

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>5070 - RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	09/03/15
<b>Resolution No.</b>	15-23	<b>Revised:</b>	

### **Purpose**

The purpose of this policy is to establish parliamentary procedure for meetings of the Board of Directors or any Standing Committees in order to have smooth, orderly, and fairly conducted meetings.

### **Policy Statement**

#### **Section 1. General**

The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules, such as Robert's Rules of Order. Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly.

Consistent with the provisions of the Ralph M. Brown Act, every regular meeting agenda must provide an opportunity for the public to address the Board on items of public interest within the Board's jurisdiction prior to or during Board consideration of the item. The notice for special meetings must provide an opportunity for members of the public to directly address the board concerning that item prior to action on the item.

If a Director believes order is not being maintained or procedures are not adequate, then they should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

#### **Section 2. Public Hearings**

In general, all public hearing items must allow for thorough discussion prior to rendering a decision. It is the intent of this policy to give general guidance on a workable order of procedure. The suggested order is as follows:

1. Opening of the public hearing of the item by the Board President
2. Staff presentation of the subject matter including a description of the matter, any staff or consultant's report and a staff recommendation. If any written communication is received that is not already included in the record, such written communication should be given to the Board.
3. If individual Directors require clarifying information, they should be allowed to ask questions of staff.
4. If there is a project proponent or sponsor of the agenda item, they should be allowed to address the Board.
5. If there is a project opponent or organized group opposing the agenda item, they should be allowed to address the Board.

6. Any additional public comment should be solicited.
7. All remarks must be directed to the Board President. Remarks must be courteous in language and deportment, avoiding all personalities, never alluding to others by name or to motives. Remarks should be respectful and pertinent to the item of discussion. At no time should there be a dialogue between members of the public and staff.
8. During Board discussion of the item, it may be appropriate for Directors to ask additional questions of staff or the project proponent.
9. The hearing may be continued or closed for further public input.
10. If the hearing has been closed to the public, it is ready for consideration of action by the Board.

### **Section 3.      Obtaining the Floor**

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion. Once the floor is granted, all remarks must be directed to the President unless they are questions to staff. Remarks should be respectful and pertinent to the item of discussion.

### **Section 4.      Motions**

Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

1. A Director makes a motion; another Director seconds the motion; and the President states the motion.
2. Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.
3. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

### **Section 5.      Secondary Motions**

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
2. Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
3. Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
5. Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

6. Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

In the event that any of the aforementioned motions are made, then they must be voted on prior to the original motion. Approval of an amended motion renders the original motion moot. No further action is necessary

**Section 6.** Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject or cause to be ejected, any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

The President may also declare a short recess during any meeting.

**Section 7.** Amendment of Rules of Order

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.