

Rules of Procedure

Agenda Items and Document Posting Requirements

Two or more board members may place an **item** on the agenda with a **written** request to the staff liaison at least **seven business days** before the meeting (by Monday the week before the meeting). After first consulting with and receiving input from the staff liaison, the chair shall approve final meeting agenda at least two days prior to the posting deadline (by Wednesday the week before the meeting).

Text of **resolutions** and **supplementary documents** to be discussed and voted upon shall be sent electronically in an editable version to the staff liaison at least **seven business days** before ZWAC meeting (by Monday the week before the meeting).

The staff liaison shall submit the resolutions through the online posting system not less than 72 hours before the meeting. However to comply with the departmental policy of Austin Resource Recovery, agenda and all documents and backup for ZWAC meeting shall be posted five business days prior to ZWAC meeting (Thursday the week before the meeting).

Calling the Meeting to Order

Each board member shall sign-in prior to the meeting and fill out the sign-in sheet completely and appropriately.

Prior to calling the meeting to order, the board chair shall check the sign-in sheet, make sure that all present members are signed-in, and check for reported conflicts of interest.

If the present and signed-in board members constitute a quorum, the board chair signs on the bottom of the sign-in sheet, notes the time, and calls the meeting to order.

If a board member arrives after the meeting was called to order, the board chair shall ask him/her to sign the sign-in sheet. The board chair shall acknowledge the late arrival verbally and initial next to the signature of the late board member and note the time.

If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

Process of deliberation and voting

- 1) Board chair announces agenda items.
- 2) Staff makes a short presentation to the board.
- 3) The board shall allow citizens to address the board on agenda items; however citizens may not address the board on staff briefing agenda items and presentations that are not posted for action. Citizens who would like to address the board may sign up before the chair calls the meeting to order. The board chair may limit the number of citizens addressing the board on agenda items.
- 4) The chair calls on citizens signed up to address the board on the agenda item in the order they signed up.
- 5) All citizens shall be limited to three minutes. Donating time between citizens shall not be allowed. Speaking times may be extended or reduced by the board chair with majority consent from the board.
- 6) After the discussion of an issue is closed, no further public comment shall be accepted.
- 7) Board deliberation: After closing the public hearing, the chair may ask staff to bring out all relevant facts, circumstances and conditions affecting the matter, and then call for questions from other board members.
- 8) After the deliberation, the board chair puts the agenda item to a vote:
 - a) the board chair calls for a motion;
 - b) the board chair acknowledges the board member that made the motion;
 - c) the board chair acknowledges the board member that seconded the motion;
 - d) the board chair calls for the discussion of the item; and
 - e) the board chair invites the board members to vote on the motion.

- 9) When the voting is complete, the chair announces the result:
 - a) reporting which side is more numerous;
 - b) reporting which board members voted against and/or abstained from participating in the discussion and the vote;
 - c) declaring whether the motion is adopted or lost; and
 - d) announcing the next item of business (if applicable).
- 10) The staff liaison preparing board meeting minutes must include which board member made the motion, which board member seconded the motion, and the vote of each board member.

Meeting Decorum Requirements

The Chair shall maintain public decorum during the course of the meeting. Decorum means propriety in manners and conduct. Decorum is requisite in public places in order to permit all persons the enjoyment of their rights. As a matter of polite and effective discourse, comments should not be personalized. That is, the comments should be directed at content and issues rather than attacks on individuals.

Each side shall proceed without interruption from the other, and all arguments and pleadings shall be addressed to the Board. No argument between citizens, board members, and city staff is permitted. Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 RULES OF ORDER of the City Code:

Each person and board member attending a board meeting should observe decorum. A person or board member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a board meeting.

The presiding officer:

- a) should maintain order;
- b) should exercise the officer's authority impartially; and

- c) may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.