



# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Policy and Procedures Manual

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**POLICY TITLE:** Rules of Order for Conducting Board and Committee Meetings

**POLICY NUMBER:** 4215 Adopted: 09/10/2019 Amended: 10/10/2023 Amended: 07/10/2024

**REFERENCES:** Robert's Rules of Order, Policy 4210 Standards of Conduct During Board Meetings Section 4210.07

### **Section 4215.01 Purpose**

The purpose of this policy is to establish the procedures governing the meetings of the Board of Directors and Committees of the Georgetown Divide Public Utility District.

### **Section 4215.02 General**

**4215.2.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**4215.2.2** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

**4215.2.3** Any Director or General Manager entering the meeting after the start shall be acknowledged by the President, and the Board Clerk shall enter into the meeting record the time of the Director or General Manager's arrival.

### **Section 4215.03 Obtaining the Floor**

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

### **Section 4215.04 Motions**

**4215.4.1** Any Director, excluding the President, may make or second a motion. A motion shall be brought and considered as follows:

**4215.4.2** The Board President opens discussion of the matter, the matter is then discussed and debated by the Board, the public is provided an opportunity to comment, then a Director makes a motion; another Director seconds the motion; and the President states the motion.

**4215.4.3** Once the motion has been stated by the President, it is open to further clarification by the Board members, the President will then call for the vote.

**4215.4.4** 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.

## **Section 4215.5 Secondary Motions**

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or 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.

### **4215.5.1 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.

### **4215.5.2 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.

### **4215.5.3 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.

### **4215.5.4 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.

### **4215.5.5 Motion to Close Debate and Vote Immediately:**

As provided above, any Director may move to close debate and immediately vote on a main motion, which move to close is then seconded and approved by a majority vote of the Board.

### **4215.5.6 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.

## **Section 4215.6 Decorum**

### **4215.6.1**

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons disrupting the meeting or hearing as referenced in Policy 4210 Standards of Conduct During Board Meetings Section 4210.07.

### **4215.6.2**

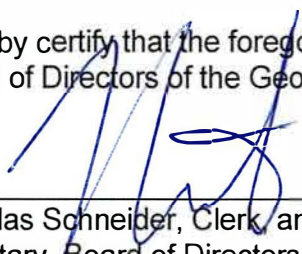
The President may declare a short recess during any meeting. Any member may also request the President to declare a recess. The President shall honor such request, however, no request for a recess may be made after a motion has been made and is pending before the Board.

## **Section 4215.7 Amendment of Rules of Order**

By motion made, seconded, and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

**Certification**

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4215 amended by the Board of Directors of the Georgetown Divide Public Utility District on July 10, 2024



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Nicholas Schneider, Clerk and Ex-Officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT