

When order is lost, everyone does what they please in the manner they please and that is enough to initiate chaos and we lose civility respect for each other and destroy the integrity of the government we have the privilege of representing" - Mayor Juan Perez



Sheboygan
spirit On the lake.

**GENERAL RULES OF
ORDER, PROCEDURE AND
CONDUCT**

**FOR
COMMON COUNCIL, COMMISSIONS, COMMITTEES,
BOARD MEMBERS, AND THE PUBLIC**

Adopted March 6, 2006

TABLE OF CONTENTS

Page Preface.....	1
A. Common Council Proceedings	1
I Generally Used Rules of Order and Procedure.:	1
A. Most Commonly Used Documents	2
• Ordinances	2
• Resolutions	2
• Report of Committees	2
• Report of Officers	2
• Communications	3
B. Most Common Types of Action	3
• Passage	3
• Referral	3
• Place on File	3
• Matter Laid Over	3
C. Calling the Vote	3
» Voice Vote	3
• Roll Call Vote	3
D. Most Commonly Used Motions	4
E. Other Common Rules	4
II General Rules of Conduct	6
B. Commissions, Committees, and Board Proceedings	6
I. Generally Used Rules of Order and Procedure	7
H. Most Commonly Used Documents	8
• Reports	8
" Requests	8
• Communications	9
• Presentations	9
C. Rules for the Public	
I. Public Forum-----	9
• Basic Rules-----	9
I Committees, Commission and Boards • -----	10
II Basic Rules	10

City of Sheboygan

General Rules of Order, Procedure And Conduct

For Common Council, Communion, Committees Board Members, and the Public

" When order is lost, everyone does what they please in the manner they please and that is enough to initiate chaos and we lose civility, reaped for each other and destroy the integrity of the government we have the privilege of representing ". — Mayor Joan Perez

Preface

This handy manual is intended to provide the alderpersons, commissioners, committee members, board members, city officers and those in attendance of all meetings within the jurisdiction of the city with general rules of decorum during all formal meetings. These rules are intended for easy reference only and do not supersede current city ordinances or resolutions. The City of Sheboygan follows the rules of parliamentary procedure set forth in Robert's Rules of Order, Newly Revised, in all cases in which they are applicable and not inconsistent with the ordinances and regulations of the City.

The Mayor and Chairperson set the tone and structure of the meetings they preside over. That tone and structure may vary from individual to individual. The Mayor and Chairperson are responsible for ensuring that debate and discussion is conducted appropriately, professionally and within the rules of order. They enforce on all occasions the observance of order and proper decorum between the entire membership and those present during any meeting. The Mayor and Chairperson have discretionary authority to excuse anyone from the meeting during disorder.

All alderpersons, commissioners, committee members, board members, officers and those in attendance of all meetings shall strictly conform their conduct to the rules and expectations of this manual or risk the deterioration of order, mutual respect and integrity of the council chamber and meeting rooms.

A. COMMON COUNCIL PROCEEDINGS

I. Generally Used Rules of Order and Procedure

Only the items posted on the agenda may be acted on. Any items posted for discussion only may not be acted on. Items not posted on the agenda may be properly introduced as "Other Matters Authorized by Law".

The Consent Agenda deals with matters generally regarded as routine. However, any alderperson may call a specific document for separate action after the motion is made to approve the agenda. Documents in the consent agenda requiring clarification should simply be inquired about and not called.

Any Alderperson may request to pull forward any document out of the order of the agenda.

A. Most Commonly Used Documents

The following are the five types of documents the Common Council generally acts on:

Ordinances - ordinances are the laws of the city. An ordinance may be legislated to amend an existing ordinance or enact a new one.

The proper motion for the passage of an ordinance is: "I move that the Ordinance be put upon its passage".

This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance.

Resolution: - the Common Council conducts general business through resolutions. Resolutions direct or authorize the appropriate city officials to act on matters approved by the Common Council, Resolutions also may be used to create committees, commissions or boards to assist the Common Council in conducting its business.

The proper motion for the passage of a resolution is: "I move that the resolution be put upon its passage".

This motion requires a second, is debatable, amendable and generally requires a majority vote, unless otherwise required by law or ordinance.

Report of Committal - generally known as R-Cs, these reports are generated and referred to the Common Council for approval or disapproval on matters that were initially referred to them.

The proper motion for acting on an R.C, is: "I move that the R.C. be accepted and adopted" (or accepted and filed). "Accept and adopt" is approval of the recommendation. "Accept and file" is taking no action on the recommendation.

This motion requires a second, is debatable but not amendable and requires a majority vote.

Report of Officers - generally known as RO's, these reports are recommendations submitted by boards, commissions, or department heads.

The proper motion for acting on an RO. is; "I move that the R.O. be accepted and placed on file" (or accepted and filed). "Accept and adopt" is approval of the recommendation. "Accept and file" is taking no action on the recommendation.

This motion requires a second, is debatable, but not amendable, and requires a majority vote.

Communications - these are letters received by Alderpersons that are submitted to the Common Council for consideration. Communication may be referred to a committee, commission, or board or may be immediately acted on during a council meeting. AH communications must be submitted to the City Clerk before the meeting of the Common Council. All communications submitted to the City Clerk on the council floor will be held by the City Clerk until the next regular meeting.

The proper motion for the acting on a communication is: "I move that the Communication be accepted and placed on file.

This motion requires a second, is debatable, but not amendable, and requires a majority vote.

B. Most Common Types of Action

The following are the four types of action the Common Council takes during a meeting: Passage - this is favorable action taken by the Common Council.

Referral - this action sends a document to a committee, commission or board for deliberation and a recommendation.

Place on File - this action dispenses of a document immediately or refers out of committee.

Matter Laid Over - this results when certain documents cannot be passed on the first reading without suspension. Generally, these are documents drafted from committee deliberation.

C Calling the Vote

Voice Vote - all action other than those requiring a roll call vote may be adopted or passed by voice vote.

Roll Call Vote - a roll call vote is required on the adoption of all ordinances and all resolutions, report of committees, report of officers and other action assessing or levying taxes, appropriating or disbursing funds, actions creating a liability or charge against the city or discharging or commuting a claim or demand against the city.

A roll call vote may be called for by the Mayor at his discretion or upon the request of any member of the common council.

The proper request for a roll call is: "Your Honor, I request a roll call vote". This is not a motion and therefore does not require a second, debate or vote.

D. Most Commonly Used Motions

MOTION	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
Main Motion	Yes	Yes	Yes	Majority
Motion to Reconsider	Yes	Yes	No	Majority
Motion to Rescind	Yes	Yes	Yes	Majority (with notice)
Motion to Amend	Yes	Yes	No	Majority
Motion to Substitute	Yes	Yes	Yes	Majority
Motion to Amend the Amendment	Yes	Yes	No	Majority
Motion to Refer to Committee	Yes	Yes	Yes	Majority
Motion to Hold	Yes	Yes	Yes	Majority
Motion to Call the Question	Yes	No	No	2/3
Motion to Suspend the Rules	Yes	No	No	*3/4
Motion to Divide the Question	Yes	No	No	Majority
Motion to Open the Floor	Yes	Yes	Yes	Majority
Point of Order	No	No	No	None
Motion to Recess	Yes	No	Yes	Majority j
Motion to Adjourn	Yes	No	Yes	Majority

* The Motion to Suspend the Rules, per Sec. 2-168, Sheboygan Municipal Code, requires ³/₄ vote of the members-elect." In addition, "unless unanimous consent is given, the vote on suspension shall be by call of the roll."

E. Other Common Rules

A motion to amend or a motion to amend the amendment that will alter the nature of the original ordinance or resolution is considered out of order. The Mayor or presiding officer of the council shall rule as to the admissibility of the amendment in question.

Alderspersons shall speak only twice on matters being debated or discussed during a council meeting except upon leave of the council. (See Sec. 2-184, Sheb. Muni. Code.)

No Alderperson shall cross the floor or leave the council chamber while the Mayor or presiding officer is addressing the council or submitting a question.

When an Alderperson is called to order, the Alderperson shall sit down and not speak except in explanation until the Mayor or presiding officer determines that the Alderperson is in order. (See Sec. 2-183, Sheb. Muni. Code.)

Any action under consideration by the Common Council on any matter, at the request of three Alderpersons, shall be deferred to the next council meeting to be held no sooner than one week following. The same action may not be deferred a second time or laid over.

Whenever any disturbance or disorderly conduct occurs in the council chambers, or rooms or halls adjacent to the council chambers, the Mayor or presiding officer has the power, with the aid of the Chief of Police or other officers, to cause the chambers, rooms or halls to be cleared of all persons except the Alderpersons or officers of the council.

Privilege of the floor during council meeting is extended to the Mayor, the City Clerk, the City Attorney, the Chief of Police or other designated officer. Department Heads or other designated staff member, and the media who shall confine themselves to their professional duty. No other person is allowed on the council floor except upon the invitation of the Mayor or Common Council.

Only those persons who have privilege of the floor may address the Common Council. All others may address the council pursuant to a motion to open the floor.

The proper request to allow a person who has privilege of the floor to address the council is: "Your Honor, I request that Mr/Mrs, (state name) address the council". The Mayor calls the person forward not the Alderperson.

The proper motion to allow persons who do not have privilege of the floor is; "Your Honor, I move to open the floor to (state name)".

Alderpersons may address those persons who have privilege of the floor or to whom the floor has been open with the consent of the Mayor.

The proper request to address those persons is: "Your Honor, may I address Mr./Ms. (state name)"?

An Alderperson may not engage in debate or become confrontational with persons who have privilege of the floor or to whom the floor has been open.

At all other times, Alderperson must address the Mayor not each other or the public.

O. General Rules of Conduct

Alderpersons, Committee, Commission, and Board members shall conduct themselves in a highly professional and respectful manner while representing the city. Always address the following persons as following;

The Mayor; Your Honor or Mr. Mayor

Aldersperson: Either Aldersperson or Alderman (state last name)

City Clerk: Madam City Clerk

City Attorney: Mr. City Attorney

Commission member: Commissioner

Committee member: Mr/Ms (state fast name)

Board member: Mr/Ms, (state last name)

Chief of Police: Chief (state last name)

Fire Chief: Chief (state last name)

Department Heads Mr./Ms. (state last name)

Aldersperson, Committee, Commission and Board members must wait to be recognized by the Mayor or Chairperson before speaking. Upon being recognized, the correct preface to your comments is: "Thank you your Honor"* or "Thank you Mr. Chairman" or "Thank you Madam Chair".

During council meetings and all other meeting the Mayor is attending or is a member of, address the Mayor as "Your Honor".

Alderpersons shaft not make disparaging statements during council meetings about each other, elected officials, or other members belonging to a different committee, commission, board, or staff

B. COMMISSIONS, COMMITTEES, AND BOARD PROCEEDINGS

The Common Council has five standing committees: Public Protection and Safety Committee, Public Works Committee, Finance Committee, Salary and Grievances Committee and Law and Licensing Committee. All committee members are appointed by the Mayor and confirmed by the council.

The Committee of the Whole is comprised of all the alderpersons. The Mayor is not a member of the committee. The meetings are called as needed and serve the purpose of deliberation. The Committee of the Whole does not approve or disapprove; it simply makes a recommendation to the Common Council.

The Common Council has the power to create special committees on motion or by resolution as the council deems appropriate.

Any standing committee or special committee may appoint a subcommittee from its membership.

Committee/commission/board members shall not make disparaging statements during meetings about each other, elected officials, other members belonging to a different committee, commission, board, or city staff

Other Committees, Commissions and Boards include:

- Architectural Review Board
- Blue Harbor Resort Convention Center Committee
- Board of Appeals
- Board of Contractors Examiners
- Board of Electrical Examiners
- Board of Heating Examiners
- Board of Housing Appeals
- Board of Park and Forestry Commissioners
- Board of Police & Fire Commissioners
- Board of Review
- Board of Waterworks Commissioners
- Building Use Committee
- Business Improvement District
- Capital Improvements Commission
- Citizens Advisory Committee on Community Development
- City County Shared Service Committee
- City Plan Commission
- Civil Defense Council
- Civil Service Commission
- Coalition Ambulance Quality Assurance Committee
- Collective Bargaining Committee
- Commission on Aging
- Community Health Insurance Advisory Task Force
- Emergency Management Plan Development Committee
- Croup Health Insurance Committee
- Halprin Water Feature Advisory Committee
- Historic Preservation Commission
- Housing Authority
- Housing Rehabilitation Committee
- Industrial Development Commission
- Information Systems Steering Committee
- Labor Management Committee
- Library Board
- Marina and Harbor Committee
- Mayor's International Committee
- Motor Vehicle Review Committee
- Joint Municipal Court Advisory Committee

- Redevelopment Authority
- Sheboygan Commission on Fair Housing Practices
- Sheboygan Transit Commission
- Special Committee on Risk Management
- Strategic Fiscal Planning Committee
- Tourism Advisory Committee

I Generally Used Rules of Order and Procedure

Only the items posted on the agenda may be acted on or discussed. Any items posted for discussion only may not be acted on.

The Chairperson is responsible for preparing the agenda *for* all meetings. Members may make a request for an item to be placed on the agenda.

A quorum must be present in order for the meeting to proceed and the Chairperson set the tone for the meeting.

Members may speak only when recognized by the Chairperson, One must first raise their hand and when recognized, the proper response is: "Thank you Mr. Chairman or Madam Chair", and then proceed with your comments.

There is no limitation on how many times a member may speak unless the Chairperson sets one.

Members may not interrupt the Chairperson, other members, or the public who are speaking.

Items on the agenda may be pulled forward at the request of a member with the consent of the Chairperson.

II Most Commonly Used Documents

Every committee, commission, and board is unique. Many of them handle documents that are pertinent to them or have been referred to them by the council.

The following documents are generally acted on or handled by committees, commissions, and boards:

Reports - reports by an Executive Director, Department Head or other officials are generally informative. The proper motion for reports is to accept and file the report. Reports may also be referred.

Requests - requests are generally made by the public and in some instances city employees. Requests may be granted, denied, held or referred.

Communications - communications vary and they generally are filed. In some instances they may be referred, held or acted on.

Presentations - presentations are generally for information only but in some instances action may be requested.

C. RULES FOR THE PUBLIC

The public must remove all headwear while Council is in session. All cell phones, pagers, or anything that makes noise should be turned off while Council is in session.

L Public Forum

The Common Council welcomes community input during its meetings.

The public present at the meeting is required to remain silent during the Common Council meeting. The Mayor sets the tone for the Common Council meetings and enforces all the rules. The Mayor may call anyone out of order. In order to preserve order, the Mayor may also have anyone who is out of order escorted out of the council chambers.

In order to speak before the Common Council at the public forum, the public must first make a request to the City Clerk. Up to five persons are allowed to speak for up to five minutes during the public forum. Any alderman may move to open the floor for one minute additional time. The Common Council has a full agenda to follow but may grant a person additional time to speak by a majority vote.

Basic Rules

1. Before speaking, clearly state your name and address.
2. Speak clearly, do not swear or use foul language.
3. Address comments to alderpersons, committee, etc,
4. Do not be argumentative with presenters or department heads or representatives.
5. Do not personally attack or criticize the mayor, alderpersons, city officials, department heads, elected officials or staff.
6. Do not personally attack or criticize members of the public present at the meeting.
7. Do not personally attack any member of the public (whether or not present), board/committee members, employees, and the mayor.
8. Maintain your composure and show respect to the Chairperson and respective committee members.

The Common Council receives citizen input and does not respond or debate issues with the public during the meeting. If there is a need for a response or answer to a question or concern, please make a request during your statement and the appropriate city official or employee will get back to you within a reasonable time.

II Committees, Commissions and Boards

The various city committees, commissions and boards welcome community input. When communications are received by the city and referred to a committee, commission or board, the respective Chairperson may invite individuals to attend the meeting. The opportunity to speak is strictly up to the discretion of the Chairperson.

Persons wishing to speak during these meetings should raise their hand and be recognized by the Chairperson before speaking. There is no limitation on the amount of time an individual has to speak but the Chairperson may limit the time.

Everyone is required to remain quiet during the meeting. The public must remove all headwear during the meetings. The Chairperson may rule one out of order and may have one escorted out if necessary.

Basic Rules

1. Before speaking, clearly state your name and address.
2. Speak clearly, do not swear or use foul language.
3. Address comments to alderpersons, committee, etc.
4. Do not be argumentative with presenters or department heads or representatives.
5. Do not personally attack or criticize the mayor, alderpersons, city officials, department heads, elected officials or staff
6. Do not personally attack or criticize members of the public present at the meeting.
7. Do not personally attack any member of the public (whether or not present), board/committee members, employees, and the mayor
8. Maintain your composure and show respect to the mayor and alderpersons