



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

<p>Subject:</p> <p>CPAD RULES OF ORDER</p> <p>Based on “Roberts Rules of Order”</p>	<p>Policy Number: 1.3 . .</p> <p>Page 1 of 12</p> <hr/> <p>Date Adopted: 7-27-2020</p>
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Preface

The following rules of order have been adopted for the Cameron Park Air District board meetings. They have been loosely adapted from “Robert's Rules of Order, The Modern Edition”, Berkley edition, 1989; the format of these rules follows the format in the book exactly. Where these rules conflict with California law, California law shall have precedence. Where these rules conflict with other documents in the Policies and Procedures Manual, these rules shall have precedence. As conflicts are discovered, the board shall promptly resolve them.

These rules may also be used as a guide for committee meetings. However, committee meetings are normally less formal than board meetings.

Introduction of Business

1. General Method

All business must be brought before the board by being placed on the agenda adopted for a regular or special meeting. In some cases, the chair may specify an action and announce that, if there is no objection, the action will be considered adopted. If a board member objects, a motion to adopt the action becomes necessary. Otherwise, the chair may announce “There being no objection, the action is adopted”.

2. Obtaining the Floor

At the discretion of the chair, brief discussions between two or more parties may be allowed. However the floor normally belongs to only one person at a time. That person has the right to speak without interruption, except for a point of order. A person may obtain the floor by raising a hand and being acknowledged by the chair

3. Motions

Before any subject is voted upon, it is necessary that a motion be made by one board member and, except for a point of order, seconded by another. A point of order is always ruled upon immediately by the chair and is never



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open for debate. At the discretion of the chair, the working of the motion may be altered in informal discussion. The alterations may not be made if the mover objects. The member who made the second may withdraw the second.

4. Opening Debate

If the motion is debatable, the chair will allow debate among the board members. The chair may also participate in the debate.

5. Dividing a Motion

Motions may not be divided.

Classification of Motions

6. Main Motions

A motion that brings to the board a subject independent of any other pending motion is a main motion. It can be made only when no other motion is pending, and must be capable of standing by itself. A main motion is almost always the first step in a parliamentary activity.

7. Subsidiary Motions

If a main motion is pending, a subsidiary motion may be made to amend the main motion or limit the debate. A subsidiary motion must be disposed of before debate on the main motion can continue.

8. Incidental Motions

The only incidental motion is a point of order; it does not require a second and is not debatable

9. Privileged Motions

A motion to recess or adjourn is called a privileged motion because it can be made at any time. It requires a second, but is not debatable.



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Individual Motions

10. Adjourn

To adjourn is to end a meeting. This motion requires a second and is undebatable. It may not be made when any other motion is on the floor. The chair normally causes the motion to be accepted without a vote. (See section 1)

11. Recess

To recess is to adjourn for a short intermission. It requires a second and is not debatable.

12. Raise a question of privilege

Not used by CPAD

13. Call for the orders of the day.

Not used by CPAD

14. Point of order and appeal

A point order is an assertion that a rule is being violated and a request that the rule be enforced by the chair. It may be raised by a board member at any time. It does not require a second, is not debatable, and must be ruled upon by the chair before any further business. The maker of the motion may appeal the decision of the chair, in which case it is voted upon immediately. An affirmative vote of at least 3 board members is required to overturn the chair’s decision.

15. Object to the consideration of a question

Not used by CPAD

16. Read papers

Not used by CPAD. However, the chair may sometimes grant a request to read papers.



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17. Withdraw or modify a motion

Whenever a main motion is on the floor, the maker of the motion may withdraw it. The effect is as though the motion was never made. The maker of the motion may also modify the motion before the vote, in which case the seconder may withdraw the second. If a motion cannot get a second, it is dropped without further discussion.

18. Suspend the rules

Not used by CPAD.

19. Other incidental motions

There are no other incidental motions

20. Lay on the table

Not used by CPAD:

21. Close, limit, or extend limits of debate

The chair normally regulates the procedure for handling any motion. However, a board member may request that debate or discussion of a main motion be limited or extended. If put in the form of a motion, the motion requires a second and must be voted upon without debate.

22. Postpone definitely

Not used by CPAD. The effect of this motion may be obtained by withdrawing a motion and remaking it at a later time. See section 17.

23. Commit or refer

Not used by CPAD. However committees may be created by main motions.

24. Amend

Only a main motion which is on the floor may be amended. A motion to amend requires a second and is debatable. The motion to amend must be withdrawn or voted upon before another motion to amend can be made



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and before debate on the main motion can continue.

25. Postpone indefinitely

Not used by CPAD. See section 17.

26. Create and fill blanks

Not used by CPAD.

27. Nominate and elect

No special procedures are used by CPAD. Nominations, if required, are handled by normal main motions.

28. Reconsider and amend after adoption

Not used by CPAD.

Committees and informal action

29. Committees

CPAD has no standing committees. From time to time, the board may create a committee to accomplish some specific task. The board will select the chair and other members by a main motion (or, under section 1, by action of the board’s chair). The rules under which the committee conducts its meeting are determined by the committee’s chair. The committee will cease to exist when its task is completed.

30. Presentation of reports of committees

The chair of a committee, of a member of the committee appointed by the committee’s chair, will make reports of the committee’s actions at board meetings. These reports may include recommendations to the board. These recommendations are not binding on board activity.

31. Adoption of reports of committees



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Not used by CPAD

32. Committee of the whole

Not used by CPAD.

33. Informal consideration

Not used by CPAD

Debate and Decorum

34. Debate

Debate is any spoken comment on the merits of a pending motion, whether or not a clear preference for or against the motion is expressed. When a motion has been made and, if necessary, seconded, it must be stated by the chair before any debate, including that of the mover is permitted. Discussion among the board members may be somewhat informal. However, it is the duty of the chair to move the discussion along, keep it focused on the subject matter, and allow each board member a chance to speak.

35. Debatable and undebatable motions

A motion is debatable unless the occurrence of debate would defeat its purpose or needlessly delay action. For instance, a main motion is always debatable, but a motion to adjourn is not.

36. Decorum in debate

In debate a member must confine himself to the question immediately before the board and avoid personalities.

37. Ending debate

The chair will allow every board member an adequate opportunity to participate in the debate. When, in the chair’s opinion, this has been done, the chair will end the debate by calling for the vote.



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Voting

38. Voting methods

The only voting method used by CPAD is the roll call. At the direction of the chair, the acting secretary will take the vote of each board member present, including the chair. Each board member will vote yes, no, or abstain from voting.

39. Calculating votes

A motion carries if and only if it has at least 3 affirmative votes unless otherwise provided by law.

Order of Business and Agenda

40. Order of business

The order of business shall be as described in the “BOARD MEETIGN PROCEDURE” in the CPAD Policies and Procedures manual.

41. Agenda

The agenda shall be prepared as described in the “AGENDA SETTING PROCEDURE” in the CPAD Board Policies and Procedures manual.

Meeting, Session, Notice, and Quorum



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42. Meeting

A meeting is any congregation of a majority of Board members at the same time and place to hear, discuss, or deliberate upon any item within the jurisdiction of CPAD. The CPAD board holds regular meetings on the third Monday of every month at 7:00P.M. In addition the board may schedule special meetings from time to time to address a particular topic. All meetings are held within the district.

43. Session

The concept of a session consisting of several connected meetings does not apply to CPAD.

An executive or closed session, which is closed to the public, may occur during a meeting. The purpose of the closed session must be stated in open session prior to the closed session. Any action taken, along with the corresponding vote or abstention of each board member present, must be announced immediately following the closed session during the current meeting. Because of this, a motion to adjourn is out of order during closed session.

Restrictions on the holding of closed sessions and requirements for reporting on closed sessions are described in the Ralph M. Brown Act.

44. Notice

The agenda of a regular meeting, together with an announcement of the time and place of the meeting, must be posted in a conspicuous place at least 72 hours prior to the meeting. The time, place, and agenda of a special meeting must be posted 24 hours prior to the meeting

45. Quorum

A minimum of 3 board members must be present to hold a meeting unless otherwise specified in the Ralph M. Brown Act. The board has a maximum of 5 members.

Assemblies and Bylaws



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46. Occasional or mass meetings

Not used by CPAD

47. Conventions

Not used by CPAD

48. Permanent Societies

Not used by CPAD

49. Bylaws and other rules

Refer to the CPAD board Policies and Procedures manual

Officers and Boards

50. President and Vice President

Refer to the CPAD board Policies and Procedures manual

51. Secretary and the minutes

Refer to the CPAD board Policies and Procedures manual for the secretary’s job description.

52. Treasurer and other officers

Refer to the CPAD board Policies and Procedures manual for the treasurer’s job description.

53. Boards and reports

Not applicable to CPAD



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Resolutions

54. Resolutions

Major CPAD policies, such as the setting of fees and property usage, are stated in the form of resolutions. A new or substantially modified resolution is formed in one general meeting and adopted in the next. If further substantial changes are made, the adoption must be postponed for yet another general meeting. If the resolution entails creating or raising a tax or assessment, public notice must be posted 45 days prior to the first meeting. Further requirements may be stated in State law.

Resolutions are written in a particular format. They begin with the year of adoption and an identifying number. For instance, 94-4 indicates the fourth resolution for 1994.

The next item is a brief statement of the resolution. For instance, “A resolution of the Cameron Park Airport District Board of Director to set a Standard Tie Down and User Fee and Transient Parking Fees on District Property”.

Following this are one or more paragraphs, each beginning with the word “WHEREAS” which give the background and motivation for the resolution.

The next paragraph begins “BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THZE CAMERON PARK AIRPORT DSISTRICKT” and continues with the statement of the resolution itself. There may be further paragraphs which begin “BE IT FURTHER RESOLVED”; and so forth as necessary.

The final paragraph gives the date as follows: “Passed and adopted by the Board of Directors of the Cameron Park Airport District at a regular meeting held on June 20, 1994”. The ayes, noes, absents, and abstains are recorded. The document

Motions reviewed by their objects



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55. Objects

56. To change

57. To defer

58. To suppress debate

59. To suppress the motion

60. To consider again

61. To correct errors or deal with exceptions

62. To interrupt or end a meeting

63. Other

The above sections are of no interest to CPAD

64. Renewal of motions

Not used by CPAD.

65. Prohibitions of motions

Not used by CPAD.

66. Disciplinary actions

There are four kinds of offenses that may invoke disciplinary action: offenses by nonmembers present at the meetings, offenses by members in meetings, offenses by members not at meetings, and offenses by officers.

A nonmember has no right to make and motion, including a point of order, or to vote. A nonmember has no right to speak except when the chair recognizes the nonmember during a public input period. A nonmember who talks out of order or is otherwise disruptive may be asked to leave by; the chair. In extreme cases, the chair may ask that the sheriff be called to evict the offender and recess the meeting until order is restored.

It is the duty of the chair to see to it that meetings are conducted according to the rules in this document. However, the chair has no legal method, other than friendly persuasion, to coerce another member into



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following the rules. If the other members of the board are dissatisfied with the behavior of the chair, their only recourse is to place an election on the agenda to replace the chair with another member.

The board may respond to an offense of a member not at a meeting by placing an item on the agenda and voting on an official board petition concerning the actions of said member. Under no conditions does the board have any authority to arrest or expel any of its members, or to subject a member to any type of trial.

Since officers are employees to or contractors of the board, an offense by an officer is handled by normal employer or contractor review procedures