

**Port Huron City Council**  
**Rules of Procedure**



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**Approved: March 28, 2011**

**RULE 1. AUTHORITY**

(a) All City Council meetings shall operate in accordance with the State Constitution, the Open Meetings Act, the Home Rule City Act, the 2011 City Charter and all other pertinent laws.

(b) All regular and special meetings of the City Council shall be open to the public and the rules of order of the City Council shall provide that the citizens shall have reasonable opportunity to be heard, except as otherwise provided by law. [Charter §2-7(c)]

(c) These rules of order provide the common rules and procedures for deliberation and debate to provide for constructive and democratic meetings. These rules are to help, not hinder, the business of the City Council and are adopted to expedite and facilitate the transaction of the business of the City Council in an orderly fashion. The failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the City Council.

(d) The following words or phrases shall have the following meanings:

*Administration* means the City Manager or his or her designees.

*City Council or Council* means the Mayor and six (6) Councilmembers.

*Councilmember or member* are used interchangeably and means members of the City Council.

*Dates* - whenever a date used in these rules for the doing or completion of an act falls on a Saturday, Sunday or holiday, such act shall be done or completed on the next succeeding day which is not a Saturday, Sunday or holiday.

*Decision* means a determination action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance or measure on which a vote by City Council has occurred.

*Meeting* means the convening of a public body (the City Council) at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

*Procedural matters* means votes upon motions having no other purpose than to adjourn, to receive and file, to refer a matter, to approve the minutes or accept or decline an invitation may be taken by a voice vote and the chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to carry such a motion, unless the Charter or other rule shall specifically require a greater majority in any such matter.

*Unanimous* means that all the members of the City Council are present and have voted the same way. In case of a vacancy on the City Council, the word “unanimous” shall apply to the remaining members of the City Council and the minutes of the meeting shall indicate that a vacancy exists.

(e) On all matters of procedure not addressed in these rules, the Council shall refer to *Robert’s Rules of Order, Newly Revised*, for guidance in developing procedures for the conduct of meetings.

**RULE 2. OATH OF OFFICE; DUTIES ASSUMED; MAYOR PRO TEM APPOINTED**

(a) At the next regularly scheduled meeting following their election, newly elected members of City Council shall take the oath of office and assume the duties of their office. [Charter 2-2(c)]

(b) At the first regular meeting after each City general election, the City Council shall appoint one of its elected members to serve as Mayor Pro Tem. [Charter 2-4(b)]

**RULE 3. REGULAR AND SPECIAL MEETINGS; STANDING COMMITTEES**

(a) *Regular meetings*: Regular meetings of the City Council shall be held each month on the days and times prescribed by ordinance. Each calendar year there shall be posted within 10 days after the first meeting of the Council a public notice stating the dates, times and places of the regular meetings. If there is a change in the schedule of regular meetings, a notice shall be posted within 3 days after the meeting at which the change is made listing the new dates, times and places of the regular meetings. [Open Meetings Act; Charter §2-7(a); City Code 2-31 & 2-32]

(b) *Special meetings*: Special meetings may be called by the City Clerk on the written request of the Mayor or any three (3) members of the City Council, provided such written request has been submitted to the City Clerk at least twenty-four (24) hours prior to the special meeting. A notice of the special meeting shall be posted at least 18 hours before the meeting as required by state law. [Open Meetings Act; Charter §2-7(b)]

(c) *Standing committees*: In accordance with Section 2-1(d) of the City Charter, there shall be no standing committees of the City Council. This does not, however, prohibit the designation of three (3) or less Councilmembers working together, without compensation, to gather information and/or research a specific subject and to report back to the full City Council at a later date.

**RULE 4. QUORUM**

At any regular or special meeting, four (4) members of the City Council shall be a quorum for the transaction of business. In the absence of a quorum, two (2) or more members may adjourn any regular or special meeting. [Charter §2-7(d)] Regular meetings that have been adjourned due to a lack of a quorum shall have the agenda material carried over to the next regular meeting unless a special meeting is scheduled prior to that time to deal with those items. Special meetings adjourned due to a lack of quorum shall be rescheduled to a date determined by the authority who called for the meeting. Notices shall be posted in accordance with state law.

**RULE 5. CONDUCT OF MEETINGS**

(a) *Chair*: The Mayor, or in the Mayor’s absence, the Mayor Pro Tem, shall be the chair and preside over the meetings. If both the Mayor and Mayor Pro Tem are absent, the City Clerk shall call the City Council to order and call the roll. If a quorum is present, the Council shall elect by a majority of those members present a temporary chair to act until the Mayor or the Mayor Pro Tem appear.

(b) *Preservation of order*: The chair shall conduct the meeting, arrange the seating, preserve decorum, and decide all questions of order and the interpretation of these rules. Appeals of such interpretation may be made by any Councilmember present. The City Clerk normally shall be the advisor of the chair on any point of order or procedure under these rules.

(c) *Legal counsel*: The chair, or any member of the City Council, may call upon the City’s legal counsel in any meeting of the Council, to decide upon any pertinent question of law, but not to decide upon the interpretation of any rule of order or procedure.

**RULE 6. PUBLICATION OF NOTICES**

Official notices or proceedings requiring publication or posting shall be displayed on the bulletin board located in the Municipal Office Center or on the City’s official web site. In the event publication is required by law in a newspaper of general circulation, *The Times Herald*, which is circulated in Port Huron, is designated as the official newspaper for the City of Port Huron. [Charter §1-12]

## **RULE 7. CITIZEN PARTICIPATION**

Members of the audience attending regular or special meetings shall have a reasonable opportunity to be heard, except as otherwise may be provided by law, as follows:

(a) *Regular meetings*: The chair will recognize each person wishing to make comments and the person shall state their name, address and group affiliation (if appropriate) prior to speaking. No citizen shall speak more than once during each of the following segments unless permission is given by the chair:

(1) *Public hearings*: When a public hearing on a matter has been scheduled, City Council will hear and consider any comments presented by interested parties or audience members on the specific subject of the hearing. The chair may, if appropriate, limit the amount of time per person based on the requests and determine when the public has had its opportunity to be heard.

(2) *Public comment*: Speakers may address the City Council for up to one 4-minute period.

(b) *Special meetings*: The appropriate time during the meeting to receive public comment will be determined by the chair based on the matters to be discussed. Speakers may address the City Council for up to one, four (4) minute period.

(c) *Time Deviation*: The chair may deviate from the standard amount of time allowed for public comment during meetings and shall announce the reason for any deviation. Reasons include, but are not limited to, the number and complexity of agenda items and the number of persons wishing to address the City Council.

(d) *Conduct of speakers and audience members*: Persons addressing the City Council shall make responsible comments and shall refrain from making personal, disrespectful, slanderous or profane remarks. Personal debates within the audience are not permitted. To preserve the order and decorum of Council meetings, the audience shall refrain from cheering and applauding during the course of the meeting.

(e) *Disorderly conduct*: The chair may call to order any person or persons who are being disruptive, disorderly, speaking out of turn or beyond the allotted time, etc. Such persons shall promptly obey the rulings of the chair if called to order. If the person does not obey the ruling, the chair may order the removal of the person from this meeting.

(f) *Written communications*: Individuals or groups are encouraged to submit written comments to the City Council via mail, e-mail or delivered to the City Clerk's office for distribution. If requested by the writer, the communication may be added to the appropriate agenda for receipt and/or action as deemed appropriate by the City Council.

(g) *Handouts, supporting materials, photographs, etc.*: Persons wishing to provide copies of comments, handouts, presentations, supporting materials, photographs, etc., are encouraged to submit such items to the City Clerk's office prior to the start of the meeting for distribution to the City Council. The use of audio or electronically displayed materials by citizens during public comment segments is not allowed. An exception may be given if prior permission is given by the chair and the material is provided to the City Clerk's office at least two (2) business days prior to a meeting.

**RULE 8. AGENDAS AND ORDER OF BUSINESS**

(a) *Regular meeting agendas:* The City Manager shall be responsible for the preparation of the agenda and supporting material for each regular meeting as follows:

- (1) Every ordinance, resolution and document to come before the City Council at any regular meeting shall be submitted before 12:00 noon on Wednesday preceding the regular meeting in order to properly prepare the agenda. Items not received may be considered at the next regularly scheduled meeting.
- (2) Requests by individual members of the City Council for administration to prepare simple and uncomplicated resolutions or proposed ordinances, provided said request is permitted by state law and/or the City Charter, shall be made through the City Manager prior to 12:00 noon on the Wednesday preceding the regular meeting in which it is desired. If the City Manager determines that the request requires extensive staff research and preparation, he or she may first prepare a resolution for City Council to determine whether to proceed.
- (3) The City Manager or Councilmember who placed an item on the agenda shall have the right to withdraw it prior to any action being taken.
- (4) The agenda shall be furnished to the City Council on the Thursday prior to the regular meeting, or not later than the Saturday before such meeting. On the day following delivery of the agenda to the City Council, if practicable, the agenda will be available on the City’s web site and a paper copy can be viewed at the City Clerk’s office during normal business hours.
- (5) The City Council may by an affirmative vote of at least four (4) members approve the addition of agenda items. The motion to add an item shall occur at the beginning of the meeting, immediately after the previous minutes have been approved.

(b) *Special meeting agendas:* If necessary, the City Manager shall prepare an agenda for special meetings, in consultation with the Mayor, based on the written request for the meeting. If provided for in the notice, additional agenda items may be added by an affirmative vote of at least four (4) members.

(c) *Order of Business - regular meetings:* Prior to the start of regular meetings, an inspirational message from an individual selected by the Mayor may be given, followed by the Pledge of Allegiance. The order of business at any regular meeting shall be as follows:

- Call to order
- Roll call
- Approval of minutes from previous meeting
- Presentations: These items include proclamations, commendations and recognitions or items prepared by City administration, City boards and commissions or other City-related agencies. Any other presentation shall be limited to 15 minutes and shall be by prior approval of the City Council.
- Public Hearings: Resolutions and/or ordinances applicable to a public hearing shall be considered immediately following the hearing.
- Public Comment
- Consent Agenda: Agenda items considered routine will be marked with an asterisk (\*) and will be considered under “motion to adopt consent agenda items, as indicated.” Examples include communications, setting public hearings, board appointments, traffic control orders, etc., and ordinances that have been previously approved in principle. If any Councilmember requests an item to be removed from the consent agenda, the item will be removed and considered in its normal sequence on the agenda.

- Unfinished Business: Items include any business matters not disposed of prior to the adjournment of the previous meeting and any matters postponed for consideration at this meeting.
- Communications & Petitions
- Reports from the City Manager, and other City officers, committees, boards or commissions
- Resolutions
- Ordinances
- Tabled Items
- Miscellaneous Business
- Adjournment

## **RULE 9. RESOLUTIONS**

(a) As stated in the City Charter §3-1(1), a resolution or motion shall be limited to matters required or permitted to be done by the Charter, or by state or federal laws or pertaining to the internal affairs or concerns of the city government. Resolutions, and any long or complicated motions or amendments, shall be put in writing by the mover before being acted upon by the City Council.

(b) Upon the reading by the City Clerk of a short description of the resolution, it shall be in order for any member of the City Council to move for its adoption. Before the question is put to a vote, an opportunity for debate, amendment or other appropriate action shall be afforded the City Council.

(c) A resolution is an official City Council action in the form of a motion adopted by an affirmative vote of at least four (4) members, unless otherwise provided by law. [*Charter §3-1(1)*] A resolution becomes effective on the same day on which it is adopted unless a subsequent date is contained within the resolution.

## **RULE 10. ORDINANCES**

(a) As stated in the City Charter §3-1(2), an ordinance is a legislative act establishing a more permanent influence on the City other than a resolution and requires greater formalities in its adoption. Also stated in the City Charter §3-3, in addition to other acts required by law or by specific provision of the City Charter to be adopted by ordinance, acts which do any of the following shall be by ordinance:

- (1) Adopt or amend an administrative code or establish, alter or abolish any City department, office or agency;
- (2) Amend or repeal any ordinance previously adopted;
- (3) Grant, renew or extend a franchise, except as otherwise provided by law;
- (4) Authorize the borrowing of money;
- (5) Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed;
- (6) Regulate land use and development.

(b) All legislation by ordinance shall comply with the provisions of Section 3-4 of the City Charter and be submitted and considered as follows:

- (1) All proposed ordinances shall be in writing, shall be identified by an agenda number and a short title and shall contain no more than one subject. It shall be the responsibility of a Councilmember offering an amendment to put the amendment and the exact revisions proposed in writing if it is long or complicated.
- (2) The City Manager and administrative officers shall submit and recommend to City Council adoption of ordinances deemed necessary to carry out the activities of the City and those matters required by state law.
- (3) If a Councilmember wishes to introduce a proposed ordinance, the short title shall reflect an endorsement indicating this, such as “Introduced by Councilmember (insert name)”.
- (4) When any person, not a member of the City Council, nor the City Manager or the administrative staff, requests the City Council to adopt an ordinance prepared by such person, it shall not be introduced except by consent on the affirmative vote of at least four (4) members. The short title of the ordinance shall reflect an endorsement such as “Introduced on the request of (insert name)”.
- (5) Each proposed ordinance is read by its title by the City Clerk, once for a “First Reading” and then for a “Second Reading and Enactment” and possible enactment at a subsequent meeting. The opportunity for debate, amendment or other appropriate action shall be afforded the City Council at each reading. The “Second Reading and Enactment” may be placed on the consent agenda if the first reading of the ordinance was adopted unanimously. No ordinance shall be finally passed at the same meeting at which it is introduced, unless it is declared to be an emergency ordinance as provided in the Charter or is allowed by law to be adopted at the same meeting at which it is introduced.
- (6) As provided in the Charter, adoption of an ordinance requires an affirmative vote of at least four (4) members unless otherwise provided by law.
- (7) An ordinance shall become effective upon its publication, but not less than five (5) days after its passage, unless a different effective date is provided by law or unless it shall be passed as an emergency ordinance. [*Charter §3-4(5)(6)(7)*]

*[NOTE: At the time of adoption of these rules, state law requires a summary be published in a newspaper of general circulation.]*

## **RULE 11. MOTIONS**

(a) *Generally*: All motions offered shall be moved and seconded before being considered. Long or complicated motions shall be put in writing by the mover of the motion before being acted upon. An opportunity for debate, amendments or other appropriate action shall be afforded the members of the City Council, except as otherwise stated in these rules. Each amendment proposed shall be considered a separate question.

(b) *Debate*: Councilmembers wishing to speak during debate shall first obtain the approval of the chair and each member who speaks shall address the chair. A Councilmember cannot speak against his or her own motion, but may vote in the negative. The member making the motion may speak on it first, if he or she expresses a desire to do so.

(c) Withdrawal: A Councilmember has the right to withdraw his or her motion. If no member objects, the motion is modified or withdrawn. If a member objects to the withdrawal of a motion and a second is received, a vote is immediately taken on the request to withdraw the motion. Friendly revisions to motions agreed to by the Councilmember moving and seconding the motion may be made.

(d) Passage: Passage of all motions or appeals of the chair shall be on the affirmative vote of at least four (4) members, unless otherwise stated by law or by these rules.

(e) Motion under consideration: Whenever a main motion or question is under consideration, no other motion can be made except:

- To amend or substitute
- To postpone indefinitely
- To postpone to another day or time
- To divide the question
- To call the question
- To clear the floor of motions
- To appeal the ruling of a chair
- To table -or- Take from the table
- To recess
- To adjourn
- To fix the time to which to adjourn

(f) See Appendix “A” for a “Chart of Motions” listing details about the handling of the various types of motions.

## **RULE 12. APPEALS**

Any Councilmember may appeal a ruling/decision of the chair and the appeal is debatable. The chair shall then put the question, generally phrased as, “Shall the decision of the chair stand as the decision of the Council?” If adopted, the ruling of the chair is sustained (stands); otherwise, it is overruled (ruled against). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.

## **RULE 13. POINT OF ORDER**

When a member believes the rules are not being followed, a member may demand the ruling of the chair. The chair shall promptly rule and enforce the rules, if appropriate. The chair’s ruling on a Point of Order may be appealed.

**RULE 14. RECONSIDERATION**

No ordinance, resolution, motion or question acted upon by the City Council shall be again brought forward during a one (1) year period following the initial vote other than for amendment or repeal unless a motion to reconsider is offered and adopted. The following shall apply to a motion to reconsider:

- (a) Motion to reconsider shall be in order on any question the City Council has decided.
- (b) No question shall be considered more than once. Motions to reconsider cannot be reconsidered.
- (c) Shall be made on the same day the initial vote was taken or at the next regularly scheduled meeting following.
- (d) Shall be moved by a Councilmember on the prevailing side of the vote, or a member who did not participate in the original question, and shall be seconded by any Councilmember.
- (e) Adoption shall require the affirmative vote of the same majority of Councilmembers as was required for the original question.
- (f) If a question under reconsideration had any adopted amendments, the amendments cannot be reconsidered separately from the main question.
- (g) If a motion to reconsider is tabled, it shall not carry with it the original question, but shall be equivalent to a refusal to reconsider.
- (h) It shall not be in order to take from the table a motion to reconsider, nor shall the vote to table the motion be reconsidered.
- (i) Certain issues may or may not be subject to reconsideration depending on whether or not reconsideration would create a potential claim of equitable estoppels against the City. Examples may include rezoning of property where a previously made decision has created vested rights in favor of the property owner, or bid awards where the person or company has reasonably relied on a previous decision and has committed money and other resources to the project, and other such examples. Legal counsel shall determine whether or not reconsideration creates a potential legal liability for the City and will advise accordingly.
- (j) *Suspend the rules:* After the time limitation for introducing a motion to reconsider's has lapsed, the rules may be suspended by an affirmative vote of at least five (5) members to permit reconsideration of a question. Any member may make and second the motion to suspend the rules to provide for this.

**RULE 15. RESCIND**

Any vote taken may be rescinded, unless something has been done as a result of the vote that the Council cannot undo. This motion cannot be made if the question can be reached by a motion to reconsider. It shall require an affirmative vote depending on whether or not notice of the intent to rescind was provided at a previous meeting as follows: If notice was given, requires an affirmative vote of at least four (4) members. If notice was not given, requires an affirmative vote of at least five (5) members.

**RULE 16. SUSPEND THE RULES**

Any rule may be temporarily suspended by an affirmative vote of at least four (4) members, unless a different number of votes are specifically stated in a rule. Rule 18 shall not be suspended, nor shall any rule be suspended if it is a restatement of a requirement of state law, the City Charter or City Code.

## **RULE 17. VOTING**

(a) The chair determines when to close debate after determining if all Councilmembers have been given an opportunity to be heard and to order the roll call of the question.

(b) Councilmembers in attendance shall have a duty to vote for or against all measures before the City Council, unless there is a conflict of interest. Conflicts shall be governed as follows:

- (1) Except for public contracts governed by the Contracts of Public Servants with Public Entities Act (Act 317 of 1968), no member of the City Council shall have an interest, directly or indirectly, in any contract, job or work with the City. No member of the City Council shall be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services. This does not apply to the official services of his or her office. *[Charter §2-6(b)]*
- (2) The foregoing prohibitions of paragraph (a) above, as they apply to a Councilmember or Councilmembers, shall not apply if the City Council shall declare on its records by an affirmative vote of five (5) of the remaining members of the City Council that the best interests of the City are served despite a personal interest, direct or indirect, and if in compliance with the Contracts of Public Servants with Public Entities Act (Act 317 of 1968). *[Charter §2-6(d)]*
- (3) If a Councilmember shall have a conflict or believes he/she may have a potential conflict of interest as shown in paragraph (a), the member shall immediately disclose the nature and extent of his or her interest prior to the consideration of the agenda item involved. If it is determined, in consultation with legal counsel and review of the Charter and state law that a conflict does not exist or the City Council has declared on its record the best interests are served despite the personal interest, the member may participate in the deliberations and shall vote on such matter.

(c) Roll call votes shall be called by the City Clerk in a rotating order and entered upon the record, except that when the vote is unanimous, it shall only be necessary to so state. The chair shall always vote last. Once voting begins, no Councilmember shall be entitled to speak on the question, nor shall any motion be in order, until the roll call is finished and the results declared.

(d) Procedural matters may be decided by a voice vote if declared by the chair. Such procedural matters include motions to adjourn, receive and file, refer a matter, approve the minutes or to accept or decline an invitation. The chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to carry such a motion, unless the Charter or other rule herein specifically requires a greater majority.

(e) All resolutions, ordinances, motions or declarations shall be adopted or passed by an affirmative vote of at least four (4) members, unless otherwise provided by law. *[Charter §2-7(f)]*

(f) A Councilmember may change their vote if he or she makes a request to do so immediately following the vote and prior to the time that the next item in the order of business is taken up. The vote shall be changed and the record shall reflect the Councilmember's changed vote. Such member shall not be permitted to make any other change of vote upon the same question, except upon a properly introduced motion to reconsider.

## **RULE 18. AMEND/REPEAL RULES**

These rules may be amended or repealed by resolution of the City Council and shall not be finally passed at the same meeting at which it is introduced and such resolution shall be postponed for final consideration until the next regular meeting or until such further time as the City Council shall determine. This rule shall not be suspended.

Appendix “A”

**Chart of Motions**

NOTE: Each item below lists if a motion can be debated, amended, tabled or reconsidered.

Motion	Explanation
<p><b>General Information about Motions</b></p>	<ul style="list-style-type: none"> <li>➤ All motions moved &amp; seconded</li> <li>➤ Long/complicated motions reduced to writing by mover</li> <li>➤ Each amendment is a separate question</li> <li>➤ During debate, members shall speak once, except in rebuttal or explanation, or unless chair or members consent</li> <li>➤ Passage requires at least four (4) affirmative votes of the members, unless state law or a rule provides otherwise</li> </ul> <ul style="list-style-type: none"> <li>➤ Mover of motion may:                             <ul style="list-style-type: none"> <li>• Speak first</li> <li>• Cannot speak against own motion</li> <li>• Can vote in the negative</li> <li>• May withdraw own motion if there are no objections; otherwise four (4) affirmative votes are required to withdraw a pending motion</li> </ul> </li> </ul>
<p><b>Adjourn</b></p>	<p>Ends the meeting. Cannot offer to adjourn if a motion to fix time to adjourn is pending.</p>
<p><b>Adjourn, Fix time to</b></p>	<p>Sets the time for continuation of a meeting. <b>Debatable, Amendable, Reconsider</b></p>
<p><b>Amendments</b></p>	<p>An amendment proposes a change to a main motion. Each amendment proposed shall be considered a separate question and shall be dealt with before any other amendment is offered. <b>Debatable, Table, Reconsider</b></p>
<p><b>Appeals</b></p>	<p>Any Councilmember may appeal a ruling or decision of the chair. The chair shall then put the question, generally phrased as, “Shall the decision of the chair stand as the decision of the Council?” If adopted, the ruling of the chair is sustained (stands); otherwise it is overruled (rejected). *If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal. <b>Debatable, Table* (see above sentence), Reconsider</b></p>
<p><b>Call the Question</b></p>	<p>Any member, <i>except the member who moved the pending motion</i>, can move to close debate. The motion may be limited by the mover to one or more questions preceding the main question. If this motion is adopted, the vote on the pending motion is immediately taken. If rejected, debate continues. <b>Reconsider</b></p>
<p><b>Clear the Floor of Motions</b></p>	<p>Used if procedural matters have become sufficiently confusing. If adopted, it shall clear the floor of all procedural motions as though they have been withdrawn. <b>*Reconsider</b> (*Only a failed motion can be reconsidered.)</p>
<p><b>Divide the Question</b></p>	<p>The division must divide the motion into two or more separate motions capable of standing as a complete proposition without the others. <b>Debatable, Amendable, Reconsider*</b> (*Only if a different division is offered.)</p>
<p><b>Object to Consideration</b></p>	<p>Motion is used to avoid consideration of a motion that is undesirable, impractical or improper matter. Must be made before or immediately after a main motion is opened for debate and before any amendments are made to it.</p>

## Chart of Motions

NOTE: Each item below lists if a motion can be debated, amended, tabled or reconsidered.

Motion	Explanation
<b>Postpone to Another Day or Time</b>	<p>If adopted, the motion under consideration at the time is postponed until the stated date and/or time. The matter resumes under “Unfinished Business” if the date stated is another meeting. The matter does not require another motion and second before considering continues.</p> <p style="text-align: center;"><b>Debatable, Amendable, Reconsider</b></p>
<b>Postpone Indefinitely</b>	<p>This motion is used to reject the main motion. Can be made only while a main motion is pending. If amendments are on the floor, this motion cannot be offered.</p> <p style="text-align: center;"><b>Debatable, Reconsider*</b> (<i>*Only an affirmative vote can be reconsidered.</i>)</p>
<b>Recess</b>	<p>Establishes a brief break in the meeting.</p> <p style="text-align: center;"><b>Amendable, Reconsider</b></p>
<b>Reconsideration</b>	<p>See Rule 14 for complete details. Below is a general description of this rule:</p> <ul style="list-style-type: none"> <li>➤ Be made on the same day of initial vote or at next regularly scheduled meeting following.</li> <li>➤ Be made by a member on the <u>prevailing</u> side of the vote, or a member who did not participate in the original question, and shall be seconded by any Councilmember.</li> <li>➤ Requires the affirmative vote of the same majority of Councilmembers as was required for the original question.</li> </ul> <p>If the time limit has lapsed to reconsider a question, the rules may be suspended and the motion to suspend the rules shall require an affirmative vote of at least five (5) members.</p> <p style="text-align: center;"><b>Debatable, Table</b></p>
<b>Rescind</b>	<p>Any vote taken may be rescinded, unless something has been done as a result of the vote that the Council cannot undo. This motion cannot be made if the question can be reached by a motion to reconsider. It shall require an affirmative vote depending on whether or not notice of the intent to rescind was provided at a previous meeting:</p> <ul style="list-style-type: none"> <li>➤ If notice was given: Requires an affirmative vote of at least four (4) members.</li> <li>➤ If notice was <u>not</u> given: Requires an affirmative vote of at least five (5) members.</li> </ul> <p style="text-align: center;"><b>Debatable, Amendable, Table, Reconsider</b></p>
<b>Suspend Rules</b>	<p>Any rule may be temporarily suspended by <b>an affirmative vote of at least four (4) members</b>, unless a different number of votes are specifically stated in a rule. Rule 18 shall not be suspended, nor shall any rule be suspended if it is a restatement of a requirement of state law, the City Charter or City Code.</p> <p style="text-align: center;"><b>Debatable</b></p>
<b>To Table</b>	<p>This motion temporarily suspends debate/action on a motion and all of its pending subsidiary motions. If adopted, only the main motion and any adopted or pending amendments to the main motion are tabled. If the tabled motion is not taken from the table by the end of the current meeting or the next regular meeting following, the main motion dies.</p>
<b>Take from the Table</b>	<p>This motion would take up a matter previously tabled. This motion is <u>not</u> in order unless some business has been transacted since the question to table was adopted. The same question can be again tabled after additional debate has occurred. <b>NOTE:</b> Tabled motions to reconsider cannot be taken from the table.</p>

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\*Note: The index is provided for convenience and may be altered when necessary to add additional indexing items