HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws

POLICY TITLE: **Rules of Order for Board and Committee Meetings**
POLICY NUMBER: **4080**
ADOPTED:
AMENDED:

Action Items shall be brought before and considered by the Board by a motion in accordance with this policy.

4080.01 Obtaining the Floor
Any member of the Board desiring to speak should address the President and upon recognition by the President, may address the subject under discussion.

4080.02 Motions
Any member of the Board, including the President, may make or second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the President will call for the vote.

4080.03 Motion to Amend
A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

4080.04 Motion to Postpone or Table
A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4080.05 Motion to Refer to Committee
A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to a committee, which is then seconded and approved by a majority vote of the Board.

4080.06 Motion to Close Debate and Vote Immediately
As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

4080.07 Motion to Adjourn
A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4080.08 Decorum
The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may adjourn the meeting to temporary recess to gain order in the meeting, or may eject any person or persons making improper personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise interrupting the meeting or hearing.