

RULES OF PROCEDURE

STORMWATER MANAGEMENT ADVISORY COMMISSION

- 1- **Regular Meeting Times** - The Commission shall fix the time and place of its regular meeting. The meeting schedule may be changed upon compliance with the notice provisions of the open meetings law.
- 2- **Special Meetings** - Upon compliance with the notice provisions of the open meetings law, the chairperson or any two members of the Commission may call a special meeting by completing a special meeting form, having the same posted on the official meeting board located in the City's Public Affairs Office, notification of all Commission members, and notification of the Stormwater Program Manager.
- 3- **Meeting Agendas** - *The agenda shall be prepared by the Stormwater Utility Manager of the Public Works Department in consultation with the Commission Chairperson. Each member of the Commission shall receive a copy of the agenda before the meeting and copies shall be made available to the public. Commission members shall confine their discussion at meetings to those items listed in the agenda. Any items not on the agenda may be brought up during the Commission/ Stormwater Staff Update on Matters of Importance to the Stormwater Management Advisory Commission at the beginning of the meeting or at the end of the meeting during the Other Business item. No final action shall be taken on an item discussed and that was not on the agenda for that meeting, until the next Commission meeting. The chairperson or any member of the Commission may request the Stormwater Utility Manager to place an item on a future agenda. The item will be added unless an objection is made. No item objected to will be placed on the agenda unless so directed by a majority of the members present.*
- 4- **Addressing the Commission** - *The Commission will request Persons wishing to speak to the Commission follow the procedure outlined below.*
 - a) *If the item is not in the Commission's work plan approved by the City Council, the person will contact the Stormwater Management Division. Staff will suggest the citizen request to be placed on the Requests and Petitions of Citizens portion of the Council agenda through the City Clerk's Office.*
 - b) *If an item is on the Commission's work plan, but not on the current agenda the item will be deferred to when it is on the agenda and that person will be notified by City Stormwater Management Division staff so they can speak at the time the item is scheduled.*
 - c) *If an item is on the current agenda, persons will be allowed to speak a maximum of three minutes depending on the number of individuals wishing to speak. The Chairperson can adjust the time for speakers as needed to stay within the allocated times for agenda items. A sign up sheet will be available for citizens/guests wishing to speak.*

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- 5- Election of Officers** – The Commission shall elect at least a chairperson and vice-chairperson from its membership annually. These officers shall be elected by a majority vote of the Commission members in March of each year.
- 6- Powers of the Chairperson** - The chairperson shall preside at all meetings at which the chairperson is present. The vice-chairperson shall preside otherwise. In the absence of the chairperson and the vice- chairperson, the members present at a meeting shall elect a temporary chairperson to conduct that meeting.
- 7- Action by the Commission** - The Commission shall proceed by motion; although limited discussion of a matter may be had prior to a motion being made. The chair shall control the amount of discussion on an item before a motion is made.
- 8- Substantive Motion** - A substantive motion is out of order while another substantive motion is pending.
- 9- Adoption by Majority Vote** - A motion is adopted if it receives a majority of the votes of the members present and eligible to vote on the issue. A quorum must be present to vote on any matter before the Commission for consideration.
- 10- Debate** - The chairperson shall state the motion and open the floor for debate. The debate will follow the following general principles:
 - a) The introducer of the motion is entitled to speak first;
 - b) A member who has not spoken on the issue will be recognized before someone who has already spoken.
- 11- Procedural Motions** - In addition to substantive motions, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion shall be debatable, may be amended, and requires a majority vote for adoption.
 - a) To adjourn. This motion may be made only at the conclusion of action on a pending matter. It is not debatable.
 - b) To take a brief recess.
 - (c) To suspend the rules. This motion requires a two-thirds majority of the entire membership of the Commission.
 - (d) Call of the previous question. This motion is not in order until all members who wish to speak on a matter have had at least one opportunity to do so.

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(e) To postpone to a certain time or day.

(f) To amend.

(g) To reconsider. A member who voted with the prevailing side, and only at the meeting during which the original vote was taken must make this motion. The motion cannot interrupt deliberation on a pending matter.

(h) To rescind or repeal.

(i) To substitute. A motion to substitute may seek the opposite result of the original motion, but it must be germane to the original motion.

- 12- Renewal of Motion** - A motion that is defeated may be renewed at any later meeting by a member who voted with the prevailing side subject to the limitations noted under the **Meeting Agendas**.
- 13- Withdrawal of Motion** - A motion may be withdrawn by the introducer at any time before a vote. The seconder's permission is not required.
- 14- Duty to Vote** - Every member must vote unless excused from doing so because of a conflict of interest involving his or her own financial dealings or his or her official conduct. In all other cases, a failure to vote by a member who is physically present or who has withdrawn without being excused by a majority of the remaining members present, shall be recorded as a vote in the affirmative.
- 15- Closed Sessions** - The Commission may hold closed sessions as provided by law.
- 16- Quorum.** A majority of the actual membership of the Commission shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for the purposes of determining whether or not a quorum is present.
- 17- Minutes** – Accurate minutes of the Commission’s meetings shall be recorded and maintained for public inspection. The result of all votes shall be recorded in the minutes. This section does not require the recordation of verbatim minutes.
- 18- Committees** – These rules are applicable to the Commission’s committees as well as the full Commission.
- 19- Amendment of the Rules** – These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote equal to a quorum and subsequent approval of the City Council.

20- Speaking or Communicating on Behalf of the Commission or the City- *Commission members shall not communicate orally or in writing on behalf of the Stormwater Management Advisory Commission or the City of Raleigh unless the Stormwater Management Advisory Commission has adopted a formal position on that specific issue. Each Commission member is free to voice their personal opinion on issues, but if they do so, they need to state that they are speaking or communicating as an individual and not as a member of the Commission.*

21- Attendance/ Removal - *Any member of the Commission who is absent without being excused from three (3) consecutive meetings may, upon recommendation of the chairperson or otherwise designated officer of such board be removed or replaced by the Council as outlined in City Code Section 1-4004. In addition, should a Commission member fail to attend six regular meetings of the Commission within any twelve month period, the Chair, with the concurrence of a majority of the entire Commission, may recommend to the City Council that a vacancy be declared and that the vacated position be filled. The Chair shall notify the Commission member once five absences have occurred that removal from the Commission will be recommended to Council by the Commission.*