

RENO COUNTY BOARD OF COUNTY COMMISSIONER'S POLICY ON COMMISSION MEETINGS

PURPOSE

This Statement of Policy has been developed to assure that meetings of the Reno County Board of County Commissioners are conducted in compliance with K.S.A. 75-4317 et seq., the Kansas Open Meetings Act (KOMA). This statement outlines Board policy on the schedule of regular and workshop meetings and on the procedure to be followed during scheduled meetings. This Statement of Policy will be reviewed annually in January. Board meetings should follow the Roberts Rules of Order, as appropriate for local government.

POLICY

BUSINESS MEETINGS

Effective July 2023, the board of County Commissioners will hold regular business meetings dedicated to the transaction of regular governmental business and the conduct of governmental affairs on the days indicated below.

SECOND AND FOURTH WEDNESDAYS

Effective July 2023, the Board of County Commissioners will only hold a regular meeting on the Second and Fourth Wednesday of each month, if needed. When there is a Fifth Wednesday in any month, a regular meeting will be scheduled for the purpose of transacting regular business. Any cancellation of the Fifth Wednesday meeting will be announced the week prior to a Fifth Wednesday. All Second, Fourth and Fifth Wednesday meetings will be convened pursuant to K.S.A. 75-4317 et seq.,.

SPECIAL MEETINGS/WORK SESSIONS

Special meetings and work sessions may be called by the Chairman of the Board, a majority of the County Commissioners or when required by state statute. When a special meeting or work session is called, the Chair shall notify the County Administrator who in turn shall notify the other County Commissioners. All special meetings will be convened pursuant to K.S.A. 75-4317 et seq.

PROCEDURE

MEETING AGENDA

An agenda for all meetings of the Board of County Commissioners shall be prepared by the County Administrator's Office in conjunction with the Chair. Agencies, organizations, county departments and citizens desiring to meet with the Board of County Commissioners may be placed on the agenda by contacting the County Administrator's Office. The County Administrator may at his/her discretion or after a request from the Commission Chair establish an agenda date and time for the requesting party in accordance with this Statement of Policy. The deadline for being placed on a business meeting is 12:00 PM on the Wednesday preceding the business meeting, unless permitted by the Chair of the Board.

AGENDA BACKGROUND INFORMATION

To facilitate informed discussion and timely action agenda items, the Board of County Commissioners requires adequate background information from the requesting party. A template provided by the County Administrator's Office outlines required information for parties and/or persons who request time on the agenda.

Departments, officers, agencies, organizations, and boards which are funded and/or created by or through the Board of County Commissioners will be required to submit background information in a professional memo format. The information that must be included in the memo is Agenda Subject, Background Information, Legal Considerations (if any), Alternatives, Recommendation, and Financial Considerations. Digital copies of the

background information must be submitted to the County Administrator's Office by the deadline stated above for the agenda request to be scheduled.

Any organization, board, agency, or citizen different from those listed above shall submit similar background information in a memo or email format. The information that must be included is the same as above, if applicable. Digital copies of the background information must be submitted to the County Administrator by the deadline stated above for the agenda request to be scheduled.

AGENDA SCHEDULE

Meetings of the Board of County Commissioners will be scheduled at 9:00 A.M. on the meeting day unless otherwise provided. The County Administrator will maintain a rotating report schedule with county Department Directors to provide directors the opportunity to meet with and present updates to the commissioners on a periodic basis.

MEETING PROTOCOL

Meetings of the Board of County Commissioners will be convened by the Chairman at the time stated on the meeting agenda or as soon thereafter as circumstances allow. The agenda may be amended at the beginning of each meeting by approval of the Board. Agenda items will be reviewed as follows, with changes to the order of items made at the discretion of the Commission Chair.

- A. Call to Order
- B. Pledge of Allegiance and Prayer
- C. Welcome and Announcements
- D. Public Comment
- E. Additions or Revisions to the Agenda
- F. Consent Agenda
- G. Business Items
- H. County Administrator Report
- I. County Commission Reports
- J. Executive Sessions

Generally the Agenda shall contain all items to be acted upon during the meeting, however the Board of County Commissioners may take action on any item regardless of whether it is on the Agenda or is introduced during the meeting.

Persons attending meetings of the Board of County Commissioners are allowed to address the Board on agenda items only when they have been recognized by the Chair. Discussion by those in attendance regarding an agenda item is at the discretion of the Board Chair. No person has a right to be disruptive and such action will not be tolerated.

Meetings shall be conducted following Rules as described in the National Association of Counties (NACO) document "The Right Way to Run a Meeting: A Guide for County Officials." The Chair shall make a determination regarding any procedural questions, and a majority of the Board may overrule the chair as allowed by the NACO Rules.

PUBLIC COMMENT

The Board of County Commissioners has chosen to allow for public comment from Reno County citizens under certain circumstances. Public comment will be limited to 5 minutes. The public comment period is for individuals to make short and concise comments to the governing body on items not on the agenda. The commission or a commissioner may, but is not required or expected to respond, to any public comment made during the public comment section of the agenda. Registration to speak during public comment is required at the beginning of the meeting on a provided sign-up sheet. If there is a meeting that has large amounts of public

comment requests, the county commission may limit each speaker to 3 minutes or less to comment. Additional restrictions may be made by persons who speak on a routine basis. The Commission Chair may also limit the number of speakers that are repeating the same comments as prior speakers in order to expedite the meeting while also allowing for reasonable public comment.

EXECUTIVE SESSIONS

The Board of County Commissioners may hold executive sessions pursuant to K.S.A. 75-4319. To go into executive session, the provisions of K.S.A. 75-4319(a) shall be followed.

ADJOURNMENT

Meetings of the Board of County Commissioners will be adjourned by the Chair upon completion of discussion and/or action on agenda items.



THE RIGHT WAY TO RUN A MEETING:

A GUIDE FOR COUNTY OFFICIALS

ABOUT THE NATIONAL ASSOCIATION OF COUNTIES

The National Association of Counties (NACo) unites America's 3,069 county governments. Founded in 1935, NACo brings county officials together to advocate with a collective voice on national policy, exchange ideas and build new leadership skills, pursue transformational county solutions, enrich the public's understanding of county government and exercise exemplary leadership in public service. For more information about NACo, please visit www.NACo.org



THE RIGHT WAY TO RUN A MEETING:

A GUIDE FOR COUNTY OFFICIALS

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INTRODUCTION

NACo'S VISION: ACHIEVE HEALTHY, VIBRANT AND SAFE COUNTIES ACROSS AMERICA

We are committed to pursuing excellence in public service by advancing sound public policies, promoting peer learning and accountability, fostering intergovernmental and public private collaboration, and providing value-added services to save counties and taxpayers money.

This publication is an example of that commitment. We believe that every county official needs to master the skill of running a meeting. The key role of local elected officials is to chair public and county meetings to ensure positive public engagement and civil discourse. Developing these skills can help you in your county or with running a meeting at a NACo conference.

We prepared this guide to show the steps for running a successful meeting and to present the basic rules, according to Robert's Rules of Order. It is not intended to replace Robert's Rules of Order, but act only as a quick reference guide. We hope that it is helpful.

Sincerely,

A handwritten signature in blue ink that reads "Matt Chase". The signature is fluid and cursive, with a large loop at the beginning of the name.

Matt Chase

Executive Director



THE RIGHT WAY TO RUN A MEETING

People who decide to run for public office come from all walks of life. Some are lawyers, some are doctors, and some are bankers, teachers, nurses, farmers or stay at home moms. What they all have in common is a desire to work for the betterment of their communities. Many candidates for office are outstanding in their chosen fields and know the rules of the game to make themselves successful. What happens when they get elected to public office? One of the first things is they usually have to do is attend a meeting. Or maybe conduct one.

How do you run a meeting? Chair a subcommittee? The rules may have changed from those with which you are familiar.

So you have been selected, elected, appointed the chair. However it was done, it is now your responsibility to run the committee, commission, or board so that it can properly conduct business. The basic activity any organization uses to conduct business is a meeting. Running an effective meeting, according to the existing rules, is not an easy task, but one every person in a leadership position should master. In order to conduct an effective meeting you also need to have an agenda. An agenda usually contains the following elements:

- Call to Order
- Roll Call
- Reading/Approval of Minutes
- Officer's (and others) Reports
- Committee Reports
- Unfinished Business
- New Business

The bylaws and constitution are used to govern the business of the organization. They also usually designate who will be in leadership positions and how these people are selected. The designated person in the leadership position is in control of the meeting. The "chair" usually sets the meeting agenda and controls and monitors the discussion at the meeting to make sure that everyone who wants to participate gets a chance to voice his/her opinions.

It is very important that you as the leader or "chair" of the meeting maintain order, allow full discussion of all items on the agenda and get through all agenda items in the allotted meeting time. What helps you do that is *"Robert's Rules of Order."*

According to the Robert's Rules of Order website, Henry Martyn Robert was an engineering officer in the Army. One day, quite unexpectedly, he was asked to preside over a meeting and he realized that he did not know how. He tried to run the meeting anyway and suffered great embarrassment.

As a result of this experience, he decided that he would learn all he could about parliamentary procedure so he would never be in that situation again. What he found as he studied the subject and traveled around the country was chaos. Everywhere he went, he found people with differing ideas of how meetings should be conducted, based largely on what they had become accustomed to.

In an attempt to establish one standard procedure and make order out of the procedural nightmare, Robert wrote what became his Rules of Order. The original version, published in 1915, is now free from copyright and, therefore, in the public domain and can be found on the Internet at www.constitution.org/rror/rror--00.htm. The tenth revision is available for purchase at most bookstores.





THE BASICS

Robert's Rules contains certain basic rules that are meant to make it easy to run a meeting and move the agenda items along.

THE CHAIR

All meetings are facilitated by a chairperson who is responsible for making sure that the meeting is conducted smoothly and fairly. The chairperson is impartial during all debate and should have the respect of all meeting participants. The chairperson does not have final decision making authority. The meeting participants have this authority and largely have the responsibility to decide how the meeting will be conducted.

MAIN MOTION

The basis of discussion at a meeting is a motion. A motion is announced or put forward by an eligible meeting participant for the purpose of focusing the discussion. Each motion must have a "mover" – the person who makes the motion and a "second" who shows that there is some support for the motion for the meeting participants. When a motion is "put on the floor" for discussion by the participants, that discussion must focus on the substance of the current motion. All other discussion is out of order and not to be allowed according to the rules. Another motion cannot be introduced while there is a motion on the floor. A meeting participant making a motion – "the mover"- must state the motion before speaking. In many circumstances, the motions are in writing and shared with the chairperson, to assure that everyone is clear about the discussion.

ORDER

It is important that meeting participants are acknowledged in order. Once a motion has been introduced, it is the chairperson's responsibility to maintain a list of speakers to manage the discussion in an orderly manner. The participant who seconds the motion is always given an opportunity to speak after the mover. In order to make sure that all participants who wish to speak are heard, the chairperson will allow speakers who have not yet spoken to speak ahead of those who have already spoken.

AMENDMENTS

A person who legally has the floor can amend the main motion currently being debated. An amendment is another motion that is used to change, by adding, subtracting or completely changing the main motion under discussion. When the amendment has been moved and seconded, all subsequent discussion must be on the substance of the current amendment. An amendment can be amended once. An amendment can be passed by a simple majority of meeting participants. If an amendment is passed, defeated or withdrawn, the discussion goes back to the main motion on the floor with comments based on whether the amendment passed or not. Long amendments are usually presented in writing to the chairperson so that they can be read back to the meeting participants.

POINT OF ORDER

If a meeting participant believes that the meeting is progressing outside of the rules of order, the person can raise a "point of order." When raising a "point of order," the person states what rule or order has been violated or not enforced by the chairperson. A point of order can be used to interrupt a speaker. The chairperson has the responsibility of determining if the point is valid or not. A point of order cannot be used to abridge the speakers' list or comment on a motion out of turn.

POINT OF PRIVILEGE

A point of privilege can be used to interrupt a speaker. Any meeting participant who feels that his or her rights have been infringed upon or violated may bring this point by simply stating their problem. Privilege involves the comfort or accessibility of the meeting participant and can include such things as can't hear, too noisy, unclear copies, etc., or more personal actions such as misquotes, misinterpretations or insults. The chair has the responsibility of determining if the point is valid.

CHALLENGE THE CHAIR

If a meeting participant feels that his/her point of order or point of privilege was ruled on unfairly by the chairperson, a challenge can be made to the chairperson. The chairperson then can ask for a motion to uphold the chair's decision and a vote is taken. The vote by all meeting participants will decide whether the chairperson's action on the point was valid or not.

POINT OF INFORMATION

A point of information is a question raised by a meeting participant while another has the floor. The question can be raised but the person who has the floor may refuse the question. The chairperson asks the speaker if he or she wants to entertain the question when asked. The speaker can refuse. A point of information is only a question and cannot be used to speak out of turn or harass a speaker or disrupt the flow of the meeting.

TABLE

If a meeting participant feels that the decision and vote on a motion needs to be delayed temporarily when something else of immediate urgency has arisen for whatever reason, that person can move to "table" the motion. A meeting participant must be recognized by the chairperson in order to table a motion and cannot request this action at the end of a speech. Generally, a specific time limit is mentioned when tabling the motion so as not to leave the motion dangling. A motion to table requires a simple majority vote. The discussion allowed after a vote to table is only about the length of the tabling, unless a person makes a motion to "Take from the Table." The motion to lay on the table is often incorrectly used and wrongfully admitted as in order with the intention of either killing an embarrassing a question without a direct vote or suppressing a question without debate.

CALLING THE PREVIOUS QUESTION

If a meeting participant thinks that additional debate will be unproductive, he or she may "call the previous question" which can end the debate. If no other participants object, the meeting proceeds to the motion. If there is an objection, the participants vote on whether to end the debate. A two-thirds majority vote is required and no debate is allowed. If the "calling the previous question" is passed, a vote on the main motion is taken with no additional debate.

RESCIND

A meeting participant can make a motion to rescind only if the motion it refers to was passed at another meeting or on another day. This motion requires a two-thirds majority to pass.

RECONSIDER

A meeting participant can make a motion to reconsider if the motion under reconsideration was passed at that same meeting. The motion can only be made by a participant who voted with the prevailing majority on the earlier vote on the motion. A two-thirds majority is required.

SUSPENSION OF THE RULES

Any motion for suspension of the rules of order (usually used so that meeting participants can do something in violation of the rules) must have a two-thirds vote to succeed. There is no debate allowed. This motion cannot be amended and cannot be reconsidered at the same meeting.

ADJOURN

A motion to adjourn takes precedence over all other motions, except a motion to fix the time to adjourn. This motion cannot be debated or amended, nor can a vote to adjourn be reconsidered. A motion to adjourn cannot be made when a speaker has the floor, or when a vote is being conducted.

REFER OR COMMIT

A motion to refer or commit is used to send a question before the meeting to a committee to have further investigation of questions raised. The motion requires a second and debate can occur, but only on the topic of committing the motion, not on the content of the motion.

COMMITTEE OF THE WHOLE

Occasionally, meeting participants, especially in committee, may wish to consider a motion or group of motions before they are addressed individually for debate. Committees can vote but their votes are not binding on all meeting participants unless the vote is ratified when the meeting resumes its regular session. Motions are required to move from the committee of the whole and back to the committee of the whole.

EXIT



OF CUMBERLAND



MELVIN

COUNCIL



SUMMARY OF THE TYPES OF MOTIONS

PRIVILEGED MOTIONS	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	PURPOSE
fix time to adjourn	no	yes	no	yes	majority	sets definite continuation time
to adjourn	no	yes	no	no	majority	to end meeting
to take a recess	no	yes	no	yes	majority	to briefly interrupt meeting
question of privilege	yes	no	no	no	chair rules	to obtain urgent action immediately
call for orders of day	yes	no	no	no	none	to secure adherence to business

PARLIAMENTARY LAW ”
SHOULD BE THE SERVANT, NOT
THE MASTER, OF THE ASSEMBLY.

-Henry Martyn Robert

SUMMARY OF THE TYPES OF MOTIONS

SUBSIDIARY MOTIONS	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	PURPOSE
lay on the table	no	yes	no	no	majority	to temporarily set aside an item of business
previous question	no	yes	no	no	2/3	to close debate immediately
limit or extend debate	no	yes	no	yes	2/3	to provide more or less time for debate
postpone indefinitely	no	yes	yes	no	majority	to keep motion from coming to a vote
postpone definitely	no	yes	yes	yes	majority	to delay action
refer to committee	no	yes	yes	yes	majority	to place business in hands of a committee
amend	no	yes	yes	yes	majority	to modify a motion

MAIN MOTION	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	PURPOSE
general	no	yes	yes	yes	majority	to introduce new business
specific take from the table	no	yes	no	no	majority	to continue consideration of question
reconsider	yes	yes	yes	no	majority	to allow another vote on the questions
rescind	no	yes	yes	yes	2/3	to repeal previous action
adopt report or resolution	no	yes	yes	yes	majority	to declare facts, opinions or purposes as an assembly
adjourn (qualified)	no	yes	yes	yes	majority	to end meeting
create order of day (special)	no	yes	yes	yes	2/3	to set future time to discuss a special matter
amend (constitution, etc.)	no	yes	yes	yes	2/3	to modify or alter

INCIDENTIAL MOTIONS	INTERRUPT SPEAKER	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	PURPOSE
suspend rules	no	yes	no	no	2/3	to permit action not possible under rules
withdraw motion	yes	yes	no	no	majority	to withdraw motion before voted on
read papers	yes	yes	no	no	majority	to prevent wasting time on unimportant business
object to consideration	yes	no	no	no	2/3	to prevent wasting time on unimportant business
point of order	yes	no	no	no	chair rules or majority	to enforce rules of organization
parliamentary inquiry	yes	no	no	no	none	to determine correct parliamentary procedure
appeal from decision	yes	yes	limited	no	majority	to ensure majority of meeting participants support ruling of chair
division of house	yes	no	no	no	1 member	to secure a counted vote
division of question	no	yes	no	yes	majority	to secure more careful consideration of parts



SO THERE YOU HAVE IT.

Mastering these rules can help you be a better leader and also allow you to chair any meeting you may be called to. Good Luck!

This guide for county officials is not designed to replace Robert's Rules of Order, but can be used as a quick reference.







660 NORTH CAPITOL STREET NW • SUITE 400
WASHINGTON, D.C. 20001 • 202.393.6226 • WWW.NACo.ORG



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