

Rules of Procedure for Board Meetings Clay Battelle Public Service District (CBPSD)

Adopted: June 27, 2018, revised April 2022 regarding time and dates

Every local government has its own rules and procedure. These are simply guidelines to help conduct public business in an orderly fashion.

The first item of business at the beginning of the calendar year shall be the election of Board member positions. The Board shall vote in a Chairman, Vice President, and Secretary/Treasurer. The meeting shall follow the agenda as presented by the CBPSD office staff. Any Board Member is permitted to request an item on the agenda. In the event the elected Chairman is unable to attend, the Vice President shall serve in his/her place. In the event any Board Member is unable to attend, the remaining two Board Members shall serve as quorum. It is acceptable practice, when necessary, for a board member to participate in the meeting via phone/skype/other electronic means.

The usual date and time for regularly scheduled meetings is the first Wednesday of the month (changed in approximately 2021 from the fourth Wednesday). Under unusual circumstances, an alternate date and time may be considered on a temporary basis by motion and majority vote of the Board Members. As of the adopted date for these Rules of Procedure, all meetings will be held at the CBPSD office located off Buckeye Road unless the Board votes otherwise. The time for the meeting will be posted at CBPSD office by Monday of the week of the meeting. The time can also be obtained by calling the office. The start of meeting time will typically be 12pm, 3pm or 5:30pm.

The public comment period of the meeting will be opened to those in attendance. Each member of the public wishing to be heard must raise their hand, stand, and provide his/her name and address for the record. Time will be limited to three (3) minutes unless circumstances warrant additional time as approved by the Chairman. This is not to be used as a question-and-answer forum. Only comments will be received that may or may not require further comment by the Board.

Appointments will be taken in the order they are shown on the agenda. Individuals appearing will be asked to provide their name and address for the record before making their request or presentation. Time limit for each participant shall not exceed ten (10) minutes unless otherwise requested. Appointments must be scheduled at least five working days prior to the meeting. Correspondence received at least five working days prior to the meeting will also be considered at this time.

As the agenda progresses there may be items requiring an official motion by a Board Member. After the motion has been made and seconded, a discussion may ensue prior to a vote being called. The motion can be discussed or withdrawn before a final vote. Questions on the subject being considered may be asked at this time by any Board Member. With no objections or discussion being requested, a voice vote will be called by the Chairman and will be recorded.

Motions can be withdrawn, or a new motion can be made to give members a chance to change their minds. If a motion does not receive a second, the Board Member who made the motion may request the item be added to the next meeting agenda.

Any motion to reconsider must come from the winning side. This does not include any matters that were approved by a prior Board. These subjects must be decided on a case-by-case basis as advised by the CBPSD's Attorney.

In general, the Chairman will call the meeting to order. It is the responsibility of the Chairman to preserve order and decorum during the Board meeting. The Chairman will ask that a summary of items being presented for consideration and approval be read or reported on by the board member or staff member most familiar with the item. A motion for approval or exception will follow by a Board Member unless there are matters to be clarified. Upon hearing a second of the motion, the Chairman shall call for a voice vote on the motion for approval.

Items under "Unfinished Business" and "New Business" will be discussed, and action will be taken if required.

The Board will review/discuss system and financial reports for CBPSD. Employees/Contractors followed by reports and/or comments from fellow Board Members. If there are none to be heard, the Chairman shall ask for a motion to adjourn.

There will be no slanderous or unsubstantiated accusations against any member of the Board and/or against Clay Battelle's Employees/Contractors. Any member of the public who shall become boisterous shall forthwith be asked to leave and barred from further audience.

The District's attorney may be requested to attend meetings on an as-needed basis.

These guidelines may be adjusted from time to time as requested by any member of the Board.