
Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Commissioner believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Commissioner, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Commissioner desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Commissioner, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Commissioner makes a motion; another Commissioner seconds the motion; and the chairperson states the motion.

5070.3.2 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Commissioner may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Commissioners who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. 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.

5070.4.4 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 committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Commissioner may move to close debate and immediately vote on a main motion.

5070.4.6 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.

5070.5 Decorum.

5070.5.1 The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.5.2 The chairperson may also declare a short recess during any meeting.

5070.5.3 Pursuant to District Resolution 2022/23-07 adopted on January 10, 2023, the following additional rules of order and conduct shall apply to all meetings of the Police Commission:

5070.5.3.1 All public comment shall be delivered by only one person at a time who shall speak only from the podium or other place in the meeting room designated by the Chair and from no other place or location within the meeting room. Only one person at a time shall be at or use the podium.

5070.5.3.2 No commissioner shall engage in any dialogue with anyone offering public comment unless, in the opinion of the Chair, such dialogue is helpful to the Commission in deciding the matter under consideration.

5070.5.3.3 Any person desiring to offer comments during the general public comment session at the beginning of each meeting shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment unless the Chair, in his or her discretion, permits a

longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

5070.5.3.4 Any person desiring to offer comments on any specific agenda item for which public comment is allowed during the call of a specific item shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment on a specific agenda item unless the Chair, in his or her discretion, permits a longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

5070.5.3.5 No person shall be allowed to assign to another person or persons all or any part of the time allotted to each person for public comment.

5070.5.3.6 Once the Chair declares the time for public comment closed, either at the general public comment session or on a specific agenda item, no further public comment shall be allowed unless the Chair, in his or her discretion, deems it appropriate in the public interest to allow additional comment.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.