

DUNN COUNTY WISCONSIN



Rules of the Board of Supervisors

Chapter of the Dunn County Code of Ordinances
Adopted on May 19, 2004
Contains Revisions through January 15, 2014

CHAPTER 2 – RULES OF THE BOARD

2.01

This body, as legally constituted by law, shall be known as the Dunn County Board of Supervisors and shall be presided over by one of its own members who, following a nomination by ballot process as described in Robert's Rules, shall be elected by ballot at the first meeting of the Board following the regular election at which members thereof are elected for full terms. The person elected shall hold this position until such time as a newly elected Board may be in session or until a successor shall be elected and qualified and shall be called the Chairperson of the Board of Supervisors.

There shall be elected at the same time and for the same term, a Vice-Chairperson who shall act during the absence or disability of the Chairperson. In the absence of both Chairperson and Vice-Chairperson, a Chairperson Pro Tem shall be elected.

2.02

When the Chairperson wishes to temporarily vacate the chair, he/she shall designate the Vice-Chairperson to preside over the meeting and in the event that the Vice-Chairperson is absent, a Chairperson Pro Tem shall be elected by the Board.

2.03

The Chairperson shall vote on the call of yes and no votes, and his/her vote shall be recorded with those of the other members.

2.04

It shall be the general duty of the Chairperson:

- To open the session at the time to which adjournment is taken by taking the chair and calling the members to order;
- To receive and submit in the proper manner, all motions and propositions presented by the members;
- To put to vote all questions regularly moved and to announce the result;
- To restrain the members while engaged in debate within the rules of order;
- To enforce on all occasions the observance of order and decorum among the members;
- To inform the Board when necessary or when referred to for that purpose, on any point of order or practice;
- To represent and stand for the body over which he/she presides, declaring its will, and in all things, obeying its commands.

2.05

The Board shall establish, by ordinance, committees of the Board and shall designate their purposes and prescribe their duties and manner of reporting. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and the Wisconsin Statutes. The Chairperson will also appoint the Chair and Vice-Chair of all committees and boards. Unless otherwise specified, committees of the Board shall be composed of County Board members.

The Chairperson of the Board shall be an ex officio voting member of all committees

The Chairperson of the Board may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board.

Standing Committees shall be responsible for developing policy and authorizing direction in regard to matters within their purview. The standing committees of the Board shall be constituted as follows:

- 1) The **Executive Committee** shall be comprised of the Chairperson and Vice Chairperson of the Board and the Chairperson of each standing committee. It is responsible for reviewing the annual budget and proposed tax levy for presentation to County Board; acts as the legislative committee; handles all other matters not specifically delegated to any other committee. (06/20/2012)
- 2) The **Committee on Administration** shall consist of five members. It handles all fiscal matters; approves county audit reports; supervises county investments; bids county insurance policies; bonding; supplements the appropriations for a particular office, department, or activity from the contingency fund pursuant to Wis. Stat. § 65.90(5)(b); responsible for examining all the claims against the county; audits all monthly bills from county offices except, Highway, Health Care Center, and Human Services. It is responsible for developing policy and authorizing direction in regard to all of these matters.

Except as more specifically provided by Dunn County Ordinance or Resolution, the committee has jurisdiction over all county personnel matters and is responsible for negotiations with unions.

The committee serves as the home committee for the Department of Administration, Corporation Counsel, County Clerk, and County Treasurer. (06/20/2012)

- 3) The **Community Resources and Tourism Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies and promotion of recreational opportunities and economic development in Dunn County. (04/15/2008)

The Committee serves as the home committee for UW Extension. (02/15/2006)

- 4) The **Facilities Committee** shall consist of five members. It is responsible for developing policies and authorizing direction for all county property and facilities except that managed by the Highway Department and the Health Care Center, and for the recruitment and nomination to the County Board of citizen members for the Fair Board.

The committee serves as the home committee for the Facilities Department and the Fair Board. (02/15/2006)

- 5) The **Health and Human Services Board** shall be composed of five (5) County Board members and three (3) citizen members as provided for in Wis. Stat. § 46.23(4) It shall be responsible for: developing policies and authorizing direction for all social service and 51.42/51.437 services within the county; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by federal, state, and county governments. This body also serves as the Dunn County Board of Health pursuant to Wis. Stat. §251.03(1). (04/15/2008)

The committee serves as the home committee for the Human Services Department, Public Health Department, Home Care Nursing Department, and Veteran Service Office. (04/15/2008)

- 6) The **Health Care Center Committee** shall consist of five members. It shall be responsible for developing policies and authorizing direction for the Health Care Center and related properties.

The committee serves as the home committee for the Health Care Center.

- 7) The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Department. It shall purchase and sell county road machinery; determine whether each piece of county aid construction shall be let by contract or shall be done by day labor; make necessary arrangements for the proper prosecution of the construction and maintenance of highways; direct the expenditure of highway maintenance funds received from the state or provided by county tax; audit all payrolls and material claims and vouchers resulting from the construction of highways. The Highway Department functions pursuant to Wisconsin Statutes Chapters 83 and 59.

The committee serves as the home committee for the Highway Department.

- 8) The **Judiciary and Law Committee** shall consist of five members. It is responsible for developing policy and authorizing direction for those

departments responsible to it. It acts as the Emergency Government Committee.

The committee serves as the home committee to the offices and departments of the Sheriff, District Attorney, Emergency Government, Clerk of Courts, Child Support, Medical Examiner, Circuit Court, 911 Communications and Emergency Planning Department.

- 9) The **Planning Resource and Development Committee** shall consist of five members except that for issues within the jurisdiction of the Land Conservation Committee as described in Wis. Stat. § 92.06(2) (b), the Chairperson of the Farm Service Agency shall also be a member. It shall be responsible for developing policy and authorizing direction in regard to matters within its purview. It shall be the Land Conservation Committee for the County and act as the planning and zoning agency pursuant to Wis. Stat. § 59.69(2). It shall function as the development, planning, surveying, zoning, land assessment, solid waste and tax deed lands committee. It shall be responsible for updating and revising the zoning ordinance and responsible for long range development plans. It shall promote the development of comprehensive county-wide natural resource conservation programs and shall work to halt and reverse the depletion of Dunn County's soils, resources, and the pollution of its waters. Responsibilities include supervision of Dunn County Island.

The committee serves as the home committee for the Environmental Services Department and the Register of Deeds Office. (04/15/2008)

2.055 SPECIAL COMMITTEES, BOARDS AND COMMISSIONS.

(a) Aging and Disability Resource Center Advisory Committee.

1. The Aging and Disability Resource Center Advisory Committee is established, pursuant to Wis. Stat. §46.283 and shall be an advisory committee to the Health and Human Services Board.
2. Definitions.
 - (a) "ADRC Advisory Committee" means the Aging and Disability Resource Center Advisory Committee.
 - (b) "ADRC" means the Aging and Disability Resource Center.
3. ADRC Advisory Committee composition, appointment and tenure. The ADRC Advisory Committee shall consist of 11 members appointed by the County Board Chair, subject to confirmation by the County Board. The ADRC Advisory Committee shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least ½ of the members, or 6 of the members, shall be persons age 60 or older, 3 members shall be persons with physical or developmental disabilities or a mental health or substance abuse issues or their family members, guardians or other advocates. Initially 3 members shall serve a term of 1 year, 4 members shall serve a term of 2 years and 4 members shall

serve a term of 3 years. Thereafter, all members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. No more than 2 members may be elected to any office. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment.

4. Members shall be chosen on the basis of recognized ability and demonstrated interest in services for older persons or persons with physical or developmental disabilities, mental illness and substance abuse or their families. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Committee may have any direct or indirect financial interest in a managed care organization.
5. The ADRC Advisory Committee shall have the duties as prescribed by Wis. Stat. §46.283 (6)(b) and shall serve as the Commission on Aging under Wis. Stat. §46.82 (4) and shall also serve as the long-term support planning committee under Wis. Stat. §46.27(4). (04/15/2008)

(b) Transportation Coordinating Committee.

1. Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 5 to 7 members representing at least the following:
 - (a) County Board;
 - (b) County Aging Unit;
 - (c) County Human Services Department;
 - (d) County Boards created under ss. 51.42 or 51.437, Wis. Stats.;
 - (e) Transportation providers – public, proprietary and non-profit;
 - (f) Elderly and disabled citizen advocates;
 - (g) Consumer and agency advocates.
2. Appointments. Appointments shall be for a term of 3 years, but of the members first appointed, at least 1/3 shall be appointed for 1 year; at least 1/3 for 2 years; and the remaining for 3 years. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.
3. Organization.
 - (a) The transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.
 - (b) The Transportation Coordinating Committee shall have the power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.
4. Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in Dunn County. The Committee shall have at

least the duties prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Health and Human Services Board. (05/16/2007)

(c) Library Planning Committee.

This Committee shall have the powers and duties as prescribed in Wis. Stat. § 43.11. Membership of this Committee shall consist of seven (7) members: the Chair of the Community Resources & Tourism Committee, the two (2) representatives of the County Board appointed to the Indianhead Federated Library Board, the representative of the County Board appointed to the Boyceville Public Library Board, one (1) representative of the County Board appointed to the Menomonie Public Library Board, the representative of the County Board appointed to the Colfax Public Library and the representative of the County Board appointed to the Clarella Hackett Johnson Library Board. The Chair and Vice-Chair of this Committee shall be appointed by the Chair of the Dunn County Board of Supervisors. (06/20/2012)

(d) Land Information Council.

The Council shall have the powers and duties described in Wis. Stat. § 59.72(3m)(b). The Council shall consist of the Executive Committee of the Board of Supervisors and the Register of Deeds, the Treasurer, Chief Information Officer of Dunn County, a Dunn County Realtor to be appointed by the Dunn County Board of Supervisors, the County Surveyor, the Dunn County Director of Emergency Communication and the Dunn County Land Assessment Coordinator. (06/20/2012)

(e) Transit Commission

The Commission shall have the powers and duties as described in Wis. Stat. § 59.58(2). Membership of the Committee shall consist of nine (9) members; the five (5) current members of the Dunn County Highway Committee; two (2) members to be appointed by the City of Menomonie and two (2) members of the public to be appointed by the Dunn County Board Chair. (06/20/2012)

2.06

The County Manager shall submit an agenda of the matters to be considered by the Board to each member of the Board not later than three days prior to each meeting of the board. The County Manager may establish internal operating procedures that promote the development of the agenda in an orderly fashion. (06/20/2012)

2.07

No member shall absent himself or herself from a meeting of the Board without first obtaining leave of absence from the County Board Chairperson or the County Manager in the event that the Chairperson cannot be reached. (06/20/2012)

2.075

When circumstances prevent a Supervisor from physically attending a meeting of the Board or Standing Committee of the Board, the Board or Committee Chairperson may

allow, not more than twice during a calendar year, a member of the Board or Committee to participate in a public meeting through the use of an electronic medium so long as the public is provided with an effective means to monitor the electronic participation of the Board or Committee member. When voting is conducted by ballot vote, a member participating remotely shall indicate their vote verbally after all ballots are collected and prior to the results being announced by the chair.

2.08

Any non-County Board member wishing to address the Board on any subject shall obtain permission to speak from either the County Board Chair or a member of the board may request permission on their behalf. Should there be an objection to a nonmember speaking; the issue shall be voted upon without debate. A simple majority vote may override such objection and the nonmember may be heard.

This rule shall not prevent the County Manager or Corporation Counsel from answering any questions put to them by a member of the board, and neither shall it prevent them from presenting information to the Board upon being recognized by the Chair.

2.09

Except as provided in this section, County Board meetings are held on the third Wednesday of each month beginning at 7:00 p.m. The annual meeting will be held in November, beginning at 7:00 p.m. on the Tuesday after the second Monday. On County Board election years, the April County Board meeting will be held at 7:00 p.m. on the third Tuesday of the month. There shall be no regularly scheduled meetings in August or December. The hour and date of meetings may be changed by a signed petition of a majority of the County Board. (06/20/2012)

2.10

Before proceeding to business, the roll of the members shall be called and the names of those present and those absent shall be entered on the record. A majority of all the members elected must be present to constitute a quorum for the transaction of business.

2.11

The order of business shall be according to the agenda which shall be prepared as follows:

1. Call to order
2. Pledge of allegiance
3. Call of the roll
4. Approval of the minutes
5. Presentation of petitions, memorials, and other communications
6. Public comments
7. Appointments
8. Report of County Manager
9. Reports of Departments
10. Reports of committees

11. Consideration of resolutions and ordinances
12. Announcements
13. Adjournment

The Chairperson may modify the order of business as necessary. (06/20/2012)

2.12

The Chairperson shall, unless otherwise directed by a two-thirds vote of the Board, refer all matters which would be within the purview of a standing committee to that committee. Matters of operation, management or administration shall be referred to the County Manager.

Every committee and the County Manager shall report upon all items referred to them by the third meeting following the meeting of reference unless otherwise directed by the Board. (06/20/2012)

2.13

Any claim brought pursuant to Wis. Stat. § 893.80, shall be referred to the Committee on Administration. Any claim in excess of \$5,000 shall be presented to the Board for final action.

2.14

Every proposed resolution, report or ordinance submitted to the Board for its consideration shall have endorsed thereon the name of the committee introducing it and shall be in writing and signed by the committee chairperson. In addition, the County Board Chairperson shall countersign all ordinances of the Board. (06/20/2012)

2.145

All ordinances introduced to the Board, except amendatory zoning ordinances which change zoning districts, shall have a first reading and be held over to the next ensuing meeting for a second reading and motion for adoption unless a suspension of this rule is granted. Ordinances shall be read by title only, if County Board members have numbered copies thereof. (07/25/2012)

2.15

A two-thirds roll call vote of the entire Board shall be necessary for any transfers from the general fund and for amendments to the Budget of the County.

2.16

Supervisors shall abide by a dress code of business attire.

2.17

Cell phones, pagers, and any other electronic communication devices shall be turned off or operated in a silent mode during meetings of the Board.

2.18

Committees of the County Board shall limit attendance at closed sessions of their

meetings to members of the committee and other individuals necessary to conduct the business of the committee as determined by the Chairperson of the committee.

2.19

Board members shall be seated in numerical order with the Supervisor from District 1 seated in the front row in the seat farthest to the right from the perspective of an observer facing the dais and other supervisors seated sequentially right to left then left to right from front to back.

2.20

In all matters not specifically provided for, the usual parliamentary rules shall govern the board according to Roberts Rules of Order, latest edition.

2.205

No member shall speak a 2nd time on a question during any meeting until any other member desiring to speak on same shall have been heard. No member shall speak more than twice on a question at any one time without first obtaining leave of a majority of the members present. Merely asking or answering a question for a member shall not be counted as speaking in debate. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner. (06/20/2012)

2.206

All motions to amend a pending motion shall be reduced to writing and submitted to the Clerk prior to being seconded and subject to debate. (06/20/2012)

2.21

County Board Supervisors shall be paid, pursuant to Wis. Stat. § 59.10(1)(c), a per diem for each meeting attended. The County Board Chairperson may authorize per diem for attendance at other events or organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize. The amount of the per diem shall be set by the County Board.

County Board Supervisors shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel.

Claims for per diem and reimbursement for expenses shall be made in accordance with this section. Reimbursement for expenses, excluding mileage reimbursement, shall be in accordance with Chapter 7, Subchapter III, of the Dunn County Code of Ordinances. Mileage reimbursement shall be set at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

County Board Supervisors making claims for per diem or reimbursement of expenses shall be required to sign and obtain approval of their claims. Claims of County Board

Supervisors shall be approved by the County Board Chair. Claims of the County Board Chair shall be approved by the County Manager.

The claim period shall be defined as the day after a County Board meeting to the date of the next County Board Meeting. All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends. Claims submitted after the claim period deadline will not be paid.

All payment for per diem and reimbursement for expenses and mileage shall be made by direct deposit.

The County Manager is authorized and directed to develop appropriate procedures and forms, subject to the approval of the Executive Committee, which shall be used by all County Board Supervisors in making claims for per diem and expense reimbursement. (06/20/2012)

2.23 - 2.48 Reserved.

2.49 Repeal.

All Ordinances or Resolutions in conflict with this Chapter are hereby repealed.

2.50 Effective Date.

This ordinance shall become effective upon passage and publication.

Adopted on May 19, 2004.

APPENDIX

County Board Supervisor

Dunn County is a body corporate of the State of Wisconsin. The County Board of Supervisors is the governing body of Dunn County. Dunn County has twenty-nine districts, and the voters in each district elect one Supervisor to serve on the County Board. The term of office is two years. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of the Board, contained in Chapter 2 of the Dunn County Ordinances.

County Supervisors are expected to individually contribute to a collaborative effort to set strategic mission goals and make broad policy decisions that support the strategic mission and advance the priorities of the County. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in sections 2.05 and 2.055 of the Rules of the Board, as appointed by the County Board Chairperson;
- Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
- Providing oversight and advice to the management of the County regarding delivery of County services while refraining from the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual budget and tax levy.

Service as a County Supervisor is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.

County Supervisors, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the County Board of Supervisors' influence and authority comes from collective action and not from individual action.

County Supervisors:

- Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving County government;
- Are willing to accept responsibility for decision-making that can affect many;

- Understand the County's mission, priorities, challenges, needs and demographics;
- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to communicate the full truth about County matters and avoid structuring information to achieve a personal advantage;
- Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the County's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all County operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

Appendix Adopted January 15, 2014.

Attachment 1

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Attachment 1

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred

Attachment 1

- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Attachment 2

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of	I move to amend the	No	Yes	Yes	Yes	Majority

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	motion	motion by ...					
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Attachment 2

Part 3, Motions That Bring a Question Again Before the Assembly.
 No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

