

**TOWN OF BOW MAR, COLORADO
RESOLUTION NO. 2020-R-12**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BOW MAR
ADOPTING NEW RULES OF ORDER FOR THE BOARD OF TRUSTEES**

WHEREAS, the Town previously adopted Robert’s Rules of Order to govern the conduct of its meetings, as codified in Section 2-33 of the Bow Mar Municipal Code; and

WHEREAS, the Town of Bow Mar Board of Trustees (“Board”) repealed Section 2-32 and amended Section 2-33 of the Municipal Code through Ordinance No. 329 to authorize the Board to adopt by resolution rules of order for the Board’s meetings; and

WHEREAS, pursuant to the newly amended Section 2-33 of the Municipal Code, the Board desires to adopt the Rules of Order attached to this Resolution as **Exhibit 1**; and

WHEREAS, the Board has reviewed and considered the Rules of Order attached hereto and believes that the adoption of these new Rules of Order will assist with the smooth and proper governance of the Town and is in the Town’s best interest.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Bow Mar, Colorado that:

Section 1. The Board of Trustees hereby adopts the Board of Trustees Rules of Order attached hereto as **Exhibit 1** as the official rules that govern meetings of the Board of Trustees.

Section 2. This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 20TH DAY OF JULY, 2020.

ATTEST:

By: _____

Angela Kelly, Town Clerk

TOWN OF BOW MAR

By: _____

Tom Feldkamp, Mayor

Exhibit 1
Town of Bow Mar, Colorado
Board of Trustees Rules of Order

I. Purpose

The purpose of these Rules of Order is to establish a framework for the orderly conduct of public meetings, encourage discussion, and facilitate decision-making by the Board of Trustees ("Board").

II. Order of Business at Regular Meetings.

A quorum is at least four (4) of all elected Trustees then holding office, per Section 1-21(16) of the Municipal Code, and a quorum must be present to conduct Town business. In the event there is not a quorum present at any meeting, the Trustees attending may adjourn the meeting from time to time until a quorum is present, per Section 2-30 of the Municipal Code.

The order of business at regular meetings shall be as follows unless adjusted or temporarily suspended by the Mayor or by a two-thirds (2/3) vote of the Trustees present at the meeting.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Public Comment
5. Consent Agenda
6. Items Removed from Consent Agenda
7. Reports
 - a. Commissioners
 - b. Mayor
 - c. Town Attorney
 - d. Town Clerk
8. Old Business
8. New Business
9. Adjournment

III. Basic Format for Agenda Item Discussion

For each agenda item, the meeting Chair can handle the item using the following basic format:

- Step 1.** Clearly announce the agenda item number, the subject of the agenda item, and what format will be followed for that item, if applicable (e.g., discussion, public hearing).
- Step 2.** Invite the appropriate person(s) to report on the agenda item in accordance with the format for that item.
- Step 3.** Ask members of the Board if they have any clarifying questions they would like to ask of the person(s) who provided the report. The person(s) who reported should be given time to respond to any questions from the Board.
- Step 4.** For public hearings only, allow public comment on the agenda item and, following public comments, announce that public input has concluded. The Chair may limit the comment time allowed to each member of the public and should ensure that it is clear to the public that only one person should speak at a time to create a clear record.

- Step 5.** Ask for any discussion by Board members. Each Board member should limit any comments on of the agenda item to five (5) minutes per person. In order to maintain a clear meeting record, only one person may speak at a time. Board members should not interrupt each other or engage in side discussions while another person is speaking. This is the time for Board members to explain how they will vote. Further explanation after this discussion generally will not be allowed.
- Step 6.** Invite a motion from the Board, and announce the name of the Board member who makes the motion.
- Step 7.** Invite a second from the Board, and announce the name of the Board member who seconds the motion.
- Step 8.** After receiving a motion and a second on the agenda item, take a vote. Each Board member must vote “yes” or “no” on the motion and should not abstain from voting. Any declaration of abstention will be recorded as a “no” vote.
- Step 9.** Announce the result of the vote (e.g., “The motion passes by a vote of 3-2, with Trustee Smith and Trustee Jones dissenting.”).

IV. Motions and Voting

Motions are made in a two-step process. First, the Chair recognizes the Board member who wishes to make the motion. Second, the member makes a motion. Motions typically start with: “I move...” The Chair has the right to make a motion, but normally should do so only if it appears that no other Board member will do so.

When a motion is before the Board for consideration, there should usually be a second and a vote on the motion before the Board considers a different motion (*but see the paragraphs on motions to amend and substitute motions below*).

Most motions are subject to discussion and are passed by a “yes” vote of the majority of the quorum present.

Pursuant to Sec. 2-22 of the Municipal Code, the Mayor shall have no vote on any matter before the Board of Trustees, except in the case of a tie vote.

The following three motions are the most common:

1. **Basic motion.** The basic motion is one that puts forth a decision for consideration (e.g., “I move that we create a five-member committee to plan the Town’s annual fall festival.”).
2. **Motion to amend.** If a member wants to change a basic motion that has been made, that member must make a motion to amend the basic motion **before the Board votes on the motion**. For example, if the basic motion has been made and a member wants the motion to be for a three-member committee instead of a five-member committee, the member could say: “I move to amend the motion to have a three-member committee plan the Town’s annual fall festival.” This type of motion retains the basic motion but changes it in some way. The Board must vote on this amendment before it votes on the basic motion.
3. **Substitute motion.** If a member wants to completely do away with a basic motion that has been made, the member would “move a substitute motion” **before the Board votes**

on the basic motion (e.g., “I move a substitute motion that we cancel the annual fall festival this year.”) A substitute motion seeks to throw out the original basic motion and instead put forth a new and different motion.

The following table summarizes additional motions that may regularly be used. If a motion is not subject to discussion, it goes immediately to a vote.

Motion	Result of Motion Passing	Subject to discussion?	Vote Required to Pass
Motion to adjourn	Requires the Board to adjourn immediately to its next regularly scheduled meeting.	No	Simple majority
Motion to recess	Requires the Board to take a recess immediately. Normally, the chair determines the length of the recess.	No	Simple majority
Motion to fix time to adjourn	Requires the Board to adjourn the meeting at the specific time set in the motion.	No	Simple majority
Motion for executive session	Requires the Board to hold a closed-door meeting on the specific topics in the motion. The motion must include a citation to the proper statute section authorizing the executive session.	No	Supermajority (two-thirds of quorum present)
Motion to continue matter to date certain	Requires consideration of the agenda item or matter to be postponed until the date, time, and place stated in the motion.	Yes	Simple majority

Special Notes on Adoption of Ordinances and Approval of Financial Expenditures:

1. All ordinances shall be adopted by an affirmative vote of a **majority of all Trustees** pursuant to Section 1-48 of the Municipal Code. A simple majority of a quorum is insufficient for adoption of ordinances, and a vote on an ordinance must be recorded by roll call.
2. In accordance with Section 2-22 of the Municipal Code, all ordinances and all resolutions authorizing the expenditure of money or the entering into of a contract shall be subject to disapproval by the Mayor.

V. Public Comment

Any member of the public may speak to the Board on any matter except those matters scheduled for a public hearing, in accordance with these Rules of Order.

Public comment shall be limited to 3 minutes per speaker. The Chair may restrict cumulative or redundant presentations.

Those attending Board meetings shall refrain from disruptive, vulgar or abusive language, applause, heckling, or other actions that interfere with the orderly function of the Board. The Chair may take any reasonable steps to maintain the order and dignity of Board meetings.

If the Chair desires, the Town Clerk shall make available a public comment sign- p form before each meeting. Immediately prior to the public comment portion of the meeting, the Chair shall review the sign- p form. The Chair shall call those signed up to speak before Council in the order they have signed up.

VI. Special Meetings and Executive Sessions

1. Special meetings of the Board may be called by the Mayor or by any two members of the Board on at least 24 hours' advance written or telephonic notice to each member of the Board. A special meeting may be held on shorter notice if all members of the Board are present or those absent waive notice thereof.
2. Executive sessions may only be held at a regular or special meeting and shall comply with the provisions of C.R.S. § 24-6-402.
 - a. In any executive session, the Board shall make no final policy decision, nor shall it adopt or approve any resolution, rule, ordinance, regulation or formal action at any session closed to the general public.
 - b. All persons present at executive sessions shall preserve the confidentiality of the matters discussed in executive session.

VII. Courtesy and Decorum

1. The Chair is the director of the meeting and is encouraged to restate motions, announce expectations, recommend proper procedure to the Board, and decide questions of procedure. The Chair has a right to speak like any other Board member and shall comply with these Rules of Order. The Chair may consult with the Town Attorney or staff for their assistance in determining how to apply and interpret these Rules.
2. Generally, only one person should speak at a time. A Board member should not speak unless recognized by the Chair.
3. To help make the meeting public-friendly, the Board, and the Chair in particular, should remember the following rules:
 - a. Tell the public what the Board will be doing;
 - b. Keep the public informed while the Board is doing it; and
 - c. When the Board has acted, tell the public what the Board did.
4. The Chair should ensure that all Board members who wish to speak on an agenda item be given a chance to speak, subject to the time limitation set forth in Section III of these Rules of Order.
5. The Chair should ensure that debate and discussion of an agenda item is free and open but focused on the item and policy in question, not on the character or personalities of the Board members. The Chair has the right to cut off discussion that is too personal, too loud or too crude.
6. Interruptions should generally not be made; however, a speaker may be interrupted for

the following reasons:

Reason	When to Use	What to Say
Point of Privilege	When there is anything that would interfere with the normal comfort of the meeting (e.g. room is too hot or cold, inability to hear, etc.)	Member: "Point of privilege." Chair: "State your point." Member: "The room is too hot. Can we open a window?"
Point of Order	When there is anything that would not be considered appropriate conduct of the meeting (e.g. chair moved to vote on a motion without discussion)	Member: "Point of order." Chair: "State your point." Member: "This motion went to a vote without discussion."

VIII. Amendment of the Rules of Order

Any additions hereto or modifications or amendments hereof shall be submitted in writing at a regular meeting and shall be acted upon no sooner than at the next meeting of the Board as an agenda item. This requirement may be waived only upon the unanimous affirmative vote of all members of the Board.