

## Rules of Order

- A. The Chair (or in his absence, the Vice-Chair) will decide all questions regarding the priority of business without debate.
- B. The Chair (or in his absence, the Vice-Chair) will keep order in the meeting.
- C. As each item is completed, the Chair will ask the Clerk to announce the next item and read the recommendation for that item aloud.
- D. Members will raise their hand when they wish to speak and should wait to be acknowledged by the Chair.
- E. No member will interrupt when another member is speaking.
- F. There will be no limit on the number of times a member may speak on any item nor no time limit on his speech.
- G. Any member can make a motion and each motion should be seconded.
- H. Upon a motion and a second, the Chair will restate the motion and then ask for citizen comment, which speech must be limited to discussion of the item in debate.
- I. At the conclusion of the regular agenda, the Chair will call for citizen comment and will announce the close of citizen comment when all citizens have spoken.
- J. At the conclusion of citizen comment, the Chair will call for Board comment. At the conclusion of Board comment, the Chair shall adjourn the meeting.