



# City Council Guidelines and Rules

Adopted by City Council on January 11, 2011

# BANKS CITY COUNCIL GUIDELINES

## Banks City Council Rules

Councils need rules to decide questions on debating, voting, membership, attendance and agendas. The rules are adopted by the City Council and are intended to serve as a guide for the Council. They provide the basic outline required to work well together. One of the goals of the City Council is to work with the residents of the City of Banks to provide a consistent, positive atmosphere at Council meetings so that the public business can be accomplished efficiently and effectively. The Council may, at its discretion, vary from the rules from time to time to best serve the public interest.

Questions regarding the rules will be resolved by majority vote of the members present of the Banks City Council.

### **CALL TO ORDER**

**Mayor's Duty:** The Mayor is the presiding officer of the Council meeting. The Mayor shall call the Council members to order at the hour designated for the meeting. Should there not be a quorum present, it shall be the duty of the City Recorder to immediately inform the absent members, except those known to be unavoidably absent, that their presence is required to enable the Council to proceed with business. Should there not be a quorum within 15 minutes the members present may adjourn until a quorum can be gathered or until the next regularly (noticed and) scheduled meeting date and time. Upon adjourning a Council meeting for lack of a quorum, the Mayor may call the Council members to order in a Work Session, in order to review material gathered for the regular meeting; but no decision(s) may be made in a Work Session. In such a circumstance, effective notice of the Work Session will have been made by the original notice of regular Council meeting, provided that it is held at the same location, on the same date as the original meeting schedule, and is within a reasonable time of the original noticed commencement time.

**Mayor's Absence:** If the Mayor is absent, the Council President shall call the Council to order as the presiding officer. If both the Mayor and Council President are absent, the Councilors present shall agree on a Councilor to serve as presiding officer and this person shall call the Council meeting to order.

**Quorums:** A quorum is defined in the City Charter of 2009 as follows: A majority of the Council shall constitute a quorum for its business, but a small number may meet and

compel the attendance of absent members as provided by Ordinance. A Banks City Council quorum is four. It is the interpretation of the City Council that a Banks City Council quorum is determined by the number of positions on the City Council (seven), whether actively filled or not. Hence, a Council quorum is, and shall in all circumstances be, four. A Council member, not physically present, may fully participate in the meeting telephonically (through the use of a speaker phone in the Council Chambers), and only telephonically, and such telephonic presence shall count toward forming a quorum, and for voting purposes.

## ROLES

**Mayor's Role:** The Mayor is a member of the Council. The Mayor presides over and facilitates Council meetings, preserves order and decorum, enforces council rules, and determines the order of business under Council rules. The Mayor may speak to the points of order in preference to other members. If two or more members request the floor at once, the Mayor, as the presiding officer, shall name who is to speak first. The Mayor, as presiding officer, shall set the agenda for Council meetings; though during a meeting, a Council member may upon being duly recognized by the presiding officer make a motion to modify the agenda, which upon passing by a majority of the members present shall revise the agenda accordingly.

**Address the Presiding Officer:** When a member is about to speak in debate or deliver any matter to the Council, that member should respectfully address the presiding officer and should confine the remarks to the question under consideration, avoiding personalities in the discussion

**Voting Required:** Every member who is present when a question is addressed shall vote for or against the question, unless excused by the Council; or, for just legal cause without being excused by the Council. An abstention from voting, whether excused or unexcused, should be avoided as much as possible.

**Discussion of Agenda Items:** Discussion of an agenda item may occur at any time before or after a motion is on the floor. When a motion has been made and seconded the presiding officer will restate the motion to ensure accuracy of the record, and should normally seek discussion of the motion by other Council members.

**Sergeant at Arms:** The City Manager may designate a Sergeant at Arms as necessary.

**Parliamentarian:** The City Attorney, or designee, will serve as the Parliamentarian of the Council. The Parliamentarian shall decide all questions of order subject to an appeal to the Council for a decision.

## **AGENDA SETTING, ADDITIONAL ITEMS FOR COUNCIL CONSIDERATION AND SPECIAL MEETINGS**

**Time for Submission of Agenda Items:** Items for the Council agenda shall be submitted in time to allow for sufficient research by staff, and for recommendations from subcommittees or advisory committees of the City Council.

**Reports to be provided:** Normally, the Council members shall receive a report on each agenda item to be considered by the Council at least 96 hours prior to the Council meeting; such reports being submitted in the form of a council packet with reports contained therein.

**Additional Items:** The Mayor or presiding member may send out additions to the agenda, up to 48 hours prior to the meeting, with the appropriate documentation and information. At the Council meeting, the Council may add the items not on the agenda by a majority vote. Action may then be taken on the item. Also at the Council meeting an item may be tabled by a majority vote.

**Appearance of Interested Citizens:** This time is provided for anyone in the audience to comment on any items of concern, except those items appearing on the agenda or items that refer to land use. The Council may defer any citizen's request for consideration to a later Council Meeting. Comments are normally limited to 3 minutes, and in the interest of time comments may be further limited at the discretion of the presiding officer. An item brought before the Council by an interested citizen, during this portion of the Council meeting agenda, may also be referred to the City Manager for appropriate attention.

**Procedures for Addressing the Council:** The Council chairperson will invite members of the public to speak during the meeting. Any person who is invited to speak should:

- State his/her name and address, and the topic to be addressed.
- If representing an organization or group, the speaker should identify it. A spokesperson should be designated for a group of people who come before the Council with a common purpose.
- Written material for the Council should be given to the City Recorder for distribution.

**Criticism of Staff Members:** Citizens may offer objective criticism of city operations and programs, but the Council will not hear complaints concerning individual city personnel at the City Council meeting. The Mayor will direct the citizen to appropriate means for Council consideration and disposal of legitimate complaints involving individuals.

**Consent Calendar:** Items which have been previously reviewed by the City Council, or items which are obviously routine in nature, shall be placed on the agenda as a Consent Calendar. Neither Ordinances nor Resolutions shall be placed on the Consent Calendar. The items on the Consent Calendar are considered routine and all will be adopted by one motion unless, before the vote on the motion, the Mayor or a Council Member requests to have an item considered separately. If an item is removed from the Consent Calendar, the presiding officer will indicate when it will be discussed on the Business Agenda.

**Regular Meeting Council Roundtable:** At the end of regular Council meetings, members of the council are specifically polled to allow each councilor the opportunity to notify the Council, Mayor, and Members of the Public of issues regarding the City of Banks, information and events affecting the citizens of the City. Each councilor may bring to the Council's attention information, news, and questions regarding issues that are relevant to the City, but not considered significant enough to be a future agenda item for administrative question more relevant for city staff. The Mayor requests that each Council member limit their comments to two minutes. The Mayor may direct the City Manager to address an issue brought up in the roundtable. The Council will not hear complaints concerning individual city personnel during a council roundtable.

**Communications from the Floor:** As noted in the Attorney General's Public Records and Meetings Manual, the Public Meetings Law underscores the state's policy that the public is entitled to know how the public's business is conducted. Thus, the deliberations and decisions of public bodies are, for the most part; open to attendance by any interested persons. It should be further noted that the Public Meetings Law is a public attendance law, rather than a public participation law. Thus, the right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment, and the Council may conduct a meeting without any public participation. Governing bodies may voluntarily allow limited public participation on an agenda item at their meeting. If during a Council meeting the presiding officer allows communications from the floor, persons speaking to the Council from the floor on an agenda item, recognized by the presiding officer, will be given the opportunity to speak for not less than three minutes or more than five minutes; and speakers may share their time for a maximum of 15 minutes, at the discretion of the presiding officer. The presiding officer may extend the time limit at his/her discretion. A speaker from the floor may address the Council for less than the allotted time. In order to assist in collecting ones thoughts, a speaker from the floor is encouraged to submit information in writing at least ten days prior to the Council meeting for the Council's review. A speaker may also submit information at the meeting, but it may or may not be read or considered by the Council.

**Agenda Availability:** Council agendas are available for inspection at the Banks Public Library, the City administration offices, the Council Chambers Public Notices board, the Banks Post Office government bulletin board, and on the City website prior to the City Council meeting. Interested residents are encouraged to read the agenda and address questions to Council members or City staff prior to the meeting. The Council values

public input. In order to efficiently conduct the City's business, those who have concerns are encouraged to address these issues prior to the Council meeting.

**Special Meetings:** Special meetings may be held at any time upon the Mayor's own motion or at the request of three members of the Council. All meetings of the Council shall be called, noticed, and held in accordance with the Rules of the Council, the City Charter of 2009, and the Public Records and Public Meetings Laws enacted by the Oregon legislature in 1973 updated by subsequent legislatures.

## RECORDS

**City Recorder:** The City Recorder is the ex officio clerk of the Council, will attend all of its meetings unless excused by the Council, and will keep an accurate record of the proceedings of the Council meetings. The City Manager appoints and supervises the City Recorder and may appoint such deputy city recorders or city recorders pro tem as may be needed.

**Record of Proceedings:** The City Council Record of Proceedings shall be the Minutes adopted by the City Council as part of the regular meeting agenda. The Minutes, not being a verbatim transcript, need not be a full recording of a Council meeting. The Minutes must give a brief true reflection of the matters discussed at the meeting and the views of participants. The Minutes shall include at least the following information: members present; Ordinances, Resolutions, motions, proposals, orders, measures proposed and their disposition; results of all votes, and the vote of each member by name; the substance of any discussion on any matter; and, subject to the public records law, a reference to any document discussed at the meeting. Not being a verbatim transcript, but rather a reflection of the matters discussed, a Council member not in attendance at a meeting may be the best reviewer of the Minutes of that meeting, such that (s)he/he may and should vote on the approval of the Minutes at a subsequent Council meeting and is encouraged to vote to approve or revise minutes presented by the City Recorder.

## ATTENDANCE

**Attendance as a Duty:** It is the duty of each Council member to attend all meetings of the Council. The City Charter of 2009 provides that an office is deemed to be vacant upon declaration by the City Council of the absence from the City for 30 days without Council consent, or from all Council meetings within a 60-day period. The consent of the Council for such absence will be recorded prior to such absence. Consent will be given for good cause.

**Excused Absence:** When any Council member cannot attend a meeting of the Council, the member shall notify the Mayor, Council President or City Manager prior to the meeting. If the absence is for good cause, the absence shall be listed in the minutes as excused. If the absence is not for good cause, or prior permission is not obtained, except in the case of an emergency, the absence shall be listed in the

minutes as unexcused. If any member has two unexcused absences from Council meetings or sub committee meetings of the Council, the Council may request an explanation at a regular meeting.

**Filling Vacancies:** The City Charter provides for filling vacancies in elective offices of the City.

## **MEETING TIME AND PLACE, AND AGENDA FORMAT**

**Meetings of the Council:** The Council shall conduct at least one meeting per month. The Council will adopt an annual Council Operating Plan of public meetings to be held during the following calendar year.

**Meeting times and location:** The Business Meetings of the Council shall be held regularly in the City Council Chambers on the second Tuesday of each month, unless that Tuesday is holiday in which case it will be held the following evening. The Council meeting shall normally begin at 7:30 p.m.

**Telephonic Participation at Meetings:** Council members physically absent from a convened Council meeting may participate in the Council meeting, and may vote, via speaker telephone.

**Regular City Council Meeting Agenda:** The order of business and the agenda of the City Council Business Meeting is normally as follows:

CALL TO ORDER  
APPEARANCE OF INTERESTED CITIZENS  
CEREMONIAL PRESENTATIONS & PROCLAMATIONS  
BRIEFINGS AND PROGRAMS  
COMMITTEE & LIAISON, AND MANGER REPORTS  
CONSENT CALENDAR  
BUSINESS AGENDA  
    Public Hearing  
    Regular Business  
COUNCIL ROUND TABLE DISCUSSION  
ADJOURN

The Mayor may, at his/her discretion, change the order of the agenda.

**Work Session Meeting:** Work Sessions provide Council members an opportunity to conduct informal communications with each other, review the meeting agenda and identify questions they may have for staff before a scheduled meeting. Normally Council Work Sessions will be held in Council Chambers. Work Sessions are open to the public but do not include an opportunity for public comment or communication with the City Council. The regular Council meeting following the Work Session can include time for the public to communicate with the Council from the floor on agenda items, as

well as the appearance of interested citizens on non-agenda items. Work Sessions will normally commence at 6:00 p.m. on the second Tuesday of the month (prior to the City Council meeting). The Work Session agenda will normally be as follows:

- A. CALL TO ORDER
- B. INFORMATION AND DISCUSSION ITEMS
- C. REVIEW OF REPORTS
- D. ADJOURN

**Executive Session:** Executive Sessions are closed to the except for the media. The Executive sessions are held in pursuant to ORS 192.660 (2)(See list below). Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive session, except to state the general subject of the session as previously announced

Executive Session Meetings are called to order under the follow following authority:

- 192.660(2)(a)-Employment of Public Officers, Employees, and Agent
- 192.660(2)(b)-Discipline of Public Officers and Employee
- 192.660(2)(d)-Labor Negotiations
- 192.660(2)(e)-Real Property Transactions
- 192.660(2)(f)-Exempt Public Records
- 192.660 (2)(g)-Trade Negotiations
- 192.660(2)(h)-Legal Counsel
- 192.660(2)(i)-Employee Evaluation
- 192.660(2)(j)-Public Investments

**Joint Meeting or Community Forum Meeting:** The City Council may, from time to time, hold meetings with other governmental entities or an open forum to discuss issues, relationships, strategic plans, or controversial issues. The agenda for such meetings will be set as needed. The purpose of this type of meeting is to listen and communicate.

## MEETING DECORUM

1. Council members should conduct themselves so as to bring credit upon the city government by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the Council, and abiding by all Council decisions, whether or not the member voted on the prevailing side.

2. Council members should be of assistance to the presiding officer in preserving order and decorum during Council meetings. Council members should not, by conversation or other action, delay or interrupt the proceedings or refuse to comply with the Council rules. When addressing members of the public or city staff, Council members should address themselves to questions or issues under discussion, and should refrain from personal attacks, or impugn the motives of a speaker.
3. Council members should gather necessary information and ask questions of city staff before meetings.
4. Council members will be solicited by the presiding officer, and have an opportunity, to speak at least once on any pending motion or agenda item.
5. In discussions, Council members, should speak for themselves rather than for other Council members.
6. Council members are encouraged to be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views, and should focus on a single issue or topic during discussion.
7. The presiding officer will recognize Councilors wishing to speak in the order of their requests. Upon recognition of a Council member and giving the floor, the presiding officer will permit the Council member to complete his/her thought before recognizing another Council member.
8. Council members will refrain from interrupting another Council member who has the floor.
9. Council members, once recognized and given the floor, will refrain from using statements as questions, and will refrain from repetitive statements as a means of attempting to persuade other Council members.
10. Council members will keep discussions moving and call for a “process check” from the presiding officer if the Council senses that it has become bogged down in discussions.
11. Council members will assist the presiding officer in setting and adhering to time limits on discussions.
12. Council members will refrain from criticizing, city staff or other persons.
13. If a Council member wishes to discuss a major policy issue not on the agenda, it will be scheduled on a future meeting agenda.

14. Public Comment.

- a. Citizen and community group sign-up forms will be available at each regular business meeting and public hearing. At the time during the meeting designated for public comment, any signee, after being addressed by the Mayor, must state their name and address and then make their presentation. The Mayor may request that groups with like comments choose a spokesperson to present joint remarks.
- b. During public hearings, all public comment should be addressed to the Mayor and directed to the question under discussion.
- c. In general, Council members will not respond to comments made during the public comment time, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before placing on a future meeting agenda.

15. The Council shall use modification of the Roberts Rules of Order except where these rules, the City Charter, or City Ordinance require otherwise.

Motions:

a. General.

1. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the name of the Councilor who seconded the motion.
2. The Councilor who made the motion, the Presiding Officer, or City Manager should repeat the motion prior to voting.
3. All motions die if they do not receive a second. When a motion is seconded, the Councilor making the motion may withdraw the motion with the consent of the second at any time before discussion and before any vote is taken.
4. Discussion of a motion is open to all Council members who wish to address the motion. A Council member may speak more than once on each motion. A Councilor must be recognized by the Presiding Officer before speaking. If an item in debate contains several points, any member may have it divided. The member who made the original motion shall have the right to designate the order of voting for each separate item. Member must declare if they are not voting before the vote.

5. The Presiding Officer will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified for some reason. A Council member who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is requires to adopt an ordinance
  6. At the conclusion of any vote, the Presiding Officer will announce the results. Council members who wish to explain the reasons for their votes must do so briefly and succinctly.
- b. **Withdrawal.** A motion may be withdrawn by the mover at any time without the consent of the Council.
  - c. **Tie.** A motion that receives a tie vote fails. Tie. Per Section 8 of the Banks Charter, the Mayor votes when the other City Council votes result in a tie vote.
  - d. **Table.** A motion to table is debatable. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
  - e. **Postpone.** A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
  - f. **Call for Question.** A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have at least one opportunity to speak. A second is required for this motion. When the question is called, the Presiding Officer will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds' vote. Debate may continue if the motion fails.
  - g. **Amendment.** A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended).
  - h. **Reconsideration.** When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved

### **Council Member Conduct:**

1. Representing City. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state:
  - a. Whether the statement reflects personal opinion or is the official position of the City or whether the statement is supported by a majority of the Council.
  - b. If the Council member is representing the city, the Council member must support and advocate for the official city position on the issue rather than a personal viewpoint.
2. Censure.
  - a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
  - b. The Council may investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds that a violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

### **Confidentiality:**

1. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
2. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
3. Unless required by law, no Council member may make public the discussions or information obtained in executive session. Council may censure a member who discloses a confidential matter or otherwise violates these rules

## **Bias and Disqualification:**

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council's decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and leave the Council table.
3. If the Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit of the Council member, a relative or a business with which the Council member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit of the Council member, a relative or a business with which the Council member or a relative is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse.

## **Ex Parte Contacts and Disqualification:**

1. For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those

contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present, or written information that other interested parties do not receive.

2. If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether the member will participate or abstain.
  
3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member affirms review of all evidence and testimony received.

### **LEGAL ADVICE**

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Manager to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Manager or Mayor. Exceptions to this are issues related to the performance of the City Manager.

### **GOVERNMENT STANDARDS AND PRACTICES COMMISSION REQUIREMENTS AND REPORTING**

1. Council members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
  
2. In accordance with ORS 244.195, it is each Council member’s responsibility to file annual statements of economic interest with the Government Standards and Practices Commission

### **APPENDIX I: PARLIAMENTARY PROCEDURES ...at a glance**

TO DO THIS:	YOU SAY THIS:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconstructed?
Adjourn meeting	I move that we adjourn	No	Yes	No	No	Majority	No
Call Intermission	I move that	No	Yes	No	Yes	Majority	No

	we recess for						
Complain about noise, etc	I rise to a question of privilege	Yes	No	No	No	No Vote	No(usually)
Temporarily suspend consideration of an issue	I move to table the motion	No	Yes	No	No	Majority	No
End debate on an Amendment	I move the previous question	No	Yes	No	No	2/3	No(1)
Postpone discussion for a certain time	I moved to postpone the discussion until	No	Yes	Yes	Yes	Majority	Yes
Give closer analysis of something....	I move to refer the matter to staff or committee...	No	Yes	Yes	Yes	Majority	Yes(2)
Amend a motion	I move to amend the motion by	No	Yes	Yes(3)	Yes	Majority	Yes
Introduce business	I move that	No	Yes	Yes	Yes	Majority	Yes

**THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE..BELOW THERE IS NO ORDER**

<b>TO DO THIS:</b>	<b>YOU SAY THIS:</b>	<b>May you interrupt the speaker?</b>	<b>Do you need a second?</b>	<b>Is it debatable?</b>	<b>Can it be amended?</b>	<b>What vote is needed?</b>	<b>Can it be reconstructed?</b>
Protest breach or rules or Conduct	I rise to a point of order	Yes	No	No	No	No vote (4)	No
Vote on ruling of the chair	I appeal from the Chair's decision	No	Yes	Yes	No	Majority (5)	Yes
Suspend rules temporarily	I move to suspend the rules so that	Yes	No	No	No	2/3	No
Avoid considering an improper matter	I object to consideration of this motion	No	Yes	No	No	2/3 (6)	(7)
Verify a voice vote by having	I call for a division or Division	No	Yes	No	No	No vote	No
Request information	Point of Information	No	Yes	No	No	No vote	No
Take up a matter previously tabled	I move to take from the table	No	Yes	No	No	Majority	No
Reconsider a prior action	I move to reconsider the vote on	No	Yes	(8)	No	Majority	No

1. Unless vote on motion is not taken.
2. Unless the committee or staff has already taken up the subject.
3. Only if the motion to be amended is debatable.
4. Except in doubtful cases.
5. A majority vote in negative needed to reverse ruling of chair.
6. A 2.3 vote in negative needed to prevent consideration of main motion.
7. Only if the main question or motion was not, in fact, considered.
8. Only if motion to be reconsidered is debatable.

**The Chair reserves the right to recognize meeting participants and interpret the procedure on all matters of process unless over-ruled by the Council.**