



Rules of Procedures

RULE 1. GENERAL RULES

- A. Rules of Journal: The Committee shall determine its own rules, order of business, conduct of public meetings, and shall provide for keeping a journal of its proceedings. This journal shall be a public record.
- B. Written Rules, Order of Business and Procedure: The rules, order of business, and procedure of the Committee shall be in writing and be available to all interested citizens.

RULE 2. CONFLICT OF INTEREST

The provisions of Arizona Revised Statutes (A.R.S.) Title 38, Article 8, §§ 38-501 to 38-511, inclusive, are incorporated herein by reference.

RULE 3. COMMITTEE MEETINGS

The Committee shall hold regular meetings on the first Wednesday of every month. Special meetings may be held on the call of the Chair or of four or more Committee members. All meetings shall be open to the public. Study Sessions are permissible to brief Committee members on various issues, including the items on the agenda. All public meetings and proceedings shall conform to the requirements of A.R.S. Title 38, Article 3.1, §§ 38-431 to 38-431.09, inclusive.

RULE 4. THE COMMITTEE AGENDA

Staff Procedure: All reports, communications, ordinances, documents or other matters to be submitted to the Committee shall be delivered to the Community Development Department.

1. The Community Development Manager, or designee, shall review the agenda and background information material preceding the Committee meeting.
2. Following the agenda review, the agenda with the additions, deletions or other corrections, shall be returned to the administrative staff, who shall prepare the agenda in its final form.
3. The Administrative staff shall disseminate copies of the agendas and background material to the Committee and City Staff at least 5 days prior to the hearing.

4. The agenda shall be made public in advance of the meeting both by posting in the City Clerk's Office, on the public bulletin board outside of Council Chambers at City Hall and by dissemination to public news media. Public hearing notices of the subject locations will also be mailed to nearby property owners, neighborhood and homeowner associations of record.

RULE 5. ORDER OF BUSINESS

The Agenda's Order of Business shall be:

1. INTRODUCTION
2. MINUTES
 - A. Approval of Committee Meeting Minutes
3. AGENDA
 - A. Consent Agenda
 - B. Miscellaneous Items
4. ANNOUNCEMENTS
 - A. Committee Announcements
 - B. Staff Announcements
5. FUTURE AGENDA
6. POST SESSION – *If necessary*

RULE 6. PRESIDING OFFICER

The jointly appointed member shall serve as chairperson and the Committee shall elect a vice-chairperson from its own regular members. The Chair, or in the absence of the Chair, the Vice Chair, shall call the Committee members to order. The presiding officer shall serve as Committee Parliamentarian, who shall have the power to administer oaths, take evidence, and set consent agendas. The Community Development staff shall enter in the minutes of the meeting the names of the Committee members present.

RULE 7. TEMPORARY CHAIRPERSON

In case of the absence of the Chair and the Vice, the Community Development Manager, or designee, shall call the Committee to order. If a quorum is present, the Committee shall proceed to elect, by a majority vote of those present, a Committee member to chair the meeting.

RULE 8. DECORUM AND ORDER

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to the Committee.

1. During Committee meetings, Committee members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or the Rules of the Committee. Every Committee member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine all comments to the question under debate and shall avoid all personalities and indecorous language. Once recognized, a Committee

member shall not be interrupted while speaking unless called to order by the presiding officer or unless a point of order is raised by another Committee member. If a Committee member is called to order while speaking, the Committee member shall immediately cease speaking until the question of order is determined. If ruled to be in order, the Committee member shall be permitted to proceed. If ruled to be not in order, the Committee member shall remain silent or shall alter all remarks so as to comply with the rules of the Committee. Committee members shall confine their questions to the particular issues before the Committee. If the presiding officer fails to act, any Committee member may move to require the presiding officer to enforce the rules and the affirmative vote of the majority of the Committee shall require the presiding officer to act.

2. The presiding officer shall have the authority to preserve decorum in meetings as far as the audience, staff members and city employees are concerned. The City Manager shall also be responsible for the orderly conduct and decorum of all city employees under the manager's direction and control. Any remarks shall be addressed to the Chair and to any or all Committee members. Without permission from the presiding officer, no staff member, other than the staff member who has the floor, shall enter into any discussion, either directly or indirectly.
3. Citizens attending Committee meetings shall also observe the same rules of propriety, decorum and good conduct applicable to members of the Committee. Any person making personal, impertinent, and slanderous remarks, or who becomes boisterous while addressing the Committee or while attending the Committee meeting, shall be removed from the room if the Sergeant-at-Arms is so directed by the presiding officer. Unauthorized remarks from the audience, stomping of feet, whistles, yells, or similar demonstrations shall not be permitted by the presiding officer, who shall direct the Sergeant-at-Arms to remove such offenders from the room. Should the presiding officer fail to act, any member of the Committee may move to require the presiding officer to enforce the rules, and the affirmative vote of the majority of the Committee shall require the presiding officer to act. Any members of the public desiring to address the Committee shall be recognized by the Chair, shall state their name and address in an audible tone for the record, and shall limit their remarks to the questions under discussion. Any remarks shall be addressed to the Chair and to any or all Committee members.

RULE 9. RIGHT OF APPEAL

Any Committee member may appeal a ruling of the presiding officer to the Committee. If the appeal is seconded, the Committee member making the appeal may briefly state the reason for the same, and the presiding officer may briefly explain the ruling, but there shall be no debate on the appeal, and no other Committee member shall participate in the discussion. The presiding officer shall then ask the question, "Shall the decision of the Chair be sustained?" If a majority of the Committee members present vote "Aye", the ruling of the Chair is sustained, otherwise it is overruled.

RULE 10. LIMITATION OF DEBATE

Without permission of the presiding officer, no member of the Committee or Public shall be

allowed to speak more than once upon any one subject until all Committee members have had an opportunity to speak, nor for a longer time than five minutes or length of time determined by the Chair. Citizen groups shall be represented in presentation to the Committee by one of its members.

RULE 11. ROLL CALL VOTE BY LOT

The roll shall be taken for ayes and nays upon any questions before Committee. It shall be out of order for members to explain their vote during the roll call. There shall be no additional debate or speaking on the subject after the vote is taken. All roll call votes shall be taken by lot.

RULE 12. MOTIONS TO BE STATED BY CHAIR - WITHDRAWAL

When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the Committee member seconding it.

RULE 13. MOTIONS OUT OF ORDER

The presiding officer may not at any time permit a Committee member to introduce an ordinance, resolution, or motion out of the regular order as set forth in the agenda.

RULE 14. MOTION TO ADJOURN, WHEN NOT IN ORDER, NOT DEBATABLE

A motion to adjourn shall be in order at any time, except as follows:

- a. when repeated without intervening business or discussion;
- b. when made as an interruption of a member while speaking;
- c. when the previous question has been ordered; and
- d. while a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

RULE 15. MOTION TO LAY ON TABLE

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a Committee member voting with the majority of the members present.

RULE 16. DIVISION OF QUESTION

If the question contains two or more separate propositions, the presiding officer may, and upon request of a Committee member, shall divide the same.

RULE 17. AMEND AN AMENDMENT

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

RULE 18. RECONSIDERATION

After the decision on any question any Committee member who voted with the prevailing side may move for reconsideration of any action at the same or at the next succeeding meeting, provided, however, a resolution authorizing or relating to any contract may be reconsidered at any time before the final execution thereof. A motion to reconsider shall require a 2/3 vote of all Committee members, whether present or not, not disqualified from voting by a conflict of interest, but, in no event, by less than four affirmative votes.

RULE 19. RESCIND

After the time for reconsideration has expired, any Committee member who voted with the prevailing side may move to rescind any action. A motion to rescind shall require a 3/4 vote of all Committee members, whether present or not, not disqualified from voting by a conflict of interest, but, in no event, by less than four affirmative votes.

RULE 20. SUSPEND THE RULES

These Rules may be suspended with previous notice by a 2/3 vote of all Committee members, whether present or not. A motion to suspend these Rules without previous notice shall require unanimous consent.

RULE 21. AMEND THE RULES

These Rules may be amended with previous notice by a 2/3 vote of all Committee members, whether present or not. A motion to amend these Rules without previous notice shall require unanimous consent.

RULE 22. WHAT OTHER RULES SHALL GOVERN

The rules of parliamentary practice, comprised in Robert's Rules of Order, latest edition, shall govern the Committee in all cases to which they are applicable, provided that they are not in conflict with these Rules or with the Charter of the City of Tempe.