

## CONWAY TOWNSHIP POLICY No. 20

### Conway Township Meeting Rules

#### Guiding Principles:

- One meeting, no side conversations.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.

#### How to do things:

You want to bring up a new idea before the group.

- The first step is to submit a written motion to be placed on the agenda. The deadline for submitting items for the board packet is the second Monday of the month. Motions may be presented at the meeting during the agenda approval portion of the meeting. The motion maker must provide copies to all other members.
- After recognition by the Supervisor, present your motion. A second is required for a motion to go to the floor for discussion. No second means the motion dies without discussion. Just because you support a motion you do not have to vote for it. It is to assess whether or not there is any interest and to allow discussion.

Consent Agenda requires a roll call vote.

Non-emergency expenditures over \$500 requires the board to vote by roll call.

You want to change some of the wording in a motion under discussion.

- After recognition by the Supervisor, move to amend by adding words, striking words, or striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

- Move to substitute your motion for the original motion.
- If it is seconded, discussion will continue both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

- Move to refer to a committee. Try to be specific as to the charge to the committee. All members of the board can serve on committees.

If you are confused about a procedure being used and want clarification, without recognition, state your question and the chair will attempt to clarify the point.

You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

You are tired of the current discussion

- Move to limit debate to a set period or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

You have heard enough discussion.

- Move to close the debate. Also referred to as calling the question. This cuts off discussion and
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brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

You believe the discussion has drifted away from the agenda and want to bring it back. "Call for orders of the day."

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

- Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

- Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup>s vote is required.

During the Call to the Public, each speaker is allowed three minutes to speak. If there is no new information to be offered, the meeting chair may close the subject. During the call to the public the board will not respond to the speakers. Members of the board may ask members of the public questions during board discussion.

All members of the board must vote unless they have a financial stake in the issue at hand.

If a board member has questions about an item in the packet, or wants supporting documents, they must request it before the meeting. Conversely, if a member places an item on the agenda they need to provide the pertinent information.