



TOWN OF ERIE
COLORADO

BOARD OF TRUSTEES
RULES OF ORDER
&
PROCEDURE
(As Amended April 28, 2020)





*This document
is intended to guide
the activities
of the Erie Town Board.*



RESOLUTION NO. 03- 10

A RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURE; AND, SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the Board of Trustees of the Town of Erie, Colorado wishes to adopt Rules of Order and Procedure for the orderly conduct of Board of Trustees meetings and the preparation of agendas for the Board of Trustees meetings; and

WHEREAS, the Board of Trustees of the Town of Erie believes it is in the best interest of the Town to adopt Rules of Order and Procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO, AS FOLLOWS:

Section 1. That the Rules of Order and Procedure, a copy of which is attached hereto and incorporated herein by reference, is hereby adopted.

Section 2. That adopting the Rules of Order and Procedure is found to be in the best interest of the Town of Erie, and necessary for the preservation of the public health and safety.

ADOPTED AND APPROVED THIS 28TH DAY OF JANUARY, 2003, BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO.

TOWN OF ERIE,
a Colorado municipal corporation

By: Barbara Connors
Barbara Connors, Mayor

ATTEST:

By: Teresa G. Andrews
Teresa G. Andrews, CMC, Town Clerk

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1. AUTHORITY AND PURPOSE

- 1.1 These Rules of Order and Procedure may be temporarily suspended by a majority vote of the Board members present. When making a motion to suspend these Rules of Order and Procedure, a Board member shall specify which rule, procedure or part thereof is being temporarily suspended, and the purpose for which the rule is to be suspended. The vote on any suspension shall be entered upon the record.
- 1.2 These rules may be amended or new rules may be adopted by a majority vote of all Board members. Any such amendments shall be submitted to the Mayor, who shall place them on the agenda for the next Regular Meeting. This requirement may be waived by a majority vote of all Board members, with a recorded vote of all Board members present.

2. MEETINGS OF THE TOWN BOARD

- 2.1 **Regular Meetings:** The Town of Erie Board of Trustees (“Board”) shall meet in regular session on the second and fourth Tuesdays of each month beginning at 6:30 p.m. All Regular Meetings shall be held in the Board Chambers unless otherwise determined by the Board. The agenda for Regular Meetings shall be primarily devoted to the transaction of Town business requiring formal voting by the Board.
- 2.2 **Pre-Meeting:** Prior to the convening of a regular Board meeting, the Board may meet to review that night’s agenda.
- 2.3 **Special Meetings:** Special Meetings are those held at any other time other than the date of the Regular Meetings, and are for the purpose of transacting limited municipal business that cannot otherwise be transacted in a timely fashion at a Regular Meeting. Such municipal business must be included in the notice of the meeting. Special Meetings may be called as follows: 1. By the Mayor; 2. at the verbal or written request of three (3) members of the Board; or 3. By the Town Administrator. Notice of the Special Meeting shall be in writing to each of the members of the Board, and such written notice may be via electronic means including e-mail and facsimile. A Special Meeting may

also be called by a motion at a Regular Meeting, and with the approval of a majority vote of the Board (Notice of a Special Meeting will be subject to notice requirement in Section 4.7).

2.4 Study Sessions: The Board may meet in a Study Session, to be held on a date requested by the Town Administrator, for the purpose of receiving reports and updates and discussing Town business. No decisions can be made nor may any actions be taken at a study session. All actions taken and all decisions made must be approved at either a Regular or Special Meeting. Study Sessions are open to the public; however, no testimony or comments shall be received from the public at these meetings unless the presiding officer otherwise directs at the Study Session. A board member may attend a Study Session by electronic means if they are unable to attend in person.

3. BOARD MEETING PARTICIPANTS

3.1 Mayor: The Mayor shall preside over meetings of the Board. The Mayor shall have the right to speak and to vote as any other member of the Board. Duties of the Mayor as presiding officer include:

- a. Open the meeting at the appointed time, and call the meeting to order.
- b. Announce the business coming before the Board in accordance with the agenda-and introduce items of business.
- c. Control the proceedings of the meeting and recognize Board members, staff and members of the public who are entitled to the floor.
- d. State or cause to be stated and put to a vote all questions that legitimately come before the Board and announce the results of the vote. Although not prohibited, the presiding officer generally does not propose a motion.
- e. Enforce the Board's rules relating to debate, order, and decorum at meetings.
- f. Decide all questions of order.

g. Adjourn the meeting.

3.2 Mayor Pro Tem: At the first meeting following each election, the Board shall elect from within its membership a Mayor Pro Tem, who shall become the acting Mayor in the absence of the Mayor, with the same duties and responsibilities of the Mayor.

3.3 Temporary Chair: In the event both the Mayor and the Mayor Pro Tem are absent from a meeting, the Town Clerk shall call the Board to order and call the roll. If a quorum is present, the Board shall elect by a majority vote a Temporary Chair who will preside over the meeting until the arrival of the Mayor or the Mayor Pro Tem, at which time the Temporary Chair shall relinquish the chair upon conclusion of the business immediately before the Board.

3.4 Board members: All Board members have the right to full participation in all meetings. Board members are expected to attend all Regular Meetings, Special Meetings and Study Sessions.

3.5 Absences: In the event a Board member will be absent, the Board member should notify the Mayor or the Town Clerk as soon as possible prior to the Board meeting.

3.6 Executive staff: The Town Administrator and the Town Attorney, or their designees, shall attend all meetings of the Board. They shall have the ability to take part in all discussions of the Board, but shall have no votes. The Town Attorney, upon request of the Board, shall provide either a written or oral opinion on questions of law.

3.7 Town Clerk: The Town Clerk, or designee, shall attend all meetings of the Board and shall keep the official minutes of proceedings and perform other such duties as may be requested by the Board.

3.8 Other Municipal Employees: The head of any department or any employee of the Town, as directed by the Town Administrator, shall attend meetings of the Board.

4. AGENDA & NOTICE OF MEETINGS

4.1 The agenda shall be set by the Mayor and Town Administrator. Items

to be included on the agenda may be submitted by the Mayor, members of the Board, the Town Administrator, or by staff. Board members wishing to place an item on the agenda must first consult with the Mayor; an item may be placed on the agenda at the direction of a majority of the Board at a meeting or Study Session.

- 4.2** The Town Clerk shall maintain an “Advance Agenda” listing the meeting schedule and issues the Town Administrator anticipates presenting to the Board at each meeting. The Town Clerk shall update the Advance Agenda at least bi-weekly and shall provide an electronic copy of the most recent update at least 5 days prior to each Board meeting.
- 4.3** The Town Clerk shall prepare all agendas upon the direction of the Town Administrator.
- 4.4** At any point in the Board meeting, any Board member, when recognized by the presiding officer or when in possession of the floor, may request that a new item (not currently on the agenda) be placed on the current Board meeting agenda or on a future agenda. Such a request shall be made in a formal manner, such as: “I request ____ be placed on the agenda for (this) (the next) (a specific future) meeting.” If a second is obtained, then a discussion and vote shall be taken on the Board Member’s request. If a majority of those Board Members present vote in the affirmative, then the request shall be granted
- 4.5** No later than Friday preceding the Regular meeting, the Town Clerk will publish on the Town’s website a packet including the agenda for the next meeting showing the order of business. Unsigned written or anonymous communications shall not be included in the packet.
- 4.6** Included in the packet will be a summary of items expected to come before the Board at its next Regular meeting and the information prepared and compiled by Town staff for each item.
- 4.7** A notice of meeting shall be published on the Town's website at least twenty-four (24) hours prior to a Regular Meeting, Special Meeting or Study Session. Any other notice allowable by law shall be permissible. Notices shall be published as designated by the Board by resolution at the beginning of each calendar year.

4.8 In the event that an Executive Session will be held at a time other than in conjunction with a Regular or Special Meeting, notice of such Executive Session and its purpose shall be published on the Town's website at least twenty-four (24) hours prior to the meeting.

4.9 Proclamations. Procedure and policy for placing a proclamation on the Board of Trustees agenda is as follows:

PURPOSE:

- a. Ceremonial and used for recognition for local person, event, etc.
- b. To honor persons or groups who impact the Town of Erie.
- c. Nationally recognized events or activities with local interest.
- d. Non-controversial and non-political.
- e. Should not be subject to strong differences of opinion in the community.
- f. Should not have policy implications.
- g. Should not contain facts and figures that need to be verified.

PROCEDURE:

- a. Proclamations require a Board sponsor - staff will work with the Board to see who will sponsor.
- b. A draft shall be submitted at least 2 weeks prior to the Board meeting – the Town may edit the draft.
- c. Staff circulates the proclamation to the Board prior to scheduling so the Board can advise staff of any objection.
- d. If no objections, the proclamation will be scheduled.
- e. When applicable, a representative should be there to accept the proclamation.

5. MEETING PROCEDURES

5.1 The order of business shall be as follows (unless modified by a majority vote of the Board members present):

- a. **Call to order** (by presiding officer)
- b. **Pledge of Allegiance and Roll Call**
- c. **Approval of the agenda.** The Town Administrator will advise

Board members of items which need to be added to or deleted from the agenda, Board members may request addition or removal of agenda items at this time. Amendments to the order of business or the agenda must be approved by a majority of the Board members present.

d. **Election Related Actions.** After each municipal election, the newly elected members shall be sworn in by the Town Clerk, the Board shall elect the Mayor Pro Tem, the Board shall appoint the Town Officers (Town Administrator, Town Attorney, Town Treasurer and Town Clerk) and the Town Clerk shall swear in said Officers.

e. **Consent Agenda items.** The Town Administrator will put on the Consent Agenda items for Board approval without discussion or debate. Prior to the motion to approve, a Board member may request removal of an item on the Consent Agenda. Items removed will be considered under “General Business” in the order they appeared on the agenda.

f. **Public Comment On Matters Not On The Agenda.** This period is the opportunity for members of the public to comment for up to 3 minutes on any matter not on the agenda or scheduled for public hearing or public comment. The Board shall not take action on items not on the meeting agenda. However, the Board may direct that issues raised during this period be considered on a subsequent agenda, and simple questions may be answered at the presiding officer’s direction. To ensure the Board is able to consider issues already on the meeting agenda, if public comment during this period takes more than 45 minutes, the presiding officer may defer additional public comment to the end of the meeting or to a subsequent meeting.

g. **General Business.** Under this agenda category the Board shall consider Proclamations, Appointments, Presentations, Resolutions, Ordinances and other matters. The order of matters shall be that most conducive to public involvement and the efficient use of the Board’s, presenter’s and Town staff’s time.

h. **Staff Reports.** Information or staff items that do not require action by the Board.

i. **Board of Trustees Reports** Information sharing, appointments and

discussion of items not on the agenda.

j. **Executive Session** (on an as needed basis only). An Executive Session may be scheduled anywhere on the agenda as determined to be appropriate by the Board.

k. **Adjournment.**

5.2 Public Comment Procedures.

a. In addition to the period reserved for public comment on matters not on the agenda, members of the public shall have the opportunity to comment on Resolutions and Ordinances, and other matters before the Board as determined by the presiding officer or applicable law, during the time designated for Public Comment on that matter and when recognized by the presiding officer. Each person shall first sign a public comment sheet listing their name, address, telephone number, and the specific agenda item on which they want to comment. Public comment sheets will be prepared by the Town Clerk.

b. The Town Clerk will deliver the comment sheets to the presiding officer, who will call the names of the persons who indicated they wished to speak in the order they signed up.

c. Prior to making comments, each person will, for the record, give their name and address. If they neglect to do this, the Town Clerk will ask for this information.

d. Each person will be permitted to speak during the designated times for Public Comment for a period of time not to exceed three (3) minutes. The Town Clerk will operate the speaker’s timing system and monitor the speaker’s time. The timing system will not apply to Board members, Town staff, or presentations by applicants or petitioners.

e. Order:

i. The presiding officer reads title of ordinance or resolution into the record.

ii. Staff presentation.

iii. Applicant/petitioner presentation.

- iv. Public comment.
- v. Public comment closed.
- vi. Board discussion (may ask questions of applicant/petitioner, those making public comments or staff).
- vii. Board motion and action.

5.3 Electronic Participation: No Board member may attend a Regular Meeting or Special Meeting or an Executive Session by electronic means, including by telephone, computer or any other device except as provided by the Town's Remote Meeting Policy. A Board member must be present in person, or as provided by the Town's Remote Meeting Policy, in order to participate and vote at a Regular or Special Meeting or to participate in an Executive Session.

5.4 Executive Sessions: All information and discussions taking place in an Executive Session shall remain confidential and shall not be released in any form, repeated or shared, by any participant in the Executive Session unless by a vote of the majority of the Board, at which point, the participants are released from the confidentiality requirement set forth herein.

5.5 Meeting Minutes: The Town Clerk shall prepare meeting minutes, which shall be primarily a record of the action taken at the meeting, not what was said by members of the Board. The minutes shall contain a separate paragraph for each item or subject matter, and should reflect each item considered and the disposition of each motion or matter on which action is taken. Comments by Board members and/or the public may be summarized. The minutes may be corrected or amended by motion of a Board member. If the correction is minimal or insubstantial (incorrect spelling, etc.), it is preferable to contact the Town Clerk prior to the meeting. A corrected copy of the minutes shall then be prepared for approval by the Board at its meeting.

5.6 Recess: The presiding officer may call a recess not to exceed twenty (20) minutes at any time during a meeting to determine a rule of order or at the request of a majority of the Board. The presiding officer may call a recess at any time between items of business.

6. VOTING

- 6.1** Votes may be taken either by voice vote or by roll call vote. A voice vote is achieved by asking those in favor of an item to indicate such as a group and then by asking those in opposition to an item to likewise indicate such as a group. A roll call vote is achieved by having each Board member individually indicate their vote either in favor of or in opposition to the item. All votes are announced by the Mayor with the assistance of the Town Clerk, as necessary.
- 6.2** Roll call votes are recorded in the minutes and indicate the names of the Board members who voted in opposition. Any Board member may call for a roll call vote at any time.
- 6.3** The order of a roll call vote shall rotate with each vote taken, with the exception that the presiding officer shall always cast the last vote of the roll call.
- 6.4** All ordinances, resolutions, and orders for the appropriation of funds require an affirmative vote of a majority of the Board. (C.R.S. § 31-16-103). Executive Sessions require an affirmative vote of 2/3 of the quorum present, and emergency ordinances require an affirmative vote of 3/4 of the entire Board. All other actions may be approved by a majority of those present. No votes may be taken unless a quorum of four (4) Board members is present, except a vote to continue the meeting and all agenda items to a date certain.
- 6.5** All ordinances and resolutions approving the expenditure of funds require a roll call vote.
- 6.6** No Board member shall be permitted to abstain from voting, except if they should indicate a conflict of interest, as defined by state law or Chapter 7 of the Erie Municipal Code. In that case, the Board member should state the conflict, step down from the Board platform and leave the chambers during the discussion and vote. If any Board member attempts to abstain in any other circumstance, the refusal shall be counted as an affirmative vote.
- 6.7** In case of a tie vote on any motion, the motion shall be considered

defeated.

7. MOTIONS

- 7.1** All matters before the Board shall be introduced by motion. A motion refers to a formal proposal by a Board member upon which the Board may take action. Motions are generally introduced by voice. However, if the motion is long or involved, motions should be put in writing. Motions shall be put in writing if requested by two (2) Board members.
- 7.2** All motions must be seconded in order for discussion to occur.
- 7.3** The following steps shall be taken for the presentation and disposition of motions:
- a. The presiding officer recognizes a Board member.
 - b. The Board member proposes a motion.
 - c. Another member seconds the motion.
 - d. The presiding officer may cause the motion to be restated.
 - e. The Board debates/discusses the motion (amendments to the motion or other substitute motions may be made during the debate/discussion).
 - f. At the conclusion of the debate/discussion, the presiding officer may cause the motion to be restated.
 - g. Vote is taken and the presiding officer announces the results of the vote.
- 7.4** The following motions are the most commonly used:
- a. **Motion to amend:** A motion to amend may take the form of inserting, striking out or striking out and inserting words, sentences, or paragraphs. A motion to amend must be pertinent to the main motion. It is proper to make a motion to amend an amendment. Motions shall be discussed in the reverse order from which they were proposed.

b. **Motion to continue:** A motion to continue has the effect of moving an item to a future agenda. The motion shall include the date to which the item is being continued.

c. **Motion to lay on the table:** This motion is used to set aside an item currently under discussion for a more pressing matter. It is not used to “kill” a matter. Once the more pressing matter has been disposed with, a motion to take from the table is in order. This motion shall be made at the same Board meeting or at the next Regular or Special Meeting.

d. **Motion to postpone indefinitely:** Approval of this motion effectively “kills” the item and no further discussion can be held. If the motion fails, discussion on the motion, and a vote, can be had. Reconsideration of a Motion postponed indefinitely shall require the affirmative vote of a majority of the Board.

e. **Motion to move the previous question:** This motion is used to cut off debate and to bring an immediate vote on the pending motion. A Motion to move the previous question requires a two-thirds ($\frac{2}{3}$) vote of those present to prevail. This motion cannot be made while a Board member has the floor. A vote is first taken on the motion; if successful, debate is halted and a vote on the main motion is made. If the vote on the motion to move the previous question fails, debate on the main motion may continue.

f. **Motion to reconsider:** Any action taken by the Board may be reconsidered. A motion to reconsider must be made at the same meeting at which the action occurred, or at the next following Regular or Special meeting. The motion must be made by a Board member who voted on the prevailing side and that Board member shall so state that in the motion. A vote is then taken on the motion to reconsider. The passage of a motion to reconsider suspends all action on the original motion. The original question is then placed before the Board in the exact form it was in when previously adopted. Once the vote is taken and the results determined, no further reconsideration can be granted.

7.5 Any motion may be withdrawn prior to a vote on that motion with the concurrence of the person seconding the motion.

- 7.6** When a main motion is before the Board, no other business or motion may be brought before the Board except for a secondary or subsidiary motion as follows: (a) motion to amend, (b) motion to continue, (c) motion to lay on the table, (d) motion to postpone indefinitely, (e) motion to move the previous question, or (f) motion to refer. These subsidiary motions [(a) through (f)] shall have precedence in the order indicated.

8. CHAMBERS

- 8.1** The Board Chambers shall be under the supervision and control of the Town Clerk when the Board is not in session.
- 8.2** The Chambers shall be used primarily for the transaction of public business of the Town.
- 8.3** Members shall occupy seats in the Chambers as assigned to them by the Mayor, except that the Mayor Pro Tem shall occupy the seat immediately to the right of the Mayor. New seat assignments shall be made after each regular municipal election.
- 8.4** The Chief of Police, or their designee, shall maintain the peace in the Chambers.
- 8.5** Smoking is prohibited in the Chambers and all areas of Town Hall.

9. AMENDMENTS

- 9.1 Resolution 08-65:** adopted and approved on the 27th day of May, 2008 by the Board amending Part 5 (Meeting Procedures) by adding a new Section 5.8.
- 9.2 Resolution 09-86:** adopted and approved on the 26th day of May, 2009 by the Board amending the regular Board meeting start time to 6:30 p.m.
- 9.3 Resolution 09-103:** adopted and approved on the 23rd day of June, 2009 by the Board amending Part 4 (Agenda and Notice of Meetings) by adding a new Section 4.4.

9.4 Resolution 11-18: adopted and approved on the 25th day of January, 2011 by the Board, amending certain sections and adding new sections.

9.5 Resolution 13-46: adopted and approved on the 26th day of March, 2013 by the Board, amending Section 2, repealing and replacing Section 2.4, “Special Meetings.”

9.6 Resolution 13-92: adopted and approved on the 30th day of July, 2013 by the Board, amending Section 2, repealing and replacing Section 2.5 “Study Sessions”, and amending Section 5 by repealing and replacing Section 5.9.

9.7 Resolution 17-34: adopted and approved on the 28th day of February, 2017 by the Board, adding a new Section 4.9 “Proclamations.

9.8 Resolution 20-244: adopted and approved on the 28th day of April, 2020 by the Board of Trustees adding certain sections, amending certain sections and deleting certain sections.

NOTES:
