal attacks - no negative comments about each other.
5. Once a decision is made, move on to the next issue.
6. Listen before judging or reacting.
7. Speak to each other, not to the audience.
8. Speak for yourself, don't speak for others.
9. Base decision on your best judgment.
10. Communicate ideas.
11. Refer to one another formally during public meetings as Mayor, Mayor Pro Tem, Trustee, or Board member followed by the individual's last name.
12. Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
13. Honor the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep the comments of Board members on track during public meetings. Board members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reasoning, following the rules of parliamentary procedure.
14. Avoid personal comments that could offend other Board members. If a Board member is personally offended by the remarks of another Board member, the offended Board member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board member to justify or apologize for the language used. The Mayor will maintain control of this discussion.
15. Demonstrate effective problem-solving approaches.
16. Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
17. Listen actively. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.
18. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of

individual Board members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

19. Board members should not engage in any personal attacks of any kind, under any circumstance. Board members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
20. Follow parliamentary procedure in conducting public meetings. The Town Attorney and Town Manager serve as advisory parliamentarian for the Town and are available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Board.
21. If a Board member is representing another organization whose position is different from the Town, the Board member shall recuse him or herself from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Board members should be clear about which organizations they represent and declare on record their particular involvement.
22. Dress in business casual attire at all regular and special meetings of the Board to help maintain a professional decorum at the Town's public meetings.

C. Board Responsibilities and Conduct in Other Settings. Outside of Board meetings, Board members should:

1. Show the same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
2. Be aware that written notes, voicemail messages, and email can be deemed public records under the Colorado Open Meetings Law and therefore subject to public disclosure. Board members should always consider that many forms of communication can be easily forwarded or distributed to individuals who are not the intended recipients. Even private conversations can be repeated in public.
3. Board members hold the public trust of the residents of Mead and should be held to the highest standard of integrity and accountability.
4. In communications with constituents, public bodies, and others, Board members should disclose whether they are representing the Town Board or their own personal interests.
5. If a Board member appears before another governmental agency or organization to give a statement on an issue, the Board member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; and 2) whether this is the majority or minority opinion of the Board.
6. If the Board member is representing the Town, the Board member must support and advocate the official Town position on an issue, not a personal viewpoint.
7. Written correspondence also should be equally clear about representation.

8. Town letterhead may be used when the Board member is representing the Town and the Town's official position. A copy of the official correspondence should be given to the Town Manager to be copied to the entire Board and filed as part of the permanent public record.
9. Town letterhead should not be used for correspondence of Board members representing a personal point of view, or a dissenting point of view from an official Board position. However, should Board members use Town letterhead to express a personal opinion, the official Town position must be stated clearly so the reader understands the difference between the official Town position and the personal viewpoint of the Board member.

D. Board Interaction with the Media.

1. The Mayor is the designated representative of the Board to present and speak on any official Town position. If an individual Board member is contacted by the media, the Board member should be clear about whether their comments represent the official Town position or a personal viewpoint.
2. The best advice for dealing with the media is to never go "off the record". Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media. Words that are not said cannot be quoted. Each Board member should ask a reporter to read the reporter's notes back to the Board member at the end of an interview, which will give the Board member an opportunity to offer clarifications about what was said and avoid the publication of misquotes.

E. Board Interaction with Town Staff.

1. Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implements and administers the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.
2. Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable.
3. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager. Requests for information should be made directly to the Town Manager in written form.
4. Requests for follow-up or directions to staff should be made only through the Town Manager or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Board members should ask the Town Manager for direction. Materials supplied to a Board member in response to a request will be made available to all members of the Board so that all have equal access to information.
5. Board members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

6. Never publicly criticize an individual employee because such statements could expose the Town as well as the individual Board members to potential liability. The Board should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.
7. Do not get involved in administrative functions.
8. Board members must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.
9. Do not attend meetings with Town staff unless requested by staff. Even if the Board member does not say anything, the Board member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.
10. Limit requests for staff support. Routine secretarial support will be provided to all Board members. All mail for Board members is opened by the Town Clerk, unless other arrangements are requested by a Board member.
11. Requests for additional staff support - even in high priority or emergency situations - should be made to the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.
12. Requests from the Board for work requiring a substantive amount of staff time shall be made in a public meeting with consensus of the Board.
13. Do not solicit political support from staff. Board members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Rule 10 Attendance:

Governance of the Town requires that all of the elected or appointed members of the Board attend all regular meetings of the Board in order to fulfill each member's obligation to the citizens of the Town to fully participate in the process of government. The Board must have a quorum to do business. Each member of the Board has an obligation to his or her fellow members to be informed and attend the Regular Meetings of the Board. As a courtesy and when time permits, a member shall notify the Mayor or the Town Manager that he or she will not be able to attend a Meeting. The Board may determine whether an absence is excused or unexcused based upon the information provided by the Mayor or Town Manager. Unless otherwise determined by a vote of the Board, each absence shall be noted as "excused" by the Clerk in the minutes. Any member of the Board shall have the right at the meeting at which the absence occurs to move for a determination that the absence is "unexcused". If such a motion is seconded, a roll call vote shall be taken and if a majority votes in favor of the motion, the absence shall be noted by the Clerk as "unexcused" in the minutes. Repeated failures to attend regular meetings of the Board may be cause for censure by the Board.

More than three (3) consecutive absences of a member from Board meetings shall require Board review. If a member of the Board is found to have violated the provisions of this Rule because of the number of excused or unexcused absences, or both, the Board may sanction such member in accordance with Rule 11.

Rule 11 Compliance and Enforcement:

The Board may sanction any member whose conduct does not comply with these Rules of Procedure. Sanctions may include but are not limited to a written or verbal reprimand, formal written censure, or removal from a Board-appointed position or membership on any board or commission.

If a violation of these Rules of Procedure is alleged to have occurred, it shall be reported to the Mayor, or to the Mayor Pro Tern of the Board if the member alleged to be in violation is the Mayor. If deemed necessary by the remaining balance of the Board, by majority vote, the Town Manager may be directed to cause an investigation to be conducted of the allegation(s) and to cause to be prepared a written report of such findings to the Board and to the Town Attorney. The Town Attorney may make a recommendation to the Board concerning the alleged violation. The member shall have the opportunity to respond to the allegation during a public meeting or in writing to other members of the Board. Thereafter, if there is a reasonable basis to believe a violation has occurred, the matter may be placed on the agenda for discussion at a regular meeting. Advance written notice to the Board member of the date of the meeting shall be provided not less than ten (10) days prior to such meeting.

At the regular meeting, the Board shall review the investigative report and the findings and the recommendation of the Town Attorney, if any, concerning the alleged violations(s). The member shall have the opportunity to rebut the allegation(s) through his or her own statement, the testimony of other witnesses and by the presentation of documentary evidence. The member may be represented by legal counsel of his or her choice and at his or her own expense. Upon motion made, seconded and passed by a majority vote of the other members of the Board, a member may be sanctioned as herein provided. If the motion fails or a motion is passed stating that there has been no violation of these Rules of Procedure, then the member shall be deemed not to have been in violation of these Rules.

A violation of these Rules of Procedure shall not be considered a basis for challenging the validity of a Board decision or determination.

The Town Clerk shall provide a copy of these Rules of Procedure to any person who requests a copy, and shall provide a copy to any person who is seated as a member of the Board of Trustees.

Rule 12 Amendments:

These Rules of Procedure may be amended, or new rules adopted, by a majority vote of all members of the Board. Any such amendment shall be submitted in writing at a work session or a meeting preceding formal action. The proposed amendment(s) shall then be placed on the next agenda for consideration by Board.

APPENDIX A – STANDARDS OF CONDUCT

(Resolution No. 54-R-2016 attached)

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 54-R-2016**

**A RESOLUTION ESTABLISHING STANDARDS OF CONDUCT
FOR ELECTED OFFICIALS OF THE TOWN**

WHEREAS, the Board of Trustees believes that the members of the Board, including the Mayor, must act at all times within the scope of their lawful authority, in accordance with the highest ethical standards, and in a manner that accords all persons with respect and dignity; and

WHEREAS, the Board desires to establish for itself, and for each member of the Board, including the Mayor, minimum standards of conduct to assure the same; and

WHEREAS, the failure to comply with such standards would constitute serious misconduct that would reflect poorly on the Town, and would detrimentally affect the credibility of the Board and the effectiveness of the Town in serving the community; and

WHEREAS, the Board intends that the standards of conduct established herein be enforceable by such consequences as will assure compliance therewith;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that the following Board of Trustees Standards of Conduct are hereby adopted:

**MEAD BOARD OF TRUSTEES
STANDARDS OF CONDUCT**

Section 1. Scope of Authority. The Mayor and each Trustee has only such authority as is conferred by applicable state statutes, and ordinances not inconsistent with such statutes. No member of the Board of Trustees, including the Mayor, shall act in a manner that exceeds such authority, including but not limited to:

- a. No member shall purport to speak on behalf of the Board on any matter on which the Board has not taken a position, or represent a Board position inaccurately.
- b. No member shall make commitments or promises individually on any matter for which a vote or consensus of the Board is required.
- c. At Board meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall seek recognition from the presiding officer before speaking. Members shall primarily direct remarks at Board meetings to the Board as a whole, rather than engaging in back-and-forth arguments with another member.
- d. No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Manager or other staff member.

- e. No member shall give orders to any staff member who reports directly or indirectly to the Town Manager.
- f. No member shall individually direct the work of the Town Manager or other direct report of the Board. Any such directions shall only be given by the Board as a whole, and such direct reports shall be held accountable only for directions given by the Board as a whole.
- g. The Mayor (or in the Mayor's absence the Mayor pro tem) shall be responsible for presiding over meetings of the Board. Except as otherwise specifically granted by the state statutes or ordinances not inconsistent therewith, the Mayor (and in the Mayor's absence the Mayor pro tem) shall, for all other purposes, have only the same powers as any other member of the Board; however, the Mayor or the Mayor Pro Tem in the absence of the Mayor shall be the official representative of the Town for ceremonial purposes.
- h. Individual members may make reasonable inquiries to the Town Manager concerning matters pertaining to their decision-making responsibilities, but shall be careful to avoid any appearance of giving orders or directions.
- i. Except where applicable laws or Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town, or involve himself or herself in employment matters below the level of the Board's direct reports.
- j. No member shall direct or request the hiring or firing of any employee to or from any position that reports directly or indirectly to the Town Manager.
- k. With respect to items on the Board's meeting agenda, no member shall direct the inclusion or removal of any items on the agenda.

Section 2. Personal Conduct. The Board of Trustees desires to serve as a positive example for civility, respect, and dignity in its dealings with one another, the Town's staff, citizens, and the business community. To that end, each member shall comply with the following standards of personal conduct:

- a. Each member shall respect the rights of others to be heard and given due consideration of their views.
- b. Each member shall recognize that pursuant to the Mead Municipal Code, the Town Manager has the right to establish the agenda for all meetings.

- c. No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying, or threatening.
- d. No member shall make disparaging remarks about any Town employee in a public setting. While criticism about job performance may be a valid topic of discussion, members shall choose a setting appropriate for such discussion.
- e. No member shall fail to comply with any provision of the Town's employee handbook with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination, and bullying.
- f. Each member shall direct all inquiries or requests for staff support to the Town Manager, and shall respect the time limits on staff support as stipulated in the Board's Rules of Procedure.
- g. Each member shall comply at all times with applicable state statutes, the Mead Municipal Code and the Rules of Procedure adopted by the Board.

Section 3. Consequences for Violation of Standards of Conduct. Any member of the Board who violates these standards of conduct is subject to disciplinary action. Such disciplinary action shall be taken upon approval by a vote of a majority of the Board members in office. No member shall vote on any matter pertaining to his or her own discipline. The Board reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

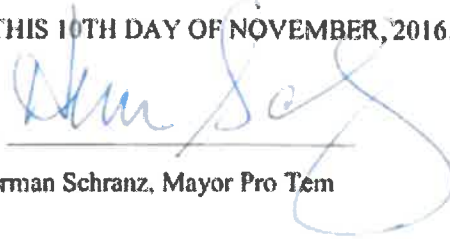
- a. Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
- b. Public warning;
- c. Removal from any appointed Board position or policy liaison role;
- d. A resolution of public censure;
- e. A request that the member resign from his or her elected office; or

f. Removal from office in accordance with C.R.S. Section 31-4-307.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10TH DAY OF NOVEMBER, 2016.

By 

Linda Blackston, MMC, Town Clerk

By 

Herman Schranz, Mayor Pro Tem



APPENDIX B - GUIDELINES FOR SELF-EVALUATION OF CONDUCT

Proper conduct IS...

Keeping promises
Being dependable
Building a solid reputation
Participating and being available
Demonstrating patience
Showing empathy
Holding onto ethical principles under stress
Listening attentively
Studying thoroughly
Keeping integrity intact
Overcoming discouragement
Going above and beyond, time and time again
Modeling a professional manner
Adhering to majority decisions

Proper conduct IS NOT...

Showing antagonism or hostility
Deliberately lying or misleading
Speaking recklessly
Spreading rumors
Stirring up bad feelings, divisiveness
Acting in a self-righteous manner
Interfering with staff

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights, or good will of others? What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?
- Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for? Do I exhibit the

same conduct in my private life as I do in my public life? Can I take legitimate pride in the way I conduct myself and the example I set? Do I listen and understand the views of others?

- Do I question and confront different points of view in a constructive manner? Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

APPENDIX C – Rosenberg’s Rules of Order

This **Appendix C** includes the “Summary of Motions and Points” as adopted from *Rosenberg’s Rules of Order*.

(attached, eight pages)

About the Author

Dave Rosenberg is a Yolo Superior Court Judge. Formerly, he served over 20 years in local government, including 12 years on the Davis City Council (with two terms as Mayor) and 7 years on the Yolo County Board of Supervisors (with two terms as Chairman of the Board). He has been Chairman or presiding officer of numerous boards, commissions and organizations, spanning over three decades including the California State Lottery Commission, the California State Victim Compensation and Government Claims Board (formerly known as the Board of Control), the Yolo County Economic Development Commission, the Yolo County Criminal Justice Cabinet, the Davis Odd Fellows Lodge, and others. He currently serves as Presiding Judge of the Yolo Superior Court. Rosenberg has taught workshops on "Rosenberg's Rules of Order" for over a decade, to county supervisors, mayors, City council members and others. His "Rosenberg's Rules of Order" have been adopted by numerous cities and other jurisdictions and organizations throughout California and other States.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

Summary of Motions and Points
(adopted from *Rosenberg's Rules of Order*)

MOTION	Type	Second Required?	Debatable?	Vote Required
Point of Order	Point	No	No	No Vote Required (relates to conduct of the meeting)
Point of Privilege	Point	No	No	No Vote Required (relates to anything that may interfere with the normal comfort of the meeting)
Point of Appeal (to challenge the Mayor or Mayor Pro Tem's decision on a matter of procedure)	Point	Yes	Yes - as needed to explain the Mayor's (or Mayor Pro Tem's) decision and the applicable Rule subject to challenge	Majority of quorum present
Point to Return to Agenda	Point	No	No	No Vote Required
Any Main Motion	Main Motion	Yes	Yes	Majority of quorum present unless otherwise required by law, rule, or regulation
Motion to Amend (a Main Motion - amends the main motion on the floor)	Subordinate (to a Main Motion)	Yes	Yes	Majority of quorum present
Substitute Motion (replaces the main motion on the floor)	Main Motion	Yes	Yes	Majority of quorum present

<p>Motion to Reconsider* ** *may only be made by Trustee who voted in the majority <u>AND</u> only made at meeting where item was first voted on or at very next meeting</p> <p>**In order to ensure due process to parties whose rights may be involved, it is recommended that the reconsideration of the matter (if the motion for reconsideration is successful) be held at <u>a future regular or special meeting of the Board</u>, and not heard or considered by the Board at the same meeting at which the motion for reconsideration is approved</p>	<p>Main Motion</p>	<p>Yes*</p>	<p>Yes</p>	<p>Majority of quorum present*</p> <p>*if motion to reconsider passes, item is back before Board of Trustees and a new Main Motion is in order</p>
<p>Motion to Continue Matter Before the Body to a Date and Time Certain</p>	<p>Subordinate (to a Main Motion)</p>	<p>Yes</p>	<p>No</p>	<p>Majority of quorum present</p>
<p>Motion to Table Agenda Item Indefinitely</p>	<p>Subordinate (to a Main Motion)</p>	<p>Yes</p>	<p>No</p>	<p>Majority of quorum present</p>
<p>Motion to Limit Debate (Motion to Call the Question)</p>	<p>Subordinate (to a Main Motion)</p>	<p>Yes</p>	<p>No</p>	<p>2/3rds of quorum present</p>

Withdraw a Motion	Subordinate (to a Main Motion)	No	No	No vote required
Motion to Recess	Main Motion	Yes	No	Majority of quorum present
Motion to Adjourn	Main Motion	Yes	No	Majority of quorum present
Motion to Fix a Time to Adjourn	Main Motion	Yes	No	Majority of quorum present
Motion for Executive Session	Main Motion	Yes	No	2/3rds of quorum present