



MEMORANDUM

TO: Hon. Mayor and Board of Commissioners
VIA: Robin Gomez, City Manager
FROM: Clara VanBlargan, City Clerk
DATE: April 3, 2024
RE: **BOC Policy Handbook**

Background:

In accordance with the City Charter, Section 4.5, Rules of Procedure; Meetings, the Board of Commissioners must determine its own rules and order of business within 90 days following each election. The BOC Policy Handbook must be adopted by resolution no later than the June 12, 2024 BOC Regular Meeting.

This item was discussed at the March workshop meeting. Changes were made to the BOC Policy Handbook as directed. The Board can still make changes to the policy before adopting them by resolution.

In addition to the Board's own rules of procedure, the current edition of Robert's Rules of Order is part of the Boards rules of order in the BOC Policy Handbook:

BOC Policy Handbook, Article II, Rules of Procedure for Boards of Commissioners Meetings:

1. General Policies, Rules of Order p. 14 of 20
 - **Rules of Order.** The current edition of Robert's Rules of Order shall be the rules of order; in addition to the rules of procedure stated in this policy handbook.
2. Types of Meetings [City Charter, Section 4.5 – Rules of procedure; quorum; meetings], pp. 14 & 15 of 20
 - **Parliamentarian.** The City Attorney shall act as the parliamentarian to the Board of Commissioners by advising the Mayor regarding matters of procedure. The Board could choose one of its members who is knowledgeable about the procedures to act as the parliamentarian. Each Commission member must understand the parliamentary procedures, or it will be impossible to conduct its meeting properly.

The City Clerk is scheduling a parliamentary training workshop for the Board. The Board can adopt the BOC Policy Handbook at the April 10, 2024 BOC Regular Meeting or wait until after the parliamentary training and adopt it at the June 12, 2024 BOC Regular Meeting.

The revised 12th Edition of Robert's Rules of Order is in each Commission mailbox.

Attachment(s):

Resolution 2024-02, Adopting the BOC Policy Handbook

Resolution 2024-02, Exhibit A: BOC Policy Handbook

Running Your Meeting and Robert's Rules of Order (handout from previous parliamentary training)