

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

<b>POLICY TITLE:</b>	<b>Rules of Order for Council and Committee Meetings</b>	<b>Issue Date:</b>	<b>2/9/2011</b>
<b>POLICY NUMBER:</b>	<b>5070</b>	<b>Revised:</b>	

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### 5070.1 General

**5070.1.1** Action items shall be brought before and considered by the Council by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Council prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules, such as Robert's Rules of Order.

**5070.1.2** If a Council Delegate believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order, which shall not require a motion, to the Council Chair. If the ruling of the Council Chair is not satisfactory to the Council Delegate, then the ruling may be appealed to the Council. A majority of the Council will then determine the point of order.

### 5070.2 Obtaining the Floor

**5070.2.1** Any Council Delegate desiring to speak should address the Council Chair and, upon recognition by the Council Chair, may address the subject under discussion.

### 5070.3 Motions

**5070.3.1** Any Council Delegate, including the Council Chair, may make or second a motion. A motion shall be brought and considered as follows:

**5070.3.1.1** A Council Delegate makes a motion; another Council Delegate seconds the motion; and the Council Chair states the motion.

**5070.3.2** Once the motion has been stated by the Council Chair, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Council Chair will call for the vote.

**5070.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Council Delegate may move to immediately bring the question being debated to a vote, suspending any further debate.

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### 5070.4 Secondary Motions

Ordinarily, only one motion may be considered at a time, and a motion must be disposed of before any other motion or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion, as follows:

**5070.4.1 Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Council Delegates who moved and seconded, or by a new motion and second.

**5070.4.2 Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table.

**5070.4.3 Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone.

**5070.4.4 Motion to Close Debate and Vote Immediately.** As provided above, any Council Delegate may move to close debate and immediately vote on a main motion.

**5070.4.5 Motion to Adjourn.** A meeting may be adjourned by motion.

### 5070.5 Decorum

**5070.5.1** The Council Chair shall take whatever actions are necessary and appropriate to preserve order and decorum during Council meetings, including public hearings. The Council Chair shall comply with the Ralph M. Brown Act in addressing disorderly conduct during Council meetings.

**5070.5.2** The Council Chair may also declare a short recess during any meeting.

### 5070.6 Amendment of Rules of Order

**5070.6.1** By motion made, seconded and approved by the Council, the Council may, at its discretion and at any meeting:

**5070.6.1.1** Temporarily suspend these rules in whole or in part;

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- 5070.6.1.2 Amend these rules in whole or in part; or,
- 5070.6.1.3 Both.