

FOR DISCUSSION PURPOSES

PINAL COUNTY BOARD OF SUPERVISORS BOARD MEETING RULES OF ORDER

These Rules of Order supersede any resolutions or policies adopted by previous Boards of Supervisors

I. MEETINGS

The Arizona Open Meeting Law, ARS 38-431, shall govern meetings of the Board of Supervisors. All meetings of any County public body, official or advisory committee, shall be public and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings.

II. Chairperson and Vice-Chairperson

A) The presiding officer of the Board shall be the Chairperson who shall be elected yearly from the membership of the Board. The Vice-Chairperson shall be elected yearly following the election of the Chairperson and shall serve in the absence of the Chairperson. The Chairperson, or in his/her absence, the Vice-Chairperson, shall be responsible for calling meetings to order and maintaining proper protocol and decorum during all meetings. All motions, comments, and questions shall be made through the Chairperson. The Chairperson shall decide all points of order and procedure subject to appeal to the membership unless otherwise noted herein. In the case of an appeal to membership concerning a ruling of the Chairperson, the question to the membership for vote shall be: "Shall the decision of the Chairperson stand as the decision of the Board?" The member making the appeal may state his/her reasons for the same, and the Chairperson may explain his/her ruling; but there shall be no debate on the appeal and no other members shall participate in the discussion. No second shall be required for an appeal and all members in attendance shall vote on the appeal.

B) The Chairperson or any member of the Board may request to reorder any item on the agenda without a vote of the membership. The Chairperson's decision shall be final as related to this matter. Any Board Member, Elected official or Department Director or designee may add an item to the agenda. However, the prior approval of the Chairperson to add items to the agenda shall be required if within eight days of a regularly scheduled meeting or 48 hours of a special meeting. Notice of such a request will be provided by the Clerk of the Board to the remaining members for informational purposes.

C) The Chairperson will have the services of a Sergeant at Arms, if requested by any member, to preserve the order and enforce the rules and orders of the Chair and the Board of Supervisors should a meeting be interrupted or disrupted by a person or groups of persons so as to render the orderly conduct of the meeting unfeasible. In addition, the Chairperson shall have the authority to recess the meeting and continue the session to a later time so that order can be restored and any remaining matters heard.

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D) The Chairperson may make or second any motion made by a member and shall declare all votes. If any member questions the vote, the chair will order a roll call.

E) The Chairperson shall have the authority to limit the time for debate on any topic or item by a member but not the ability to eliminate debate. The Chairperson shall make every effort to not allow debate to digress to personal attacks. It should be emphasized it is not the person, but the measure, issue or item under question, that is the subject of debate. In the same spirit, other Board members should not disparage each other, county employees or presenters.

F) The Chairperson shall have the authority to limit the extent of or suspend public comment or call to the public for any particular meeting but shall provide an explanation for the membership. The decision shall not be appealable.

III. Motions

A) All Board action shall be made by way of a formal motion. Any Board member may propose a motion on any item on the official agenda. Any motion that is seconded by any member shall be on the floor and must be considered. If a motion is not seconded, the motion fails for a lack of a second and shall be so declared by the Chairperson. The following motions are authorized by this Board:

- 1) Motion to Approve
- 2) Motion to Disapprove
- 3) Motion to continue to a specific date
- 4) Motion to amend
- 5) Motion to table indefinitely
- 6) Motion to call the question
- 7) Motion to reconsider
- 8) Motion to recess
- 9) Motion to adjourn
- 10) Motion to suspend the rules

Numbers 6, 8, 9 and 10 shall be decided without debate

B) Debate requires a second to have been given to a Motion on the table. If a second to a motion has been made the chairperson shall state: "There has been a motion and a second, is there any debate on the motion?" Debate shall be limited to 5 minutes per member unless extended by the Chairperson.

C) After a motion has been seconded, any member that has the floor may state: "I move to call the question before the board." The effect of a motion to "call the question" is to close debate immediately at which time the Chairperson shall call for the vote. Should no member "call the question" and it appears no members wish to offer debate, the Chairperson shall call for the

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vote. The Chairperson may also call for the vote if it appears any further discussion or debate will be repetitious.

D) A motion to reconsider the vote on any item must be made no later than the next regularly scheduled board meeting and must be made by a member who voted on the prevailing side of the item. The member requesting reconsideration shall file a letter requesting reconsideration with the Clerk of the Board at least 48 hours prior to the next regularly scheduled meeting. No item can be twice reconsidered unless it was amended after its first reconsideration. A motion for reconsideration, having been made once and decided in the negative, shall not be renewed or allowed to be amended. No request for reconsideration of a contract award shall be made unless there is evidence of an improper award.

E) Motion to suspend the rules is to enable the Board to set aside one or more of its procedural rules that would otherwise prevent consideration of a certain action. A motion to suspend the rules suspends only those rules which specifically interfere with the consideration of the particular action involved. The rules are only suspended temporarily and are automatically reactivated after the proposed action has been considered. A motion to suspend the rules is not debatable and not amendable.

IV. Point of Personal Privilege

A point of personal privilege may be granted by the Chairperson but shall be limited to cases in which one's integrity, character or motives are assailed, or to address issues of noise, temperature or to recognize a dignitary in the attendance or a passing of an individual.

V. Voting

A) All members of the Board shall be required to cast either a AYE or NAY vote unless they have previously declared a conflict of interest and submitted such in writing to the Clerk of the Board. To the extent any such conflict has been declared, the member shall refrain from participating in any manner in the matter, including discussion, debate and executive session.

B) In the case of a tie vote on an item, the item shall be considered defeated.

C) Board members shall not be permitted to abstain from voting.

D) When it has been decided to call for the vote on an item, all debate on the item shall be deemed concluded, and during the vote no member shall be permitted to explain their vote.

E) When a roll call vote is requested or required, a member may pass on the first roll call but must vote AYE or NAY on the second and final roll call. When a roll call is commenced, no member may leave his/her seat until the vote has been disclosed.

VI. Decorum

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- A) When a member desires to speak or make a motion, the member will address the Chairperson and upon being recognized may then address the Board.
- B) No member may interrupt another except to raise a “point of order” or to correct a mistake. A “point of order” must be timely and is proper when a member believes the discussion is in error or not germane to the issue before the Board. A point of order does not require a second and the Chairperson’s decision shall control unless an appeal is taken.
- C) No member shall indulge in personal attacks, impugn motives of Members, staff or the public, or use language tending to hold a member up to contempt.
- D) Citizens attending meetings are required to follow proper decorum and good conduct. Any person making personal, impertinent, or slanderous remarks or who become boisterous while addressing the Board shall be asked to refrain from such and if the refuse and continue may be removed at the discretion of the Chairperson. Continued unauthorized remarks from the audience, stamping of feet, whistling, yelling, booing, clapping, cheering or similar demonstrations may be grounds for removal.