



**PARLIAMENTARY RULES OF CONDUCT**

**OF THE**

**IMPLEMENTING COMMITTEE**

**OF THE**

**EDWARDS AQUIFER**

**HABITAT CONSERVATION PLAN PROGRAM**

(adopted and effective on March 15, 2012)

**PARLIAMENTARY RULES OF CONDUCT OF THE IMPLEMENTING COMMITTEE  
OF THE EDWARDS AQUIFER HABITAT CONSERVATION PLAN PROGRAM**

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## **ARTICLE I. MOTIONS**

### **Section**

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### **1.01 Main Motions**

(a) A main motion will be offered as a formal proposal by a Voting Member of the Implementing Committee (“Committee”) that a certain action be taken by the Committee, and will be made only when no other business is pending. The motion requires a second, is debatable and amendable, and, except as provided in Section 4.10(b) and (c) of the Operational Procedures of the Committee (“Operational Procedures”), requires a unanimous vote of the Voting Members for adoption. The following steps will be in order when handling a main motion:

(1) A Voting Member makes a motion and has a right to speak to the motion first. A Voting Member may not speak against his or her own motion, but that Voting Member may vote against it. The maker of the motion may, at his or her option, use up to three minutes as a preamble to the motion statement. This will count as the first three minute turn of the debate.

(2) Another Voting Member seconds the motion. That Voting Member may speak and vote against the motion, since the second could be made in an effort to have the Committee go on record as having opposed that particular action.

(3) The motion is debated. No Voting Member will speak more than once in debate to the same motion until all Voting Members have had the opportunity to speak once to the agenda item under consideration. Each Voting Member will speak no longer than three minutes at a time to a motion, and debate will be continued on an alternating basis until a vote is taken. No Voting Member will speak more than twice to the same motion on the same day. Merely asking a concise question, making a brief suggestion or offering a point of information is not counted as speaking in debate.

(4) The motion is repeated by the mover, the Chair, or the Assistant to the Secretary.

(5) The voice or roll call vote is taken. If a voice vote is not decisive, any Voting Member may request a roll call vote be taken. Except as provided in Section 4.10(b) and (c) of the Operational Procedures of the Committee, adoption of a motion requires an affirmative

vote of all five (5) Voting Members. For votes taken on a Routine AMP decision under Section 4.10(b) of the Operational Procedures, adoption of a motion requires an affirmative vote of a majority of the Voting Members. For votes taken on a Nonroutine AMP decision under Section 4.10(c) of the Operational Procedures, adoption of a motion requires an affirmative vote of at least three Voting Members.

- (6) The result is announced.

## **1.02 Withdrawal of Motion**

A motion may be withdrawn by the mover at any time before the result of the vote on the motion is announced, even though an amendment may have been offered and is pending. It cannot be withdrawn, however, if the motion has been amended. After the previous question has been ordered, a motion may not be withdrawn.

## **1.03 Disposing of Main Motions**

(a) Subsidiary motions require a second and will be used to dispose of a main motion, herein listed according to their rank, with the lowest ranking listed first:

- (1) “Postpone Indefinitely” will be used to decline taking action on the main motion. When adopted, by a unanimous vote, it prevents the main motion for the remainder of the meeting at which it was introduced. (Not amendable, debatable.)

- (2) “Amend” modifies the wording of a pending motion before that pending motion itself is acted upon when adopted by a unanimous vote. Motions to add, delete or substitute certain words may be made as a simple motion to amend. A motion to substitute is offered to strike out an entire paragraph, section, article, main motion or resolution. All substitute motions of more than two sentences will be in writing and distributed to each Member of the Committee and the Assistant to the Secretary prior to discussion, unless such requirement is decided unnecessary by unanimous consent. (Amendable, debatable.)

- (3) “Refer to a Subcommittee” will include the specific body to which a proposition is referred if such body is in existence; otherwise, a subcommittee may be appointed by the Committee or by the Chair upon a majority vote. (Amendable, debatable.)

- (4) “Postpone to a Certain Time” will be used to defer action on a pending motion to a definite meeting date in the future when adopted by a majority vote. (Amendable, debatable.)

- (5) “Limit or Extend Debate” will be used to lengthen or shorten the time for debate by each Voting or Nonvoting Member tee when adopted by a majority vote (Amendable, not debatable.)

- (6) “Previous Question” will be used to stop debate and to bring to immediate vote the pending main motion and/or any pending subsidiary motions when adopted by a

majority vote. (Not amendable, not debatable.)

(7) “Lay on the Table” will be used to temporarily lay aside an agenda item. It is not used to kill a motion or to delay action on a motion until some future date. Its purpose is to defer action on an agenda item when something more important arises. It requires a second, and requires a majority vote for adoption. (Not amendable, not debatable.)

#### **1.04 Motions to Reconsider**

The motion to reconsider will be used to reopen discussion for a vote on an agenda item already acted upon. Reconsideration may occur only at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may be made only by a Voting Member who voted on the prevailing side of the original action. It requires a second, is not amendable, is debatable, and requires a majority vote for adoption. The effect of the adoption of the motion to reconsider is to immediately place before the Voting Members again the agenda item on which the vote was originally taken. Reconsideration of an agenda item at a subsequent meeting requires the agenda item to be placed on the agenda for that meeting.

#### **1.05 Motion to Rescind**

The motion to rescind will be used to change or countermand a previous action, as long as the result of that vote has not been executed. There is no time limit on making the motion to rescind and it can be moved by any Voting Member, regardless of how that Voting Member voted on the original motion. It requires a second, is amendable, is debatable and requires a unanimous vote for adoption. Consideration of a motion to rescind a vote adopted at a previous meeting must be placed on the agenda at the subsequent meeting at which it is to be considered.

#### **1.06 Rulings**

Pursuant to Section 4.12(c) of the Operational Procedures, the Program Manager will rule on all points of order, subject to the right of any Voting Member to appeal to the entire Committee. If any appeal is made, the question will be, “will the decision of the Program Manager be sustained?”, and a majority vote is required to sustain the decision of the Chair. An appeal must be moved and seconded immediately after the ruling on the point of order that has been made by the Chair.

#### **1.07 Subject Matter**

No new motion or proposition will be admitted under color of an amendment or a substitute for the pending motion or proposition which does not relate to the subject matter in the original motion or proposition.

#### **1.08 Recesses for Caucusing; Referral to Subcommittees**

(a) Because a unanimous vote of the Committee is required for action on most matters, caucusing of Members on a matter at a Committee meeting, or referral of a matter to a

subcommittee can serve a useful function when it appears that a unanimous vote cannot be secured on a matter for which a unanimous vote is required.

(b) The Chair may call a recess in a meeting at any time to allow Members to caucus on a matter pending before the Committee. A recess does not require a motion or a vote.

(c) The Committee will consider referring a matter to a subcommittee if a unanimous vote of the Voting Members is required and it appears that a unanimous vote cannot be secured. A motion to refer such a matter to a subcommittee will require a majority vote of the Voting Members. If the subcommittee is not already in existence, the motion will include a designation of the subcommittee chair and members, which will include all Members wishing to serve on the subcommittee. A subcommittee will convene initially during a recess of the Committee meeting at which the matter is referred to the subcommittee. The subcommittee will attempt to reach agreement for action on the matter at that meeting. If the subcommittee reaches agreement on the matter, the Chair will reconvene the Committee meeting to consider the agreement reached. If the subcommittee is unable to reach agreement, the Chair will reconvene the Committee meeting, and the Committee will either vote on the matter, or direct the subcommittee to convene one or more separate meetings to attempt to reach agreement and report on the matter at the next meeting of the Committee, unless the Committee, by unanimous vote, agrees to a different schedule.

## **ARTICLE II. DECORUM**

### **Section**

2.01 Members of the Committee

2.02 Citizens' Participation

#### **2.01 Members of the Committee**

(a) If determined appropriate by the Chair to foster the efficient conduct of a meeting, the Chair may require a Member of the Committee who wishes recognition to address the Chair and not proceed with remarks until recognized and named by the Chair. Remarks will be confined to the question before the Committee.

(b) While a Member of the Committee is speaking, other Members will not hold private discourse or in any manner interrupt the speaker. In all discussion, disrespectful language and personalities will be avoided.

#### **2.02 Citizens' Participation**

(a) If determined appropriate by the Chair to foster the efficient conduct of a meeting, the Chair may invoke the following rules for persons in attendance at a Committee meeting:

(1) All persons wishing to address the Committee during "Public Comment" will sign in and give his or her name. No personal attacks on anyone will be allowed by any speaker. Unless adjusted by the Chair, all speakers will be limited to three minutes, and no one group or organization will be allowed more than ten minutes to speak on any one specific agenda item.

(2) If a person wishes to speak on a matter which is an agenda item, that person will and give his or her name and address. Each person will be allowed three minutes to address the Committee on that particular agenda item and there will be a cumulative limit of ten minutes for all those who speak on an agenda item. No person will be allowed to address the Committee more than once per agenda item at each meeting. These same rules apply to speakers at officially called meeting of the Committee, including regular or special meetings.

(3) Persons in attendance may not carry signs, placards, or other items that block the view of those behind them or are disruptive to the proceedings. No person attending any Committee meeting will delay the proceedings or refuse to obey the orders of the Chair.

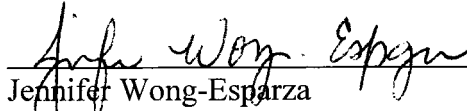
(4) Disturbances, transgressions of the rules, or disorderly conduct may cause the transgressor to be removed from the meeting. The Chair will exercise control over persons who disrupt the meeting in the following ascending order of action:

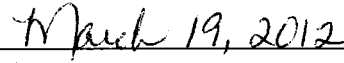
(A) Call the person to order advising that person of the infraction.

(B) Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting

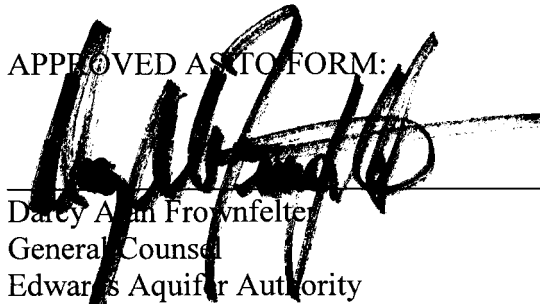
(C) Order the person to leave the meeting.

(5) Citizens are encouraged to attend Committee meetings. However, the number admitted will be limited to the fire safety capacity of the meeting room.

  
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Jennifer Wong-Esparza  
Assistant to the Implementing Committee Secretary

  
\_\_\_\_\_  
Date

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Darcy Ann Frownfelter  
General Counsel  
Edwards Aquifer Authority

  
\_\_\_\_\_  
Date