

ATTACHMENT A

1 Sec. 101-63. - Presiding officer and rules for debate.

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3 (b) *Debate*. All resolutions, contracts, and items of business which require board
4 approval prior to the expenditure of funds, as well as any other item which requires
5 board action, shall be acted upon by the board only after a commissioner makes a
6 motion and receives a second to the motion. A motion and proper second is recorded
7 by the clerk. Each commissioner, by virtue of his/her election to the board, has the right
8 and obligation to debate any and all issues which come before the board for
9 consideration. However, to ensure an orderly and efficient meeting, each commissioner
10 shall observe the following rules in regards to debate:

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12 (1) The chair, as presiding officer (or vice-chair in the chair's absence), shall call for
13 discussion on an item. No debate on an item should begin until the item has
14 been sounded by the clerk to the commission (the clerk), or in the clerk's
15 absence, the chief deputy clerk.

16 (2) Once the item has been properly moved and seconded, the chair shall call for
17 discussion.

18 (3) Thereafter, the chair shall open debate by recognizing each commissioner who
19 wishes to speak for a period not to exceed ten total minutes, with the additional
20 stipulation that no commissioner shall hold the floor for more than five
21 consecutive minutes of their allotted time. However, at the opening of each board
22 meeting, a commissioner may ask their colleagues to waive the normal time
23 limits on issues they deem need more time. The board will vote on each request
24 before the agenda begins and decide among themselves what additional amount
25 of time to allot to each commissioner. The developmental services director or the
26 board's designee shall be the official timekeeper for the board.

27 (4) If a commissioner believes that debate on an issue is too lengthy or that a vote
28 should be called for immediately on an issue, he or she can "call the question" or
29 "move the previous question." This motion is out of order if it is made while
30 another commissioner has the floor or if the maker of the motion is not
31 recognized by the chair. This is a motion that is not debatable and requires a

ATTACHMENT A

second. Once the motion has been properly made and seconded, the chair shall immediately stop debate on the issue being debated and announce that there is a call the question motion on the floor. Immediately thereafter, the chair shall call for a vote on the call the question motion, not on the main motion. If the call the question motion fails, debate on the issue may continue, and then the chair may allow debate on the issue to resume. If it passes, the chair must immediately call for a vote on the issue which was the subject of the call the question motion.

(5) Any commissioner, after being recognized by the chair, may make a motion to file an item presently before the board. A motion to file is a substitute motion. This motion requires a second. Once the motion has been properly made and seconded, the chair shall open debate on the motion to file. Once an affirmative vote of at least four commissioners is made, the commissioner who presented the item shall not present the same item to the board.

(6) Any commissioner, after being recognized by the chair, may make a motion to deny an item presently before the board. A motion to deny may be made directly or may be presented as a substitute motion. This motion requires a second. Once the motion has been properly made and seconded, the chair shall open debate on the motion to deny. Once an affirmative vote of at least four members is made, the clerk to the commission is not to automatically carry the item to a future agenda.

(7) Any action by the board, including final action on applications for changes in land use status, but excluding a reconsideration of any action previously considered, i.e., motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table, or to take from the table, shall be subject to a motion to reconsider. After a motion to reconsider is made, a motion to rescind must also be made. After the motion to rescind is made, the matter would be appropriate for an additional passed motion and discussion thereon. Such motions can only be made by a member of the prevailing side on the original action. A motion to reconsider may be made immediately after it fails to prevail but in no case can it be made any later than the next scheduled board of commissioners meeting. A

ATTACHMENT A

63 motion to reconsider is debatable only if the action being reconsidered is
64 debatable. Upon passage of a motion to reconsider, the subject matter shall be
65 considered anew without regard to previous board action. No reconsideration can
66 be made on a zoning request at a subsequent meeting.

67 (8) Any zoning matter which is deferred or on which discussion is otherwise
68 postponed by the board shall be heard at the next appropriate scheduled zoning
69 meeting. Zoning matters are heard only on the first regular meeting of the month,
70 in accordance with a schedule set by the director of developmental services.
71 Ordinarily, no new zoning cases are heard in January.