



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles by providing safe parks and innovative and fun recreation programs for all residents.

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Policy and Personnel Committee Agenda Special Meeting Directors: Aliga and Judt Wednesday, June 26, 2024 - 3:30 p.m. Administrative Building – Board Room, 401 Amador Street

This committee shall study and recommend the compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

- a. Members of the public may speak on items within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy Review:

- a. Policy 3069/RR3069, Use of Concession Facilities
- b. Policy 4020, Attendance at Meetings
- c. Policy 3014/RR3014, Sponsorships and Partnerships

3. Discussion Items:

- a. Training and Travel Request Form
- b. Rosenberg's Rules of Order - Parliamentary Procedure
 - Included for reference: policies 5020, 5030 & 5060

4. Meeting Adjourn:

Greater Vallejo Recreation District

Policy Manual

POLICY TITLE: Use of Concession Facilities (New)
POLICY NUMBER: 3069

PURPOSE:

It is the general policy of the Greater Vallejo Recreation District that the concession ~~facilities~~~~stands~~ which are under the District's control are intended primarily for recreation use by the general public in conjunction with the District's recreation rentals and programs.

DEFINITION:

Concession ~~facilities~~~~stands~~ are defined as a structure where food, drinks, and other items are sold in accordance with ~~D~~istrict policies and procedures.

POLICY:

All concession ~~stands~~~~facilities~~ under the control of the Greater Vallejo Recreation District will be available to all groups and individuals for social, cultural, or recreational activities regardless of race, national origin, religion, sex, sexual orientation, physical handicap, or age. Any activity in which the District's facilities are utilized will be conducted according to law and will conform to the oral and written standards of the District.

A fee schedule adopted by the Board of Directors as part of the budget process will determine the charge for use of District facilities. The Board of Directors will consider requests for a waiver of fees from non-profit groups and organizations that ~~do not involve fundraising~~~~are not planning profit-making~~ activities on a case-by-case basis. Preference for non-profit organizations will be considered.

The District shall not be held responsible for accidents, injury or loss of individual property at District facilities. Individuals or groups using the facility shall be held responsible for payment of any damage or loss of District property.

Written agreements are required for groups using the concession ~~stand~~~~facilities~~. Agreements completed under false pretenses or that contain any false information will be canceled and collected fees will be forfeited. Rules and Regulations governing the use of the facility will be provided to the individual completing the agreement. The General Manager may ~~add~~~~apply~~ all reasonable and necessary Rules and Regulations to enforce these policies.

Greater Vallejo Recreation District

Policy Manual

POLICY NUMBER/TITLE: 3069 Use of Concession Facilities
RULES AND REGULATIONS: RR3069

The Greater Vallejo Recreation District has established the following procedure for use so that the residents of the District may receive maximum benefit from the District's concession ~~stands, facilities~~.

Concession Use Agreement

- Concession ~~Stand~~ User Agreements are used to reserve park concession ~~stand~~ facilities.
- Concession ~~Stand~~ User Agreements must be signed by an adult (21 years or older).
- Each adult obtaining a facility use agreement must read the governing policies before signing the Concession ~~Stand~~ User Agreement.
- Concession ~~Stand~~ User Agreements grant permission to operate concession ~~stand~~ facility and sell packaged snacks and beverages at the Dan Foley and Thurmon Concession ~~Stand~~ facilities, and full service at Wilson Baseball and Callen Little League Ballpark ~~c~~ Concession Stand facilities.
- Concession ~~Stand~~ User Agreements ~~for concession stand~~ shall be issued in accordance with the defined procedure.
- The person to whom the Concession Use Agreements are issued must remain on the premises until everyone in their group has left.
- Use of the Dan Foley Concession ~~Stand~~ Facility shall be reserved on an ~~month-to-month~~ hourly or daily basis and is open to anyone for reservations. All reservations are first come first served and payments are non-refundable. Reservations may be made three (3) months in advance of the reservation date.
- Use of the Wilson, Callen, Thurmon, and Police Activities League concession ~~stand~~ facility shall be considered as part of the parks' ~~User a~~ User a Agreement for each park and is only available to the signee of said agreement.
- All users shall comply with all provisions in the Concession ~~Stand~~ User Agreement.
- A Concession ~~Stand~~ User Agreement represents a formal agreement whereby the District allows an approved individual, association, or organization to operate a concession ~~stand~~ facility for a specific period. Formal provisions may include, but are not limited to, hours of operation, location, type of concession, items to be sold, purpose of concession, and insurance coverage.
- Any breach of the Concession ~~Stand~~ User Agreement shall null and void said agreement, and user must vacate facility immediately.
- The District reserves the right to suspend, modify, or revoke any Agreement for any reason.

Greater Vallejo Recreation District

Policy Manual

- Users are considered an independent contractor and neither the vendor nor the workers or volunteers shall, under any circumstances, be considered employees of the District.

General Rules

- The District shall not be liable for any damage caused by acts of nature, ~~e.g., i.e.~~ power failure, earthquakes, flood, fire, explosion, theft and vandalism to persons or properties, ~~in the space used by the user.~~
- Users shall furnish all labor, services, materials, supplies, and equipment necessary to maintain the operation of concession. ~~All workers will be dressed in a neat and clean manner deemed appropriate for a family friendly venue, wearing shirts and shoes and no exposure of underwear, buttocks, genitalia, or breasts. (We have no control over how they dress because they are not our employees)~~
- Users must enter and leave at the time specified in the agreement.
- During the time defined by the Agreement, the user shall maintain the concession Standfacility in a clean and orderly condition as it was ~~on the before use. Start Date of the Agreement.~~
- Users are requested to observe and help enforce the common rules of the District: ~~clean speech, R~~espect for personal and property rights of others ~~and~~; avoidance of unnecessary noise which might disturb other groups using the facilities or residents of the immediate neighborhood.
- Activities sponsored or co-sponsored by the District have priority over groups or individuals in the scheduling of District facilities.
- Amplified music, public address systems, generators, or compressors shall not be allowed at any park facility without first obtaining a sound permit approved by the Vallejo Police Department and the District's General Manager.
- No person, group, or organization shall use a District facility for a purpose other than intended. ~~Soliciting signatures for P~~etitions of any kind will not be permitted at District facilities.
- Users must also comply with the policy, rules and regulations of District Policy 3070.

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The General Manager has the authority to deny use of concession facilities to individuals or groups who refuse to comply ~~with, or has or if the General Managers has~~ a reasonable suspicion of non-compliance of these rules and regulations.

Enforcement of Applicable Laws and Ordinances

All persons entering upon land or water owned, managed, controlled or operated by the District shall abide by the rules and regulations of the District, the laws of the State of California, Federal laws, all applicable County and/or Municipal ordinances and the instructions and directions of duly authorized employees of the District.

Waiver

Upon receipt of a written request to the Board of Directors, the Board may grant in advance a written waiver of one or more of the foregoing Regulations, when in the opinion of the Board, such waiver would contribute to the education,

Approved XXX
Revised XXX Electronic Copy
Created XXX

RR3070-3

Greater Vallejo Recreation District

Policy Manual

| entertainment or physical, mental, cultural or moral development of an individual or group attending, observing or participating in activities on District property, without detriment to other users of District property or to the residents of the District.

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Attendance at Meetings (Amended)
POLICY NUMBER: 4020

Members of the Board of Directors are expected to and shall attend all regular Board meetings, committee meetings and special meetings of the Board unless there is good cause for absence.

Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the Chair of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

A Board Member who will be absent must notify the Chair by email, telephone, or text. The Chair shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

Board Members must be present for the duration of the meeting to be counted as present for any meeting.

The appointing authority may be notified at the Chair's discretion if a Board Member is absent from three (3) consecutive meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

A vacancy shall occur if any member fails to attend Board meetings for two consecutive months except as authorized by the Board of Directors.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Sponsorships and Partnerships (New)
POLICY NUMBER: 3014

PURPOSE

The Greater Vallejo Recreation District (District) has established a policy to seek sponsorships and partnerships to enhance park facilities and generate revenue to subsidize the costs associated with the operation of recreation programming and special events. Sponsorship and partnership opportunities include donations of money or materials and services in lieu of the District's logo or company name to be attached to promotional items, advertising media, etc., for marketing or philanthropic purposes.

The District supports the principle that partnerships are important and can be used to enhance and broaden the image and reach of the District and its services as well as generate revenue, subsidize indirect/direct costs for events, programs, structures, and park improvements. Revenues collected through partnerships such as community event partnerships, and advertisements add to the experience of park users and can reduce costs to recreation program users. Partners in turn will increase brand loyalty from their association with the District's facilities, events, and programs. The District's priority is to work with organizations (excluding promoting alcohol, tobacco, or unhealthy vices) that will enhance the positive image of the District.

Partnerships bring together at least two entities to jointly develop, operate and maintain park and recreation programs, events, and facilities; as well as share risks, operational costs, and asset management based on the strengths and weaknesses of each partner. The District may partner with a non-profit organization, individual or business to provide a community benefit, create social interaction, raise awareness, or raise funds to support a core service. The District evaluates each partnership opportunity in terms of potential benefits, challenges, and disadvantages. Additionally, the level of commitment required by each partner is identified and agreed to and measurable outcomes for both partners are developed?

SPONSOR AND PARTNERSHIP AGREEMENTS

It is the policy of the District to accept contributions (sponsorships and donations) for parks, recreation areas, and facilities when deemed necessary on the following:

1. Contributions that enhance, beautify, improve, supplement, support or otherwise benefit the District.
2. Accept gifts that are consistent with the mission, policies, and goals of the District.
3. Donations, gifts, and memorials must be relevant to the purpose of the park, facility, or District property.
4. The District recognizes that actual or perceived conflicts of interest might arise in relation to contributions for individuals, foundations, or corporations. Therefore, the District will not accept contributions that:

- a. Create significant actual or perceived damage to the District's mission, public image or reputation.
 - b. Have a history of environmental abuse or regulatory noncompliance unless the corporations are engaged in a credible effort to change past practice.
 - c. Expect significant publicity for the contribution beyond the normal sponsorship and naming recognition described in this policy.
 - d. Expect awarding of contracts with the District in exchange for the contribution.
5. If the District learns of the existence of any of the above-mentioned disqualifying conditions at any time prior to receipt of a contribution by the donor, the District will reject the donor's request. If the District learns of the existence of any of the above-mentioned disqualifying conditions after the donor's contribution has been received, the District will return the contribution if reasonably possible.
6. The District may provide public recognition of individuals or businesses that provide sponsorships in one or more ways, including through plaques or signs affixed to District property that identify the donor as a sponsor.
7. When sponsorship is in reference to raising or receiving monetary contributions, the following criteria must be met to be considered an approved sponsor:
 - a. Aligns with the District's mission.
 - b. Considers the community impact.
 - c. Considers whether the donation or funding will impact completion of a project, if applicable.
 - d. Considers the cost of the implementation and signage and identifies the funding to cover such costs.
 - e. Considers if funding creates conflict of interest and does not compete, impair or conflict with the policies, goals, or operations of the District.
8. The General Manager or their designee may approve sponsorship/partnership agreements that are monetary or have a value of less than \$25,000. Requests for all sponsorship/partnership agreements with values over \$25,000 will be forwarded to the District Board of Directors for consideration and final approvals.
9. If sponsorships or donations are for District capital improvement projects that have already started, the District will accept sponsorships over \$5,000. The District has full jurisdiction on how donated funds are used for capital projects identified by the donor.
10. The District reserves the right to refuse sponsorships/donations that are designated to specific projects if the funds will not fully cover the costs of the project, including capital improvement projects that are not planned by the District.
11. The District will enter into a Memorandum of Understanding (MOU) for donations over \$5,000.
12. Renaming of District Property:
 - a. The District will not rename District property unless the following criteria are met:
 - i. After investigation and review, the proposed name is found to be more appropriate than the existing name, based on the criteria listed in this policy.
 - ii. Efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of prior contributors.
 - iii. If the Naming Contribution Agreement expires with no intention of renewal.
 - b. The District will not consider renaming the property in the following circumstances:
 1. Parks are named by deed restrictions.
 2. The District property name was a condition of a gift and the noncompliance with that condition would invalidate that gift.

DEFINITIONS:

Sponsorship: Sponsorship is financial or in-kind support from an entity for a specific program, event, or project in exchange for tangible and intangible benefits to the sponsor. Sponsorship is a negotiated business agreement between the sponsor and the District. Sponsorships enhance the allocated budget for programs/events and do not replace them.

Gifts: A gift is a freely given donation of goods, cash, or real property to the District, preferably with no expectation of return (a “condition” to the gift). Gifts may be designed for a specific purpose or may be for non-specific purposes.

Advertising: Advertising is the signage or graphic element created by the entity (usually placed in designated, purchased space) to promote a product or organization. Permanent advertising is not allowed on property managed and not owned by GVRD . Permanent advertising is also not allowed in parks, athletic fields or other outdoor facilities owned and managed by the District. Advertising may be considered for indoor venues, such as recreation centers and gyms, in limited quantities. Advertisements are also allowed in the District's printed materials, electronic publications, and media boards.

Events: Events are one-time or annual activities for the public organized by the District and held on District or the City of Vallejo property that generally last less than a week (e.g., GVRD Fishing in the City).

Projects: Projects are one-time District efforts, often with a product as the result (e.g., playground equipment replacement).

Programs: Programs are on-going, organized activities led by the District for the public and generally involve staff supervision (e.g., Summer Camps or Special Needs Program).

Partnerships: Partnerships are a collaborative effort between the District and a community stakeholder. Partnerships can be a monetary or in-kind contribution.

Sites: Sites are specific places, varying in scale from individual features or areas to entire parks or recreation centers, and even to an entire system, such as all GVRD's playgrounds.

Marketing Benefits: These are opportunities given to the for-profit or non-profit sponsor to have their branding, their products, their name, and logo given temporary visibility on GVRD property or materials. The details of those opportunities are specific to each sponsorship, covered by an Agreement, and must adhere to District policies.

Donor: An individual or organization who acts as a benefactor by contributing, granting, subscribing, or providing funds or labor for the purpose of maintenance, improvement, restoration, enhancement, reclamation, addition or enlargement of holdings, properties, resources or facilities of the District.

Greater Vallejo Recreation District

Rules and Regulations

POLICY TITLE: 3014 Sponsorship and Partnership Opportunities
RULES AND REGULATIONS: RR3014

SIGNAGE AND MESSAGE:

Message Content:

Partnership initiations on District/City property are considered a nonpublic forum. The District intends to reserve the right and discretion to exercise full editorial control over the placement, content, appearance, and wording of initiation and/or messages. The District also reserves the right to exercise judgement on the appropriateness of Sponsor on the basis of subject matter of potential initiation message. The District will not deny Sponsorship opportunities on the basis of the potential Sponsor or partner's viewpoint (i.e. religious or political, etc.)

SPONSORSHIP APPROVAL:

The General Manager or designee will review any proposed partnership to confirm/determine whether the Sponsor meets the adopted restrictions, standards and guidelines set forth in this policy.

At the discretion of the General Manager, any proposed Sponsorship agreement may be referred to the Board of Directors for approval. The General Manager may also confer agreement with legal counsel for review.

PROCEDURE(S)

Interested Sponsor are encouraged to contact the department at any time to discuss a potential Sponsorship/Partnership. If initiated by the potential Sponsor, the procedure is:

- Contact desired department/staff.
- Meet with assigned department/staff.
- Work with department designee to draft a Sponsorship with levels of Benefits to the department, sponsor and program details evaluated.
- Sponsorship agreement draft evaluated for compliance with GVRD policies.
- Gain approval of the General Manager, designee, and/or the Board of Directors.

At times, the District will issue requests for Sponsors through various media, such as direct mail, website, phone calls, emails, or other publications. If initiated by the department, the procedure is:

- Staff will draft a list of potential Sponsor for the General Manager and Department Head to review that would be considered the target market for the specific Sponsorship opportunity. This review will help to avoid repeat solicitation efforts over a short period of time.
- Staff will then contact potential Sponsor to discuss Sponsorship opportunities, therefore establishing business relationships with companies that directly relate to and would benefit from Sponsoring a particular program, site, or project.

- Staff will prepare materials for the General Manager and Department Head approval (Sponsorship packet, list of benefits and opportunities.) to distribute to potential Sponsor.
- Staff will update the General Manager and Department Head on the progress of the solicitation efforts and inform the Recreation Services Director, if needed, to follow up directly with a potential Sponsor based on the staff interaction.
- Once a potential Sponsor expresses interest in a program or event, staff will finalize Sponsorship agreements. If the Sponsorship/Partnership amount exceeds \$25,000, then the Department Head will notify the General Manager, and will move forward with the process under the General Manager's direction.
- A master list created by a Department Head will track contact information for local Sponsor, which Sponsor have been contacted, when and by whom, as well as any Sponsorship that have been finalized.
- Gratitude- upon completion of event, program improvement, monetary contribution, recognition shall be sent to the individual/organization recognizing and thanking them for the contribution/impact they've made to the community. The letter/acknowledgement shall be signed by Department Head or General Manager.

DRAFT

GVRD Training & Travel Request Form-10-2-19

Instructions: This template is for Training and Travel use ONLY. It is provided to assist in the communication of information and recommendations needed to complete official documents.

Please fill this form out with as much detail as you can. Please do your best to find the best options out there when it comes to traveling and lodging.

1. Employee Information

| | | | |
|---------------------------|--|----------------------------|--|
| Name (Last, First, MI) | | GVRD Employee ID Number | |
| Building / Room # | | Office Phone | |
| Position / Title | | Fax No. | |

2. Training

| | | | |
|--|------------------------|--|--|
| Training Date(s) (Begin & End) in which you will attend (mm/dd/yy) If one day, list total hours of training. | | | |
| Document ALL time spent outside normal training hours: Social events, conference hosted parties or events, etc. | | Is training required in job description? YES or NO | |
| How often is the training offered: How often in our area? | | | |
| Do you hold a leadership position? Leadership positions need to be approved by the GM, as this requires paid GVRD time. Also need verification regarding leadership/staff meetings that are in conjunction with trainings/conferences. | Explain your position: | | |
| Please attach validated flyer/ validated agenda with all dates and times related to the conference (ie. Pre and post conference activities, actual conference start date., etc.,) | | | |

3. Lodging

| | | |
|---|--|---|
| Are you staying in host hotel? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Checked Host site for lodging? |
| Do you have any conflicts lodging with another GVRD employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Please have 3 lodging options to choose from.

| Hotel Name | Hotel Price Per Night | Additional Cost | Total for stay |
|------------|-----------------------|-----------------|----------------|
| | | | |
| | | | |
| | | | |

| Trip Description (explain): | Arrival Date (mm/dd/yy) | Per Diem Lodging | Per Diem Meals | Departure Date (mm/dd/yy) |
|-----------------------------|-------------------------|------------------|----------------|---------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

4. Travel Expenses (Other Than Per Diem)

| | |
|---|---|
| Transportation Mode | <input type="checkbox"/> AIR <input type="checkbox"/> POV (Need Gm Approval) <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> GOV Vehicle (need GM Approval) |
| Travel Expenses, traveling information or any change in flight plans must be submitted to GM with valid invoice before/after the trip. No Exceptions! | |
| Traveling Information Price for flight/bus/train/boat (include documentation) | |
| Ground Transportation to / from airport or depot | \$ or Enter # of POV Miles: |

Enter other anticipated expenses (e.g. Taxis, parking, telephone, rental car and other allowable miscellaneous expenses.

Registration Fees: Have a cost breakdown of registration fees, such as early bird, total conference, Preconference, post conference, additional classes/seminar costs.

Pay fees by using:

1. Direct Payment by Cal Visa Purchase Card
2. Department Head payment by Cal Visa Purchase Card

| | | | |
|-----------------------|-----------|---|----------|
| Registration Fees | \$ | Lodging/Meals Included? <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments |
| Are you volunteering? | YES or NO | | |

5. FOOD & TRAVEL PREFERENCES

| | |
|--|---|
| Cal Card Policy: Cal Card use for meals. 1 Need original itemized receipt 2 Credit card receipt 3 List of people (if any) who ate 4 Topic(s) discussed during meal 5 No alcohol will be covered | Do you understand the policy <input type="checkbox"/> Yes <input type="checkbox"/> No In addition: Reimbursement of credit card only with approval of GM. Credit cards that give points/perks to individual users shall not be used unless prior authorization by the General Manager. |
|--|---|

| | |
|---|--|
| Is Gov. Per Diem being used? In the Per Diem rates, include city for those rates... i.e., San Francisco will have a higher per diem than Lake Tahoe. <i>Use website: https://www.gsa.gov/travel/plan-book/per-diem-rates for current rates</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|---|--|
| Is this your first time at the proposed training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|---|---|
| Do you need any special assistance for this trip? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
|---|---|

| | |
|-------------------------------------|--|
| Are you traveling with a companion? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------------------------|--|

| | |
|---|--|
| Is this training part of a personal development plan in your annual evaluation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|---|--|
| Will you use annual or personal leave while on this trip? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

| | |
|--|--|
| Are you eligible to earn Compensatory Time Off for Travel? <i>If hourly employee, then calculation regarding schedule, commute time, and other related travel itinerary need to be counted for.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

| Annual Leave Date(s) | Hours | Comments/Explanation |
|----------------------|-------|----------------------|
| | | |

6. Accounting Information

| | |
|--|--|
| Department Account: What line item are you using for training | |
|--|--|

| | |
|--------------------------------|----|
| Total for Training and Travel: | \$ |
|--------------------------------|----|

Any additional Info: _____

| | |
|---|--|
| General Manager Signature: Signature required | Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Sign: _____ |
|---|--|

8. Recommending Signature

| | |
|---|--|
| Department Head Signature: Signature required | Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Sign: _____ |
|---|--|

| | |
|---|------------|
| Employee Signature Signature required | Sign _____ |
|---|------------|

Please be sure to refer to the GVRD policy manual if you have any questions or concerns. Please look up policy numbers 2100, 3090 and 4090 for more clarification.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

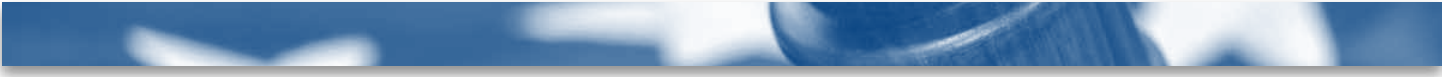


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.




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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker or five minutes for a spokesperson for an organization with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5030

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies;
- Adoption or rejection of a resolution;
- Approval or rejection of any contract or expenditure;
- Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

The Board may take action items of business not appearing on the posted agenda if a majority of the Board determines that an emergency situation exists or upon a determination by a two-thirds (2/3) vote of the Board, or, if less than two-thirds (2/3) of the members are present, a unanimous vote of those members present that the need to take action arose after the agenda was posted. For the purpose of this section, an emergency situation involves matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities; work stoppage or other activity which severely impairs public health, safety or both; or crippling disaster which severely impairs public, health, safety or both.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5060

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board conducts its meetings under formalized rules - Robert's Rules of Order.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.
- Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.
- If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions and business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

- Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing. The Chairperson may also declare a short recess during any meeting.