

**URBAN REDEVELOPMENT AGENCY
OF THE CITY OF JONESBORO, GEORGIA**

PARLIAMENTARY RULES AND RULES OF ORDER

ARTICLE I. GENERAL RULES

Section 1.1. Purpose. These rules establish a simple and orderly process for conducting meetings, considering motions and taking official action by the Board of Commissioners of the Agency.

Section 1.2. Controlling Authority. Applicable law controls over these rules. The Agency's bylaws control when they address a matter differently. These rules control over any parliamentary manual or customary practice.

Section 1.3. Supplemental Guidance. Robert's Rules of Order Newly Revised may be consulted when applicable law, the bylaws and these rules do not answer a procedural question. It is advisory only.

Section 1.4. Equal Participation. Each commissioner, including the Chair, may make and second motions, participate in discussion and vote. The Chair has one vote and no additional vote to break a tie.

ARTICLE II. CONDUCT OF MEETINGS

Section 2.1. Presiding Officer. The Chair shall preside. The Vice Chair shall preside when the Chair is absent or unable to act. If both are unavailable, the commissioners present may select a temporary presiding officer by majority vote.

Section 2.2. Agenda. The published agenda shall guide the order of business. The Board may change the order by majority vote. A matter not listed on the agenda may be considered only if it becomes necessary to address during the meeting and consideration is permitted by the Georgia Open Meetings Act.

Section 2.3. Quorum. Four commissioners constitute a quorum. Substantive business shall stop if attendance falls below four. The remaining commissioners may recess briefly to restore a quorum or adjourn.

Section 2.4. Ordinary Sequence. The presiding officer shall announce the agenda item, receive any presentation, permit commissioner questions, receive and restate a motion and second, permit discussion, take the vote and announce the result.

Section 2.5. Recognition and Discussion. A commissioner shall be recognized before speaking. The maker of a motion may speak first. Each commissioner who wishes to speak shall have a reasonable opportunity to do so before a commissioner speaks a second time. Discussion shall relate to the pending motion.

Section 2.6. Decorum. Comments shall be directed through the presiding officer. A recognized speaker shall not be interrupted except for a point of order or an immediate safety concern. Personal attacks, threats and abusive or disorderly conduct are prohibited.

ARTICLE III. MOTIONS

Section 3.1. Main Motion. Final Board action requires a clearly stated motion and a second. The motion should identify the proposed action and any material conditions, dollar amounts, dates or persons authorized to act. A second means only that another commissioner wishes the motion to be considered.

Section 3.2. Amendment. A motion may be amended by adding, deleting or replacing language directly related to the pending motion. An amendment requires a second and majority vote. The Board shall decide any amendment before voting on the main motion.

Section 3.3. Withdrawal or Modification. The maker may withdraw or modify a motion before the presiding officer restates it. After restatement, the motion may be withdrawn or modified without a vote if no commissioner objects. If a commissioner objects, majority approval is required.

Section 3.4. Refer or Postpone. The Board may refer a matter to an identified committee, officer, employee, counsel or other person for further work. The Board may postpone a matter to a stated date, meeting or point in the meeting. Either motion requires a second and majority vote.

Section 3.5. Lay on the Table. The Board may temporarily set aside a pending matter when urgent business requires immediate attention. This motion shall not be used merely to avoid a vote or postpone a matter to another meeting. It requires a second, is not discussed and requires majority approval. The Board may take up the matter later by majority vote when permitted by the agenda and applicable law.

Section 3.6. Limit or Close Discussion. The Board may limit, extend or close discussion by a vote of two thirds of the commissioners present. The motion requires a second and is not discussed. Before discussion is closed, each commissioner who wishes to speak should ordinarily have had a reasonable opportunity to do so.

Section 3.7. Recess or Adjourn. A motion to recess temporarily suspends the meeting for a stated period. A motion to adjourn ends the meeting. Either motion requires a second and majority vote. The presiding officer may declare the meeting adjourned when the agenda is complete and no commissioner objects.

Section 3.8. Point of Order and Appeal. A commissioner may interrupt to state briefly that a rule is being violated. No second is required. The presiding officer shall rule promptly. A commissioner may immediately appeal the ruling. An appeal requires a second. A majority vote is required to reverse the ruling. A tie sustains it.

Section 3.9. Parliamentary Inquiry. A commissioner may ask how to accomplish a procedural objective or what effect a motion would have. No second or vote is required. The response is advisory.

Section 3.10. Reconsideration. Before adjournment, a commissioner who voted on the prevailing side may move to reconsider a decision made at that meeting. The motion requires a second and majority vote.

Section 3.11. Rescind or Amend Prior Action. After adjournment, a proposal to rescind or amend prior action must be clearly identified on a later meeting agenda. It requires the affirmative vote of a majority of the commissioners present unless the bylaws or applicable law require more. It may not impair vested rights, undo completed action or violate a binding obligation.

ARTICLE IV. VOTING AND MINUTES

Section 4.1. Required Vote. When a quorum exists, a motion is approved by the affirmative vote of a majority of the commissioners present unless applicable law, the bylaws or a binding instrument requires more. An abstention is not an affirmative vote. A tie defeats the motion.

Section 4.2. Voting Method. Substantive motions shall be decided by roll call unless the vote is clearly unanimous and the minutes record it as unanimous. Procedural motions may be decided by voice vote, show of hands or roll call. The presiding officer or any two commissioners may require a roll call.

Section 4.3. Recusal. A commissioner shall disclose a legal conflict and refrain from participating or voting when required by law. The minutes shall record the disclosure, the recusal, whether the commissioner left the meeting room and the effect on quorum.

Section 4.4. Public Vote and Minutes. All votes shall be taken in public. Secret ballots, proxy votes and absentee votes are prohibited. The minutes shall identify each motion, its maker and seconder and each commissioner's vote or abstention as required by the Georgia Open Meetings Act.

ARTICLE V. PUBLIC PARTICIPATION AND PROCEDURAL ADVICE

Section 5.1. Public Comment. A member of the public may speak during a designated public comment period or when recognized under a separate public participation policy adopted by the Board. A member of the public may not make or second a motion, participate in Board discussion or vote.

Section 5.2. Procedural and Legal Advice. The presiding officer may request procedural or legal advice from the designated parliamentarian or Agency counsel. The presiding officer shall rule on procedure, subject to an appeal to the Board. Nothing in these rules authorizes action contrary to applicable law.

ARTICLE VI. ADMINISTRATION

Section 6.1. Suspension. The Board may suspend a procedural rule for a particular matter by a vote of two thirds of the commissioners present. The Board may not suspend applicable law, the bylaws, public notice requirements, quorum requirements, voting requirements or a binding obligation.

Section 6.2. Amendment. These rules may be amended or repealed by resolution. The complete proposed change shall be provided to each commissioner at least seven calendar days before final action.

Section 6.3. Effective Date. These rules become effective upon adoption and remain effective until amended or repealed.

ADOPTED this _____ day of _____, 2026.

Donya L. Sartor, Chair

Attest:

Secretary