

RESOLUTION NO. 032

RULES OF ORDER & PROCEDURE FOR BOARD OF ALDERMEN MEETINGS

WHEREAS every legislative body need a systematic way of conducting its business; and

WHEREAS the Board of Aldermen of the City of Highland Haven have not heretofore adopted rules of order and procedure for any of its meeting; and

WHEREAS the Board of Aldermen has a civic obligation to conduct all meetings in a fair and uniform manner which can be fulfilled by adopting rules of order and procedure; and

WHEREAS a simplified set of rules of order and procedure are required for this City because current and future elected city officials may not be formally trained and have full knowledge of the complicated "ROBERTS RULES OF ORDER".

BE IT THEREFORE RESOLVED that Board of Aldermen of the City of Highland Haven adopt general guideline **RULES OF ORDER & PROCEDURE** as follows:

MOTIONS

DESCRIPTION

Main

Initiate consideration of new business item. After seconded, it is subject to being debated, amended, tabled, or withdrawn before a final vote is taken. An Alderman making a main motion may, prior to a second withdraw or change it. If motion has been seconded, approval of the Alderman who seconded the motion is required in order for the maker to change or withdraw it. Board members should, as a consideration to other members and to the audience, limit speeches to one per agenda item. Each main motion must be disposed of before another is made. Audience participation (after being recognized by the presiding officer) is allowed, at the appropriate time, on any agenda item that has not been the subject of a public hearing. All remarks are expected to relate to the item being considered.

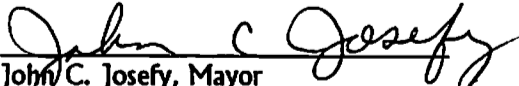
Secondary

Used to propose an action on a main motion being debated by the Aldermen. These motions die unless seconded. All Votes are taken without debate. Secondary motions in order of rank are:
(a) "Table the main motion" and go to next item.
(b) "Cease discussion and vote on main motion".
(c) "Limit discussion to a fixed amount of time".
(d) "Postpone action until some set time in the future".
(e) "Refer the proposal to a committee".
(f) "Amend the main motion".
(g) "Postpone action to an indefinite future time".
Example: If (g) is being considered by Board and (b) is introduced and seconded, then (b) must be decided by vote before (g) can be further considered.

Privileged

Used to bring procedural questions before the Board of Aldermen. They can be offered at any time, without regard to any other motion, do not require a second, debate limited specifically to relevant facts, and must be decided before continuing with business. Privileged motions in order of rank are:
(a) "Set time and place of next meeting".
(b) "Fix time of adjournment".
(c) "Adjourn".
(d) "Recess".
(e) "Follow order of agenda"

Passed and Approved by the Board of Aldermen of the City of Highland Haven on this the 21 th day of March, 1998~~6~~


John C. Josefy, Mayor

ATTEST:


1st
City Secretary