

Rules of Procedure Guidelines for Advisory Boards

*This document is intended as a guide for department and advisory boards seeking to establish rules of procedures for meeting operations; and is not intended to require any specific rules

1. Staff should confirm the meeting has been properly noticed
2. Staff/the Chair should establish a quorum is physically present
3. The Chair opens the meeting – staff will do this if no Chair has been elected or if Chair and Vice Chair are absent
4. Chair/Vice Chair elections
 - a. This is usually an annual election by the majority of the board
 - b. The current Chair, or staff if there isn't one, call for nominations for Chair (members can nominate other members or themselves)
 - c. Each nominee is given an opportunity to accept or reject the nomination
 - d. Each nomination is called for a vote – nominee with the majority vote wins
 - e. The new Chair takes over the meeting and follows the same process for election of the Vice Chair
5. The Chair is responsible for running an orderly meeting to conduct the public business
6. The Chair calls up each agenda item in order to be handled by the board
7. Should items need to be taken out of order, the Chair will so state at the beginning of the meeting or whenever the need arises, if later
8. As each item is introduced, a presentation is given and opportunity for the board to question
 - a. Staff
 - b. Any outside party/applicant
 - c. Public comment
9. The board members should systemize a manner of alerting the Chair of their desire to speak, which may include a light system or turning nametags on end. People attending who want to speak should stand up and state their names for the record, including applicants, representatives, and the public. All comments should be civil and respectful.
10. After presentation of each item, a member other than the Chair makes a motion. If none is readily made, the Chair can ask for a motion. If nobody wants to make a motion, the Chair can "pass the gavel" to the Vice Chair to conduct the meeting and the Chair can make a motion
11. As a general rule, motions require a second. If no second is made, the motion dies and another motion may be made. If a second is made, the motion may be discussed further by the board and voted on. The Chair may second a motion without passing the gavel
12. The Chair should repeat the motion and who made the motion and the second.
13. Votes should be verbal and every member must vote on every matter unless they have a conflict of interest which they declare, abstain from the vote, and file the Form 8B with the "Clerk" (staff liaison). Ideally, potential conflicts will be identified by the members in advance and discussed with Legal prior to the meeting.
14. Votes pass by majority of the members present
15. At a later time, a member may move to have the board reconsider a vote

- a. The motion to reconsider must be made at the same or the next meeting where the original motion was made
 - b. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote
 - c. The motion to reconsider must be voted on and passed before the original motion is scheduled for reconsideration
 - d. The reconsideration is scheduled for a subsequent meeting
16. Matters may be “tabled” for future consideration. This requires a motion and majority vote of the board. To take a matter off the table a separate motion and majority vote is required. Matters being taken off the table should be scheduled for a subsequent meeting so they can be put on the agenda
17. Public comment is required at all meetings. Public comment can be limited to a specific time. Typically, 3 minutes per person prior to the vote on each item. Public comment for matters not on the agenda but related to the work of the board may also be taken at the beginning or end of the meeting. Limiting the time to 3 minutes per person during this comment period is also appropriate. All public comment should be treated equally so far as procedure. Public comment on matters to be voted on must be allowed before the vote is taken.
18. After the board has completed its agenda, a member moves to adjourn the meeting which must have a second and majority vote
19. The staff liaison should assist the Chair in running the meeting, making sure motions, seconds, and votes are properly made and recorded in the minutes