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# Safe, Clean Water Program

## Rules of Conduct Fact Sheet

The Safe, Clean Water Program has prepared the following rules of conduct fact sheet for use during committee meetings, adapted from Robert's Rules of Order. The purpose of these rules for conduct at meetings is to allow every committee member to be heard and to enable the committee to make decisions without confusion.

### 6 steps of a Motion

- **Motion:** A member (mover) raises a hand to signal the chairperson and, after being recognized by the chairperson, makes the motion
- **Second:** Another member seconds the motion (seconded)
  - If another member does not immediately second the motion, the chairperson should ask if there is a second
  - If there is no second to the motion, it is lost.
- **Restate the motion:** If there is a second to the motion, the chairperson restate the motion
- **Discussion/Debate:** the members discuss/debate the motion
  - The mover is always allowed to speak first.
  - No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- **Vote:** The chairperson restates the motion and asks for votes
- **Announce the vote:** The chairperson announces the result of the vote.

### Typical Types of Motions

- **Main Motion:** The purpose of a main motion is to introduce items to the committee for its consideration. A main motion should not be made when any other motion is on the floor.
- **“Friendly” Amendment:** Before the motion under consideration is stated by the Chair, members may suggest modifications to the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if the mover modifies the motion, the seconder can withdraw the second.
- **Amendment/Substitute Motion:** Once the motion has been seconded and restated by the Chair, it cannot be modified except by an amendment or substitute motion that is adopted by vote of the committee. If an amendment or substitute motion is adopted by the committee, the amendment or substitute motion shall thereafter be the motion under consideration by the committee. Otherwise, the previous motion still stands and shall be the motion under consideration by the committee. In cases where there are multiple amendments or substitute motions proposed to the motion under consideration, the amendments or substitute motions should be discussed and voted upon in the order in which they were stated by the chair.

## Voting

- **By Roll Call:** Each member answers “yes” or “no” as their name is called.
- *Alternative voting methods are not accepted for virtual meetings.*

## Additional Guidelines

- "Majority" means more than half of the votes cast
- An abstention is not a vote and is not counted as a vote
- Conflict of interest: If a member has direct financial interest in the subject of a motion under consideration, the member should not participate in discussion/debate or voting in regard to that motion.
- Quorum: A quorum shall consist of a simple majority of the non-vacant primary member seats (or their alternates) provided at least two members from each of the categories of members (i.e. Municipalities, Agencies, and Community Stakeholders) are in attendance.