

**THE COMMUNITY RENEWABLE ENERGY BOARD**

**RESOLUTION NO. 21-02**

**A RESOLUTION OF THE BOARD ADOPTING RULES OF PROCEDURE**

**WHEREAS**, the Community Renewable Energy Board ("*Board*") met in a special meeting on July 1, 2021, to consider, among other things, adopting rules of procedure; and

**WHEREAS**, the Board believes, it is in the best interest of the Board and its members to adopt rules of procedure; and

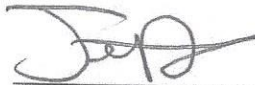
**WHEREAS**, a copy of the proposed rules of procedure has been presented to the Board for review and approval, a copy of which is attached hereto ("*Rules*");

**NOW, THEREFORE, BE IT RESOLVED** by the Board that that the attached Rules be adopted by the Board as rules of procedures that govern the operation of the Board.

This Resolution assigned No. 21-02, shall take effect immediately.

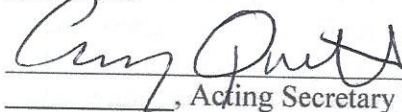
**PASSED AND APPROVED** by the Board this 1<sup>st</sup> day of June 2021.

**COMMUNITY RENEWABLE ENERGY  
BOARD**



\_\_\_\_\_, Acting Chair

**ATTEST:**

  
\_\_\_\_\_, Acting Secretary

## BYLAWS/BOARD RULES OF PROCEDURE

### Powers and Duties of the President/Chair and Vice President/Vice Chair

- 1.1. The Board shall elect one of its Members as President/Chair of the Board for a specific term and may remove the President/Chair utilizing the same process. If no term is specified, then the term shall be for one year or until a successor is duly appointed and qualified. The President/Chair shall be the chair and presides at all Board meetings, is a regular and voting member of the Board, exercises ceremonial functions for the Board, and may not veto any action passed by the Board.
- 1.2. The Board shall elect one of its members as Vice President/Vice Chair of the Board for a specific term and may remove the Vice President/Vice Chair utilizing the same process. If no term is specified, then the term shall be for one year or until a successor is duly appointed and qualified. If the President/Chair is absent or unable or refuses to act the Vice President/Vice Chair shall preside at a Board meeting; and perform, during the President/Chair's absence, disability, or refusal to act, the duties and functions of President/Chair.

### Order of Business and Organization of Board Agenda

The Board shall consider business in the following order:

- 2.1. Work/Briefing Session (generally work/briefing sessions will be held prior to the regular sessions, upon call of the President/Chair or two Board Members).
- 2.2. Regular Session (will be held as determined by the Board and include Welcome, Introduction & Preliminary Matters)
  - a. Pledge of Allegiance
  - b. Public comments

The purpose of public comment is to allow residents to address the Board. Attendees requesting to address the Board will be asked to complete a written comment form and present it to the Secretary. In general, the chair will allow an individual two minutes to address the Board. A spokesperson, recognized as representing a group in attendance, may be allowed up to five minutes. At the conclusion of the attendee comment time, the chair may direct staff to assist the commenter on the issue presented; direct the commenter to the proper action; or take no action.

- 2.3. Consent Agenda

The Consent Agenda lists Board action items which require no further discussion, or which are routine in nature, including the minutes of prior meetings. All items on the Consent Agenda shall be adopted by a single

motion and roll call vote. Prior to the motion to adopt the Consent Agenda, any Board member may have any item removed from the Consent Agenda in order to permit discussion on that item. If a majority of the quorum present at the Board meeting vote in favor of adopting the Consent Agenda, every item on the Consent Agenda shall be adopted.

- 2.4. Business Matters
- 2.7. Financial Matters
- 2.8. Other Matters
- 2.9. New Items for Subsequent Consideration
- 2.10. Notice of Future Meetings

The Board may, by motion and majority vote, proceed out of order to any order of business and return to order.

### **Motions**

- 3.1. Motions can be made or seconded by any member of the Board. No motion shall be debated until it has been seconded and announced by the Chair.
- 3.2. Any motion may be modified by the sponsor of the motion, with the consent of the second, or withdrawn by the sponsor, with consent of the chair, at any time before amendment or voting.
- 3.3. When a question is under debate, the procedural motions listed below, shall require a majority vote of the quorum present at the Board meeting. The Chair will consider motions to:
  - a. Recess
  - b. Suspend the rules to address an immediate more urgent matter (this motion requires a two-thirds majority)
  - c. Cease debate and call for a vote
  - d. Postpone to a set time and date
  - e. Refer to a committee
  - f. Limit debate
  - g. Table the motion (postpone indefinitely)
  - h. Amend
- 3.4. Any amendment must relate to the same subject as the original motion under consideration.

### **Debate**

- 4.1. The Chair shall recognize any Board member requesting recognition to speak, debate, make a motion, submit a report, or for any reason, address the Board, unless a motion taking precedence is offered.
- 4.2. The Chair shall recognize the author of the motion first and then others wishing to address the motion.
- 4.3. During debate, the Chair shall be responsible for maintaining order. If private discourse among or between Board members or any other disturbance disrupts the Board's business, the Chair may call the Board to order. When the Chair calls the Board to order, all discussion and other disturbance shall cease.

- 4.4. Any Board member may make a motion to call to order, a point of personal privilege, or for information on or clarification of the motion. A motion for any of these issues does not require a second and is not debatable.
- 4.5. All Board members shall be allowed to speak once on each motion before any member may speak a second time.

#### **Motions Decided Without Debate**

The following motions will be decided without debate:

- 5.1. Adjourn
- 5.2. Recess
- 5.3. Suspend the rules
- 5.4. Cease debate and call for a vote
- 5.5. Limit debate
- 5.6. Table the motion (may be limited debate on the propriety of the motion to table)

#### **Voting**

- 6.1. Voting shall be in the form of "yes," "no," and "abstain," votes will be accepted.
- 6.2. All votes requiring a majority shall be a majority of the quorum present, except as provided in the Interlocal.
- 6.3. An expression of "abstain" during voting shall be considered as a no vote. A Board member who abstains on a question, or is absent, may not move to reconsider that question.
- 6.4. In the case of a tie vote, the motion shall fail.
- 6.5. Board members shall not explain their votes during the call of the roll or at the time of a voice vote. However, at the conclusion of the vote, any Board member may request a point of personal privilege to give an explanation of their vote.

#### **When Board Members Shall Vote**

- 7.1. Every Board member who is in the meeting at the time the vote is called shall vote. On a roll call vote, votes shall be cast as the roll is called. Roll call votes shall proceed as directed by the Chair.

## **Decorum**

- 8.1. No Board member shall walk about in or out of the meeting while the Chair is calling the vote.
- 8.2. Board members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the Board or the audience from the business before the Board or interfere with any person's right to be heard after recognition by the Chair.
- 8.3. When speaking to or debating a specific subject before the Board, all persons, including Board members, shall confine their remarks to the topic under discussion or debate, avoiding personal attacks. Anyone engaging in discussion or debate beyond the topic before the Board shall be ordered to stop by the Chair and no further discussion or debate will be allowed by said person.
- 8.4. No one may address the Board without first being recognized by the Chair.

## **Reconsideration**

- 9.1. Any Board member who has voted with the prevailing side of a question may move at the same meeting to reconsider the question.
- 9.2. A motion to reconsider shall require the affirmative vote of a majority of the quorum present.

## **Amendment, Revision or Addition to the Bylaws/Rules of Procedure**

- 10.1. Any Board member may propose amendments, revisions, or additions to these Bylaws/Rules of Procedure.
- 10.2. Each amendment, revision, or addition proposed by a Board member shall be in written form and copies shall be provided to each Board member.
- 10.3. A majority vote of all Board members in a regular Board meeting shall be required for passage and adoption of any amendment, revision, or addition to these Bylaws/Rules of Procedure.

## **Roberts Rules of Order**

- 11.1. With respect to matters not described above, Roberts Rules of Order-Simplified shall govern as interpreted by a majority of the Board.

