

City of Rollingwood
Special Parliamentary Rules
DRAFT PROPOSAL by Mayor Massingill

Regular Order of Business shall be:

1. **Call to Order**
2. **Roll Call**
3. **Public Comment:** For providing an opportunity to hear from members of the community on items not otherwise on the agenda for that meeting
4. **Special Orders:** For items of particular urgency or importance to the community as a whole which should be deliberated prior to other business before the Council
5. **Presentations, Reports, and Discussion Items Not for Action:** For items of interest being brought by City staff or Council members for update and discussion but not for action at that meeting
6. **Postponed Business:** For items which have been previously deliberated and postponed by the City Council
7. **Consent Items:** For items of routine business which present little to no need for additional deliberation or discussion prior to action
8. **New Business:** For new items which have been placed on the agenda by the Mayor or City Council for action
9. **Announcements:** To provide announcements of a general nature which may be of use or interest to members of the Council or to the community
10. **Adjournment**

Special Procedures; Recognitions; Time Limits; and Voting for:

Public Comment

- 3 minute time limit for remarks
 - one extension of time by motion/second and majority vote
 - second extension by motion/second and 4/5 vote (2/3 for Boards & Commissions)
 - additional extensions of time by motion/second and unanimous consent

Special Orders

- Immediate acceptance by the Chair of an opening motion; if no motions are made the chair shall ask if the will of the Council is to “postpone the business”; if no motion to “postpone the business” the Chair shall proceed with no action taken and the item will not automatically be placed on future Postponed Business
- 10 minutes allowed to the maker of the main motion to explain the merits of the motion; one extension by motion/second and 4/5 vote (2/3 for Boards & Commissions)
- Testimony on the pending motion will be allowed from the public; Public Comment time limits and extensions of time will be enforced in the same manner as the regular Public Comment period; no additional testimony on the pending motion will be allowed from someone who has already spoken once on the motion unless approved by 4/5 vote on a motion for additional time for the individual wishing to speak again (2/3 for Boards & Commissions).
- Q&A regarding the motion for a total of 10 min discussion between two members; all members may do one round of Q&A; unlimited extensions of Q&A by motion/second and 4/5 vote (2/3 for Boards & Commissions) in 10 minute increments
- All members may have additional 10 minutes to speak against or in favor of the main motion; one extension by motion/second and a 4/5 vote (2/3 for Boards & Commissions); each 10 minutes constitutes one speech and no member may speak more than twice for or against a motion
- Mover may close on the main motion for 3 minutes; unlimited extensions by unanimous consent
- Process repeats for all motions on the item

Presentations, Reports, and Discussion Items Not for Action

- No main motions may be accepted by the Chair
- Reports, presentations, and items for discussion are limited to 15 minutes
 - one extension of time by motion/second and 4/5 vote (2/3 for Boards & Commissions)
 - additional extensions of time by motion/second and unanimous consent

Postponed Business

- Immediate acceptance by the Chair of an opening motion; if no motions are made the chair shall ask if the will of the Council is to “postpone the business”; if no motion to “postpone the business” the Chair shall proceed with no action taken and the item will not automatically be placed on future Postponed Business
- 10 minutes allowed to the maker of the main motion to explain the merits of the motion; one extension by motion/second and 4/5 vote (2/3 for Boards & Commissions)
- Testimony on the pending motion will be allowed from the public; Public Comment time limits and extensions of time will be enforced in the same manner as the regular Public Comment period; no additional testimony on the pending motion will be allowed from someone who has already spoken once on the motion unless approved by 4/5 vote on a motion for additional time for the individual wishing to speak again (2/3 for Boards & Commissions).
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- Mover may close on the main motion for 3 minutes; unlimited extensions by unanimous consent
- Process repeats for all motions on the item

Consent Items

- Any item may be removed by a single member and shall take precedent over all other business after final approval of the remaining consent items
- The Chair shall recognize a main motion for approval of all consent items

New Business

- Immediate acceptance by the Chair of an opening motion; if no motions are made the chair shall ask if the will of the Council is to “postpone the business”; if no motion to “postpone the business” the Chair shall proceed with no action taken and the item will not automatically be placed on future Postponed Business
- 10 minutes allowed to the maker of the main motion to explain the merits of the motion; one extension by motion/second and 4/5 vote (2/3 for Boards & Commissions)
- Testimony on the pending motion will be allowed from the public; Public Comment time limits and extensions of time will be enforced in the same manner as the regular Public Comment period; no additional testimony on the pending motion will be allowed from someone who has already spoken once on the motion unless approved by 4/5 vote on a motion for additional time for the individual wishing to speak again (2/3 for Boards & Commissions).
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- All members may have additional 10 minutes to speak against or in favor of the main motion; one extension by motion/second and a 4/5 vote (2/3 for Boards & Commissions); each 10 minutes constitutes one speech and no member may speak more than twice for or against a motion
- Mover may close on the main motion for 3 minutes; unlimited extensions by unanimous consent
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Suspension of Special Parliamentary Rules

A suspension of any part of these Special Rules which are not otherwise addressed shall require a 4/5 vote (2/3 for Boards & Commissions). Suspension of all Special Parliamentary Rules shall require a 4/5 vote (2/3 for Boards & Commissions).

Strict Enforcement

Proceedings of a meeting shall be at the discretion of the Chair, however, a motion for “Strict enforcement of Robert’s Rules of Order” shall always be in order and shall require a majority vote; a vote on this motion must occur immediately upon Seconding and is a non-debatable motion; only a motion to adjourn is in order prior to disposition of the motion.