

## **Casco Bay Island Transit District Board of Directors**

### **STANDING RULES\***

February 22, 2016

#### **PREAMBLE**

The following rules are for the Casco Bay Island Transit District (“CBITD”) Board of Directors (“Board”) and Board Committees. The rules are derived from the most recent versions of CBITD By-laws, Robert’s Rules of Order and the custom and practices of the Board. If there is a conflict between the By-laws and this document, the By-laws take precedence.

**1. TIME, PLACE OF REGULAR BOARD MEETINGS**

Refer to the most recent version of the CBITD By-Laws

**2. SPECIAL MEETINGS**

Refer to the most recent version of the CBITD By-Laws

**3. BOARD COMMITTEES AND COMMITTEE MEETINGS**

Refer to the most recent version of the CBITD By-Laws. If not specifically stated in the By-laws, the Chair of a Committee shall schedule her/his Committee’s meetings.

**4. LIST OF MEETING(S) AND MEETING AGENDA(S) TO BE PUBLISHED**

Refer to the most recent version of the CBITD By-laws

**5. QUOROM**

Refer to the most recent version of the CBITD By-laws. A smaller number may adjourn from time to time.

**6. PRESIDENT’S POWERS AND DUTIES**

Refer to the most recent version of the CBITD By-laws

**7. PRESIDING OFFICER’S DUTY TO TAKE CHAIR, CALL MEETING TO ORDER, ASCERTAIN PRESENCE OF QUORUM AND PROCEED TO BUSINESS**

It shall be the duty of the Presiding Officer to take the Chair promptly at the time appointed for each Board or Committee meeting, and after calling the meeting to order and ascertaining the presence of a quorum, she/he shall proceed at once to business.

- Standing Rules adopted May 25, 2017

## **8. ORDER OF BUSINESS**

The order of business at Board meetings shall be as follows:

- (1) Call to order;
- (2) Acceptance of minutes;
- (3) Action on old and new business;
- (4) Executive session (if required);
- (5) Workshop (if required);
- (6) Reports from Board Committee Chairpersons;
- (7) Reports from the General Manager and Staff;
- (8) Appointment calendar;
- (9) Directors' comments;
- (10) Public comment;
- (11) Adjournment.

Item number 9, Directors' comments, in accordance with Rule 11, shall provide an opportunity for each Director to speak on any issue that is not on the agenda. Director comments are generally allowed unless the Board decides to proceed without Directors' comments due to time constraints or other special circumstances.

Item number 10, Public comment, in accordance with rule 12, is intended to provide an opportunity for the public to comment on any issue that is not on the agenda. Public comment is generally allowed unless the Board decides to proceed without public comment due to time constraints or other special circumstances.

The order of business at Committee meetings shall be as follows:

- (1) Call to order;
- (2) Action on old and new business;
- (3) Executive session (if required);
- (4) Adjournment.

## **9. BUSINESS ITEMS FOR MEETINGS**

No Business item shall be in order for action at any regular meeting unless it appears on the agenda.

The Executive Committee shall place Business items on the Board and Committee agendas. A request by the General Manager, a Committee or two Directors (Sponsor & Co-Sponsor) is needed for a Business item to be considered and acted upon by the Executive Committee.

The Committee Chairperson shall place Business items on her/his Committee's agenda at the request of the Executive Committee, the General Manager, a Committee or two Directors (Sponsor & Co-Sponsor).

New Business items authorizing the expenditure of \$1,000 or more shall be required to be considered and acted upon by the Finance Committee prior to being acted upon by the Executive Committee.

**10. INTRODUCTION OF OLD AND NEW BUSINESS ITEMS ON THE AGENDA**

Introduction of all Business items appearing on the meeting agenda that are in order for action shall proceed as follows:

- (a) The item shall be announced by the Presiding Officer as it appears on the agenda;
- (b) This item shall be explained by the Sponsoring Director or Staff member;
- (c) The item shall be opened for public comment in accordance with rule 12. Public comment is intended to provide an opportunity for the public to comment only on the item being addressed;
- (d) A motion shall be made and seconded prior to Board/Committee debate;
- (e) This item shall be voted on by the Board/Committee;

**11. SPEAKING OF MEMBERS AND GENERAL MANAGER REGULATED**

When a member of the Board/Committee or the General Manager wishes to speak, she/he shall address the Presiding Officer and shall not proceed until recognized by the Presiding Officer. She/he shall confine herself or himself to the item under debate and shall avoid intemperate and abusive language. She/he shall limit her/his remarks and/or questions, to a total of five (5) minutes.

No member or the General Manager shall speak more than twice on the same item at any one meeting, unless by permission of the Presiding Officer.

**12. PROCEDURE FOR THE PUBLIC TO ADDRESS THE BOARD AND COMMITTEES**

- (a) No public comment shall be permitted on informational reports or communications from Committees, staff or other organizations or entities;
- (b) Any person wishing to address the members during public input on items other than those set forth in (a) or during public comment shall notify the Presiding Officer at the start of the meeting and then signify such desire by raising her/his hand and, when recognized by the Presiding Officer, shall state her/his name and address;
- (c) All speakers shall be limited to three (3) minutes per person, which limit may be extended at the discretion of the Board;
- (d) No speaker shall speak more than once on the same item at any one meeting, unless by permission of the Presiding Officer;
- (e) Questions of an individual member or Staff shall be addressed through the Presiding Officer. Individual members or Staff may choose not to respond to specific questions directed to them by a speaker;
- (f) When any person or entity is being honored or recognized, applause shall be permitted. In all other matters, persons present at meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting;
- (g) The Presiding Officer may cut off any commentary that is not germane or that is scurrilous, abusive, or not in accord with good order and decorum;
- (h) Any person, who shall continue to violate these rules, after warning by the Presiding Officer, may be ejected for the remainder of the meeting then in progress.

### **13. WORKSHOPS**

Workshops shall be used to discuss complex issues that may be included on a Board agenda. No calls for action will be considered during a Workshop however; the Board may be polled at the workshop to obtain an unofficial sense of the position of the Board on an issue being discussed at the workshop.

Workshops shall be open to the public and public input is generally allowed at the beginning of the workshop unless the Board decides to proceed without public input due to time constraints or other special circumstances.

Workshop sessions shall be scheduled at the discretion of the Executive Committee. The President will maintain order and decorum at workshops.

### **14. MOTIONS TO BE WRITTEN IF REQUESTED**

Every motion shall be reduced to writing if required by the Presiding Officer or by any member.

### **15. MOTIONS ALLOWED WHEN QUESTIONS ARE UNDER DEBATE AND PRECEDENCE OF THE MOTIONS**

(a) When a question is under debate, only the motions enumerated herein shall be received:

- (1) To adjourn;
- (2) To lay on the table (set a pending motion aside temporarily in order to take up something else more pressing or urgent);
- (3) For the previous question (a motion to end debate);
- (4) To commit (a motion to assign to a committee);
- (5) To postpone to a day certain;
- (6) To amend;
- (7) To postpone indefinitely.

(b) The motions enumerated in this section shall have precedence in the order in which they are arranged.

### **16. MOTION FOR PREVIOUS QUESTION**

Upon the motion for the previous question being made and seconded, all debate shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, a vote is taken on any pending amendment and then on the main motion (as amended).

### **17. EFFECT OF AMENDING A PORTION OF A MOTION**

When a motion consists of several paragraphs or sections, the amendment of one of them shall not preclude amendment of a prior paragraph or section.

### **18. WITHDRAWAL OF MOTION**

Any motion may be withdrawn by the mover at any time before a decision or amendment, except a motion to reconsider, which shall not be withdrawn except by consent of the Board or Committee.

**19. MOTION TO RECONSIDER**

When a motion has been voted upon, any member who voted with the prevailing side, or in the negative on a tie vote, may move to reconsider at the same or no later than the next succeeding regular meeting, but not afterward. It shall not be in order for any member who voted with the side that did not prevail to move to reconsider. A vote to reconsider shall require a majority of all the members. When a motion to consider has been decided the vote shall not be reconsidered. A motion to reconsider shall not be in order more than once on the same question.

Once a motion is acted upon it shall not be received again in the same or substantially the same form until after the Annual Meeting following the date of such action.

**20. QUESTIONS TO BE DECIDED WITHOUT DEBATE**

The following items shall be decided without debate:

- (1) To adjourn;
- (2) For the previous question (a motion to end debate);
- (3) To lay on the table (set a pending motion aside temporarily in order to take up something else more pressing or urgent);
- (4) To take from the table.

**21. DEBATE ALLOWED**

Debate may be permitted at the discretion of the Presiding Officer upon questions of order and appeals.

**22. MEMBERS TO REMAIN SEATED WHEN YEAS, NAYS CALLED FOR**

When yeas and nays are ordered, no member shall leave her/his seat until the vote is taken.

**23. ABSTENTIONS**

Every member who shall be in attendance when a question is put shall, unless excluded by interest, give her/his vote unless the Presiding Officer for special reasons shall excuse her/him.

**24. VOTES**

Refer to the most recent version of the CBITD By-Laws. The Presiding Officer shall declare the vote on action items (e.g., X votes in favor of passage, Y votes opposed to passage, Z abstain) before the Board or Committee moves on to other agenda items so that if there is any doubt as to a vote, it can be resolved immediately.

**25. CONFIDENTIALITY**

No Director shall intentionally disclose or discuss information known to be confidential to or with any person not otherwise authorized or privileged to receive that information, including representatives of the media. For the purpose of this rule, “information known to be confidential” includes information in any form that has been designated, to the knowledge of the Director, as confidential by an employee or agent of the CBITD, and that is within one or more of the exceptions to the definition of “public record” in the State’s Freedom of Access law.

Confidential information includes statements made by individuals participating in executive sessions and includes any documents prepared specifically for an Executive session, unless otherwise designated by the Board in cases where the Board has the exclusive right to waive confidentiality.

Any Director who, following a due process hearing, is found to have violated this rule may be disciplined by reprimand.

**26. NO MEMBER SHALL SPEAK ON BEHALF OF BOARD UNLESS DESIGNATED**

No member of the Board shall represent to anyone or knowingly allow anyone to infer that she/he speaks on behalf of the Board unless that Director has been officially designated by act of the Board or appointed by the President.

**27. PENALTY FOR BREACHING RULES**

When any member of the Board or Committee is guilty of a breach of any of the rules of the Board, and the Board or Committee determines that she/he has so transgressed, such member shall be formally warned in the form of a complaint recorded in the minutes of that meeting.

**28. SUSPENSION OF RULES**

No rule of the Board shall be suspended unless two-thirds (2/3) of the members present shall consent thereto. No rule may be waived when such waiver would result in a violation of the By-laws, or State or federal law.

**29. ALTERING, REPEALING, ADOPTING RULES**

No rule of the Board shall be altered or repealed, nor shall any new standing rule be adopted, unless written notice has been given at the next Board meeting, nor unless a majority of all the members of the Board vote to so alter or repeal.

**30. APPLICABILITY OF ROBERTS RULES**

The rules of parliamentary practice comprised in “Robert's Rules of Order Newly Revised,” most recent version of the edition, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with CBITD’s By-laws, laws of the State of Maine, laws of the United States or the Standing Rules of the Board. The General Manager shall be the designated parliamentarian for the District.

- Standing Rules adopted May 25, 2017