

Rules of Procedure

Agenda Items and Document Posting Requirements

Two or more commissioners 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 Commission chair shall approve final meeting agenda in writing 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 commissioner 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 person presiding over the meeting shall check the sign-in sheet, make sure that all present commissioners are signed-in, and check for reported conflicts of interest.

If the present and signed-in commissioners constitute a quorum, the person presiding over the meeting signs on the bottom of the sign-in sheet, notes the time, and calls the meeting to order.

If a commissioner arrives after the meeting was called to order, the person presiding over the meeting shall ask him/her to sign the sign-in sheet. The person presiding over

the meeting shall acknowledge the late arrival verbally and initial next to the signature of the late commissioner 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) The person presiding over the meeting announces agenda items.
- 2) Staff makes a short presentation to the Commission.
- 3) The Commission shall allow citizens to address the Commission on agenda items. Citizens may not address the Commission on items posted as staff briefings; however factual questions from citizens shall be answered. Citizens who would like to address the Commission may sign up before the meeting is called to order. The board chair may limit the number of citizens addressing the Commission on agenda items.
- 4) The person presiding over the meeting calls on citizens signed up to address the Commission on the agenda item in the order they signed up.
- 5) All citizens shall be limited to three minutes. Donating time between citizens shall be limited to additional three minutes; for the total of 6 minutes maximum per citizen on an agenda item. The person donating his/her time shall be present in the room at the time his/her minutes are being used. Speaking times may be extended or reduced by the board chair with majority consent from the Commission.
- 6) After the discussion of an issue is closed, no further public comment shall be accepted.
- 7) Commission deliberation: After closing the public hearing, the person presiding over the meeting may ask staff to bring out all relevant facts, circumstances and conditions affecting the matter, and then call for questions from other commissioners.

- 8) After the deliberation, the person presiding over the meeting puts the agenda item to a vote:
 - a) the person presiding over the meeting calls for a motion;
 - b) the person presiding over the meeting acknowledges the commissioner that made the motion;
 - c) the person presiding over the meeting acknowledges the commissioner that seconded the motion;
 - d) the person presiding over the meeting calls for the discussion of the item; and
 - e) the person presiding over the meeting invites the commissioners to vote on the motion.
- 9) When the voting is complete, the person presiding over the meeting announces the result:
 - a) reporting which side is more numerous;
 - b) reporting which commissioners 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 commission meeting minutes must include which commissioner made the motion, which commissioner seconded the motion, and the vote of each commissioner.

Meeting Decorum Requirements

The person presiding over the meeting 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 Commission. No argument between citizens, commissioners, and city staff is permitted. Each person and commissioner attending a commission meeting should observe decorum pursuant to Section 2-1-48 RULES OF ORDER of the City Code:

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 commission 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.