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New Council Member Information

Please coordinate with Village Clerk Grey if you will need a Village laptop for use during Council meetings. He can be reached via email at grey@lakeisabellami.org.

All Ordinances are available on-line, as well as all of our recent Audits with the exception of the just received this week. www.lakeisabellami.org

Enclosed is a newly elected official's guidebook from the Michigan Municipal League.

Also enclosed are the following items:

- Village Council & Manager Contact Roster
- Village Council Rules
- Naming Policy
- Organizational Chart
- P.A. 198 Abatement Policy
- Social Media & Website Policy
- Crisis Communication Plan
- Guidelines for Donating Land
- Streetlight Policy
- Capital Assets Policy
- Credit Card Policy
- Fund Balance Policy
- Investment Policy
- Village Charter



**United States Constitution
& Michigan Constitution**

These all carry the weight of law, and are legally enforceable in a court of law.

Statutes: Home Rule Village Act, Michigan Zoning Enabling Act...

Lake Isabella Village Charter

Village Ordinances

Resolutions

These are items that are directly voted on by the Village Council

Policies
Investment Policy, Employee Handbook, Naming Policy...

Motions of the Village Council



Lake Isabella
Village Council
Proposed Rules & Procedures

Effective January 1, 2015

Village of Lake Isabella
VILLAGE COUNCIL
RULES AND PROCEDURES

The Village Council, hereinafter called the Council, is directed by the Village Charter Article VI Section 6.07 to determine its own organization, rules and procedures. The rules and procedures of this policy shall be binding upon all members of the Village Council and are intended to ensure that the business of the Village is conducted in a consistent and transparent manner. It is further the goal of this policy to ensure that the rights of individual Council members and the general public are protected and that the Village complies with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

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Section 1

Roles of the Village Council & Village Manager

The role of the Village Council is to lead the community of Lake Isabella towards an appointed vision and adopted set of goals. The vision and goals shall be set by the Village Council, and shall reflect the needs of the residents and property owners as they relate to the services and activities of the Lake Isabella Village government. The Village Council is the linkage between the Village government and the residents and property owners of the community. The Village Council's primary responsibilities are to represent the residents and property owners of the entire Village of Lake Isabella. The fulfillment of the mission and goals should be done in a fiscally responsible manner within the parameters of statutory authority and the Village Charter.

The Village Council connects its authority to the residents and property owners of Lake Isabella, and sees its task as servant-leaders to and from them. The role of the Village Council is separate and distinct from the role of the Village Manager, Village Attorney, and staff insofar as the Village Council's vision and goals are derived by looking outwardly to the needs and interest of the citizens of residents and property owners. The implementation of the Village Council's vision and goals is the responsibility of the Village Manager.

The Village Council acknowledges the roles and responsibilities of the other appointed boards of the Village, as well as the Council's duty to provide funding and organizational support necessary for them to carry out their assigned duties.

The Village Council will appoint/hire, review, and hold accountable the Village Manager. The Village Manager is the official connection between the Village Council and the staff and organization of the Village of Lake Isabella. As the policy-making body of the Village, the Village Council is responsible for visionary policies and goals. The Village Council must clearly communicate its visions, goals, objectives, and concerns to the Village Manager. Individual members of the Village Council shall not cause for there to be a hostile work environment which adversely impacts the ability of the Village Manager to effectively serve the Village Council. Implementation of operational policies and ancillary decision making, consistent with the vision and goals of the Village Council, is the responsibility of the Village Manager.

The Village Council's interaction with the Village Manager must recognize and be respectful of the authority that must be necessarily be vested in the Village Manager to enable him/her to perform the functions and duties of that position. The Village Manager is accountable only to the Village Council as a whole, and not to individual Village Council members. Therefore, no individual member of the Village Council has authority over the Village Manager. Information may be requested by individual Board members, but if such request, in the Village Manager's judgment, require a material amount of resources or is detrimental to other necessities, the Village Manager may ask for majority Board action on such requests. Except for the purpose of inquiry, the Council and its members shall deal with day-to-day administrative functions of all departments, under the Council's responsibility, solely through the Village Manager and neither the Council nor any member thereof shall give orders or direction to any of the subordinates of the Village Manager or Village Attorney.

With the exception of the Village Attorney, the Village Manager shall have general authority over all Village departments and Department Directors under the Village Council. This authority

shall include supervision and oversight of structural, budgetary, and day to day functions and management decisions required to carry out the objectives of the Village Council. It is the role of the Village Manager to evaluate the performance of the Department Directors, and to promptly address any performance concerns or disciplinary matters. When s/he concludes it is in the best interest of the Village, the Village Manager is also authorized to negotiate severance or transition agreements for any employee up to the dollar amount authorized by the Village's adopted purchasing ordinance for transactions which do not require sealed bids, which at the time of the adoption of these rules was \$5,000. Any severance or separation agreement above such dollar amount shall only be approved by Council.

In general terms, the Village Council's job is generally confined to the establishment of the broader vision and policies of the Village. Implementation and subsidiary decision making is delegated to the Village Manager. The Village Council shall formally adopt a job description outlining specific duties, responsibilities, and qualifications needed for a person employed as the Village Manager. Generally speaking, the duties of the Village Manager shall include:

Management of Village Organizational Structure – this includes annual evaluation of departmental structure and duties throughout the Village and recommendations to Village Council for more efficient and/or cost-effective ways to provide Village services. The Village Manager also provides the selection and management of all department directors.

Operational Policies – the Village Manager shall be responsible for delivering, implementing, and enforcing written operational policies consistent with the Village Council's vision and objectives including but not limited to: Purchasing Policies, Employment Policies, Code of Ethics Policy, and any other such written policies as directed by the Village Council.

Financial – It is the Village Manager's duty to annually produce and present a fiscally responsible balanced budget recommendation to the Village Council. The Village Manager's budget recommendation must be consistent with the Village Council's stated priorities in allocating amongst competing budget needs, meet statutory requirements, be based on credible projections of revenues and expenses, include contingency planning, and provisions for annual auditing and adequate fund reserves.

Communication - The Village Manager is responsible for communicating the Village Council's visionary policies and goals. Information that impacts the Village's ability to effectively implement Village Council visionary policies and goals must likewise be communicated by the Village Manager to the Village Council in a timely manner.

Contract – If the Village Manager has an Employment Agreement with the Village, the provisions of the Employment Agreement, even if in conflict with "Duties of the Village Manager", shall be binding.

Ethical Responsibilities of the Village Manager – Within the scope of authority delegated to him/her by the Village Council, the Village Manager shall not cause nor allow any policy, activity, or organizational action that is unlawful, imprudent or in violation of

commonly accepted business or professional ethics. When the Village Manager becomes aware of such conditions, she/he is responsible for remedying such matters to the extent possible and communicating the same to the Village Council. The Village Manager shall not participate in Lake Isabella Village politics or otherwise support in any way campaigns of Lake Isabella Village elected officials or candidates.

Professional Membership – The Village Council desires for the Village Manager to be a member in good standing of the Michigan Chapter of the International Village/County Management Association (ICMA), presently known as the Michigan Local Government Management Association (MLGMA), and preferably also a member of the ICMA. The Village Council understands that membership in both of these professional organizations come with an obligation to adhere to a formal professional code of conduct, a summary of such is attached hereto as **Appendix B**, and the Village Council expects that the Village Manager shall adhere to the ethical standards adopted by these professional organizations.

Section 2**Village Council Meetings**

- 2.1 The purpose of a regular or special meeting of the Village Council is for the business of the Village to be conducted in a public setting. Four (4) members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than quorum may adjourn any regular or special meeting to a later date of not later than one (1) week, or may compel the attendance of absent members. The regular meeting date and time for the Village Council shall be 7 PM on the third Tuesday of the month. Unless otherwise agreed to by a majority vote of the Council, the meeting location shall be the Village Hall located at 1010 Clubhouse Drive.
- 2.2 One Council member may appear at a Council meeting via telephone or video conference under limited circumstances as established herein. Telephonic or video appearances are only for the benefit of the necessary transaction of business that cannot otherwise wait for approval at a later date, and not for the benefit of individual Council members. Telephonic appearances may only occur as follows:
- A. The presiding officer may approve a Council member's appearance at a Council meeting via telephonic means when action on a measure to be voted on cannot be reasonably delayed. A minimum of three members must be physically present at a meeting which has been posted in compliance with then Open Meetings Act, and all absent members must be afforded an equal opportunity to participate in the meeting if they are so able and desire.
 - B. A member requesting to participate shall provide 12 hour notice to the Village Manager and Village Clerk of the desire to participate via telephonic means.
 - C. The member requesting to participate cannot attend the meeting under reasonable circumstances, such as but not limited to; travel, illness, business, or family emergency.
 - D. One member of a standing sub-committees of the Village Council such as the election commission, finance committee, or personnel committee may appear via telephonic means for discussion purposes only, and provided that the other two members of the sub-committee are physically present at the meeting.
- 2.3 Regular meetings shall be held on the third Tuesday of each month, with attendance being mandatory. Requests for excused absences shall preferably be submitted to the Council in writing, or verbally announced during a preceding Council meeting in advance of the planned absence, except in emergency situations. Excused and unexcused absences shall be determined by vote of the Council utilizing the following guidelines:
- A. In the event a member must absent themselves from a regular Village Council meeting, the responsibility for reporting such absence will reside exclusively with the member, unless such absence makes it impossible to report in a personal and timely fashion.
 - B. Reporting of such an absence must be made known at the earliest opportunity. Reporting of an absence shall be first to the Village Council President. Should, however, the Village Council President be unavailable, the reporting of an absence will then be reported to

Village Council President Pro-Tempore, Village Clerk or any member of the Village Council, in that order.

- C. Should an emergency condition arise that prohibits the member from reporting the absence in a timely fashion, the member must at the earliest opportunity report directly to the Village Council President, stating in clear terms the reason for the absence and delay in reporting.
- D. All absences will be reviewed at the appropriate Council meeting, or at a preceding meeting for a planned absence. Council members shall, by simple majority vote or unanimous consent, determine whether the absence is excused or unexcused. The affected member will be excluded from the voting process even if present during the review in conformance with Section 6.07 Sub-article C.

2.4 If any business arises after the Regular Meeting that requires Council action, a Special Meeting may be called at the request of the President or three Council members. Written notice and an agenda stating each matter to be considered at a special meeting shall be given to each Council member and the President, unless the entire Council and the President are present and waive notice. Public notification of special meetings shall be in accordance with State law and with the Michigan Open Meetings Act. No business shall be conducted at any special meeting unless the same has been stated in the notice of such meeting.

2.5 In the absence of the Village President, the President Pro-Tempore shall be the presiding officer of the Village Council. In the absence of the Village President and Village President Pro-Tempore, the Council member with the longest continual term of service shall be the presiding officer of the Village.

2.6 Council members submitting an agenda item shall send the item to the Village Manager for inclusion with the meeting packet at least one week prior to the next regularly scheduled Council meeting. Staff professional opinion will be written to accompany the item for discussion. It is understood and accepted that unique circumstances arise which may be in conflict with the required 7 day submission requirement. In such cases, the item shall only be added to the Agenda by a 2/3 vote of the Village Council at the next regular meeting.

2.7 The meeting agenda shall be approved as presented or approved as amended at the start of each regular meeting by majority vote. State law prohibits modifications to the agenda for special meetings.

2.8 The order of the agenda for regular and special meetings shall be as shown on "Appendix A." For items that require a public hearing, action on such item shall occur once the public hearing has been closed.

Section 3	Record of the Council
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- 3.1 A journal, hereinafter known as “the minutes,” of the proceedings of each meeting in the English language shall be kept by the Village Clerk and signed by the President or presiding officer of these meetings and the Clerk. The minutes of the meeting are to reflect the action and not the discussion of the Village Council. If a member of the public wishes for their comments or questions to be included in the official record of the Council, also known as “the minutes,” such comments or questions shall be submitted to the presiding officer at the start of the individual’s comments. All such submitted comments shall be limited a one single-spaced page. Per the Open Meetings Act the minutes must contain the following details:
- The meeting date, time, and location.
 - Members present, absent, or excused.
 - Results of all Roll Call votes.
 - Purpose for which a Closed Session was held.
 - Action taken by, or decisions made by, the Village Council.
- 3.2 A voice vote on all motions, proposed ordinances and resolutions shall be taken by “YES” and “NO” vote and the vote entered into the minutes. In all cases where a vote is taken, the presiding officer shall declare the result of the vote. Members shall not abstain from voting unless such abstention has been approved as required by the Village Charter.
- 3.3 A Roll Call vote shall be taken on the following items; all matters involving the finances or spending of public funds, all resolutions, and all ordinances.
- 3.4 Motions and Parliamentary Procedure at all meetings of the Council shall follow Roberts Rules of Order.
- 3.5 A record shall be taken of all meetings and the actions taken at these meetings. The names of Council members present and absent will be part of the minutes. Additionally, any individual addressing the council shall have their name(s) entered into the minutes. The minutes will be signed by the President, or presiding officer, and the Clerk.
- 3.6 The meeting agenda and packet shall be completed by the Village Clerk, or the Clerk’s designee, no later than the Friday before the regular meeting date. A digital copy of the meeting packet shall be delivered to the residence, or other location if so desired, of each Council member on Friday before the regular meeting date. The agenda and packet for a special meeting shall be delivered in a timely manner to each member prior to the meeting.
- 3.7 In accordance with Resolution 99-14 and the freedom of Information Act, open meetings may be audio-taped to assist the Clerk in preparing minutes of the meeting. Audio tape copies of all Council meetings shall be erased once the minutes of that meeting have been approved.

Section 4	Voting Requirements
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- 4.1 No member of the Council shall vote on any question in which they have a financial interest or on any questions concerning their own conduct. The Village Charter via Section 6.07, and the Village's adopted Ethics Ordinance shall govern questions concerning matters on which members shall abstain from voting.
- 4.2 On all other questions pertaining to the common public interest, each member must vote when their respective name is called unless excused from the vote by unanimous consent of the remaining members of the Council in attendance.
- 4.3 Any Council member refusing to vote except when not so required by then adopted rules of the Village Council or the Village Charter shall be found guilty of misconduct in office.
- 4.4 Roll call votes shall be taken on a rotating basis with the last name called in the preceding vote being the first called in the following roll call vote. Exception being that the President shall always vote last.
- 4.5 Conflicts of interest, relative to public contracts involving Council members, Village employees or committee members will be governed by Public Act 317 of 1968, as amended, Section 6.07(C) of the Village Charter, and by local ordinance.
- 4.6 It shall be in order for any member of the Council voting in the majority of a motion to move for a reconsideration of the vote on any question at that same meeting, or at the next meeting of the Village Council provided that no action has yet been taken as a result of the motion. When a motion to reconsider fails, it cannot be renewed.

Section 5	Election of Officers
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5.1 As provided for in Village Charter 5.07, page 7: The Council shall, at its first meeting in January, following each regular Village election, elect one of its members to serve as President, one as Clerk, one as Deputy Clerk, one as Treasurer, and a Deputy Treasurer. The Council shall also elect from among its members a President Pro-Tempore. Also at that same meeting the Council President shall present his/her recommendations for Council Committee assignments for the approval of the Village Council.

5.2 The duties of each of the officers, as noted above, shall conform to the requirements as stated in Village Charter Sections 5.07, 5.08, 5.09 and 5.10, pages 7 and 8 respectively.

Section 6	Committees
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- 6.1 The President of the Council, with the advice and consent of Council, may establish standing or Ad-hoc committees/commissions or boards and appoint members whose membership may include persons not on the Council. (Charter Section 5.08, page 8).
- 6.2 The President, with a majority vote of the Council may appoint a sitting Council member as an Ex-officio to the Planning Commission.
- 6.3 Ad-hoc Committees may be appointed to study specific matters; a time limit may be placed upon the length of the study. Committees will make regular reports to the Council at predetermined times. All committee recommendations shall be in written form and copies made available to each member of the Council in their respective Council packets.
- 6.4 Any standing committees of the Council shall include a minimum of three (3) members. The Council shall not assign the administration of any department of the Village to any members or committees of the Council. (Charter Section 6.07, D, page 12).
- 6.5 No Village Council member shall chair or co-chair any committee or board of the Village of Lake Isabella, with the exception of committees or boards which have membership of only Village Council members.
- 6.6 All Committees, Commissions and Boards of the Village shall adopt their own rules and procedures. In the absence of a Committee, Commissions or Board adopting their own set of rules or procedures, Roberts Rules of Order shall be used and the governing set of rules for that Board or Committee. Committee, Commission, or Board members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions, or are absent from more than thirty percent (30%) of regularly scheduled meetings and/or work sessions within a 12 month period shall be deemed to have vacated his/her seat on that Committee, Commission or Board and shall be removed from such. Exceptions will be considered if the absences are due to the conduct of other authorized committee or Village business.

Section 7	Public Participation
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7.1 All citizens shall have a reasonable opportunity to be heard regarding any matter at all meetings of the Village Council. In the interest of insuring the orderly processing of business before the Village Council, while safeguarding the opportunity of citizens to address the Council, the following procedures are hereby established when receiving public input or questions:

- A. Each citizen, prior to addressing the Council, shall state his/her name and address.
- B. Individual citizens shall be given three minutes to address the Council.
- C. Public comments and questions shall be directed to the presiding officer.
- C. Members of the public shall not use profanity during public comments, nor shall members of the public display signs during a meeting which contain profanity.
- D. The Council may or may not respond to questions or comments during the period of public comment.
- E. The Village Manager may reply to questions or comments made during the public comment period only upon the consent of the presiding officer.
- F. By a majority vote of the Village Council, an entire public comment period may be limited to a period of one-hour.

7.2 Petitioners shall be given a fifteen minute presentation time that may be extended by majority vote of the Council.

7.3 During discussion on individual agenda items, Council members may request additional information from any member of the public.

7.4 For public hearings, comments and questions shall only be offered relative to matter under consideration for the public hearing.

Section 8	Maintaining Order
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- 8.1 All Council members shall have the responsibility to preserve order and will refrain from conducting themselves in any manner, overtly or covertly, that will delay, impede or interrupt the proceedings of the Council.
- 8.2 The presiding officer has the responsibility to recognize a Council member's right to speak before the body. A Council member should not speak more than once on a particular subject until every other Council member has had the opportunity to speak.
- 8.3 Each Council member shall have the right to speak on any subject before the Council unless precluded by ethical, financial or legal conflicts or subjects concerning their personal conduct.
- 8.4 Any member, duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and be interrupted only in accordance with Robert's Rules of Order. If a member is judged to be out of order, he/she must change their remarks or surrender the right to continue speaking.
- 8.5 Proclamations, which are formal announcements or recognition made by the Village Council, shall be included in the agenda under "Reports."
- 8.6 Specific requests or proposals that are presented to the Council for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, 11 separate steps are required. The following process shall represent the basic steps to conducting business:

The Presiding Officer (Chair):

1. Announces the item of the agenda up for consideration and recognizes staff to provide a summary introduction of the agenda item, along with any recommendation that staff may have relative to the item.
2. Once staff has presented the item to the Council, the presiding officer shall open the floor to questions from the Council to staff regarding the agenda item.

A member of the Council:

3. Addresses the Chair.
4. Is recognized by the Chair.
5. Proposes a motion.

A second member of the Council:

6. Seconds the motion.

The Presiding Officer (Chair):

7. States the motion.
8. Calls for further discussion or debate on the motion.
9. Once discussion and debate has concluded, restates the motion and calls for a vote.

The Village Clerk or Presiding Officer

10. If the vote requires a Roll Call, the Village Clerk shall call for the vote of each member and report the results of the vote to the Chair. If only a voice vote is required, the Chair shall call for the Yeas and Nays.

The Presiding Officer (Chair):

11. Announces the result of the vote.

Section 9	Required Conduct
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9.1 In order to provide the community with a transparent administration of their local government, the Village of Lake Isabella has adopted a formal ethics ordinance which is found in Chapter 232 of the codified ordinances of the Village of Lake Isabella. Council members shall adhere to this ordinance.

9.2 The Village Manager & Village President shall act as the Public Information Officers for the Village. Individual Council members are entitled to their respective opinions, but shall not present such opinions on behalf of the Village or as the position of the Village.

9.3 Citizen inquires and requests are to be referred to the Village Manager.

9.4 Only the Village Manager (or his/her designee) or Village President shall contact vendors on behalf of the Village. This includes, but is not limited to; legal counsel, engineering staff, and other contracted and professional services.

9.5 For regular meetings of the Village Council, the Village Clerk, or Village staff if such duty has been delegated, should have prepared and delivered the agenda and meeting packet in a digital form by the Friday prior to the meeting, or earlier if possible. To the extent possible, staff is also directed to have a digital version of the Council packet posted on the Village's website for public inspection on the Friday prior to a regular meeting.

For special meetings of the Village Council, staff shall also to the extent possible prepare and deliver in a digital form the agenda and packet in a timely manner. Staff shall also make the agenda and meeting materials available on the Village's website prior to the meeting in a timely manner.

For the purpose of this section, the term "digital form" shall be in PDF form unless otherwise changed by majority vote of the Village Council.

9.6 Council members shall not divulge privileged or confidential information to members of the public or media. This includes legal opinions marked "Privileged and Confidential" and closed session minutes.

9.7 Keys to the Village Hall shall be provided to the Village President, Village Clerk, and Village Treasurer.

Section 10	Amendments & Suspension
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- 10.1 The rules and procedures of Council may be amended by a two-thirds vote of the entire membership of the Council.
- 10.2 The rules and procedures of the Council may be suspended during a meeting by a two-thirds vote of the entire membership.
- 10.3 It shall be the duty of the presiding officer to ensure the Council's rules and procedures are properly followed and enforced. To that end, he/she may employ the assistance of any other elected officer of the Village or the Village Manager to carry out the proper adherence to the rules and procedures of the Council and to maintain order.
- 10.4 The Village Council shall assign the periodic review of these adopted Rules and Procedures to a committee, either standing or special, at least once every two years.

Appendix A

Order of Business for Regular Council Meetings

- I. Call to Order & Pledge of Allegiance
- II. Roll Call of Members
- III. Excused Absence Requests (*Only applicable to requests for that meeting and not requests approved in advance by the Village Council.*)
- IV. Consent Agenda (*If an item on the Consent Agenda is amended, such action will be noted in the minutes. If an item other than the approval of minutes is pulled from the Consent Agenda, the item will be placed at the end of Existing Business or New Business. If the item pulled is the approval of minutes, action on such shall occur before reports.*)
- V. Reports
- VI. Public Hearings
- VII. Public Comments
- VIII. Existing Business
- IX. New Business
- X. Public Comments
- X. Announcements
- XI. Closed Session (*This is the preferred location for any planned or anticipated Closed Session of the Council, but may be done as needed as allowed by law at any point in the meeting.*)
- XII. Adjournment

Order of Business for Special Council Meetings

- I. Call to Order & Pledge of Allegiance
- II. Roll Call of Members
- III. Public Hearings
- IV. Public Comment
- V. Business
- VI. Public Comment
- VI. Adjournment

Appendix B

The mission of the International City/County Management Association (ICMA) is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

- Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
- Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
- Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
- Refrain from all political activities which undermine public confidence in professional administrators.
- Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

Appendix C

Robert's Rules of Order Motions Chart

Main Motions:

Purpose	You Say	Interrupt?	2 nd Needed?	Debate?	Amend?	Vote
Close Meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for...	No	Yes	No	Yes	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move to close debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone further action until...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer item to...	No	Yes	Yes	Yes	Majority
Modify the motion on the floor	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill the motion or agenda item	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Take action on an item	I move to...	No	Yes	Yes	Yes	Majority

Incidental & Other Common Motions:

Purpose	You Say	Interrupt?	2 nd Needed?	Debate?	Amend?	Vote
Enforce rules	Point of Order	Yes	No	No	No	None
Suspend the rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid consideration of an item or motion	I object to the consideration of the question	Yes	No	No	No	2/3
Divide the motion into parts	I move to divide the question by...	No	Yes	No	Yes	Majority
Request for information	Point of information	Yes	No	No	No	None
Reconsider an item	I move to reconsider...	No	Yes	Varies	No	Majority
Amend the agenda once adopted	I move to amend the agenda by...	No	Yes	Yes	Yes	2/3