

**CITY OF CLEARWATER
2019 CHARTER REVIEW COMMITTEE**

RULES OF PROCEDURE

RULE 1 – MEETING SCHEDULE

The 2019 City of Clearwater Charter Review Committee will meet at 4:30 p.m. on the 2nd and 4th Wednesday of the month until its final report is submitted to the City Council. Changes to this schedule can be made by majority vote.

The Committee may schedule Special Public Hearings as it deems warranted.

RULE 2 – QUORUM

A quorum for the transaction of business by the Charter Review Committee shall consist of seven (7) members.

RULE 3 - DUTIES OF THE CHAIR

The Chair shall be the presiding officer of the Committee. In case of the absence of the Chair, the Vice-Chair shall assume those responsibilities. If both are absent, the committee members present will choose a member to preside. The Chair shall preserve order. The Chair may call to order any member who violates any of the rules; and shall decide all questions of order, subject to a majority vote on a motion to appeal. The Chair shall recognize all members who seek the floor under correct procedure. The Chair shall not make or second a motion.

RULE 4 – MOTIONS

When a motion is made and seconded, it shall be stated by the Chair before any debate shall be in order. The Chair shall declare all votes. Debate can be closed by a majority vote of the members present. No other motions, except to amend or to close debate, can be made while a motion is on the floor.

RULE 5 – VOTES

Except for closing debate as specified in Rule 4, no action shall be approved unless adopted by the affirmative vote of a supermajority (quorum plus one) of all members present. A tie vote shall constitute a continuance of the item

to the next regularly scheduled meeting. Upon a tie vote on the same motion at the next meeting, the motion shall be considered defeated.

RULE 6 – RECONSIDERATION

Any member who voted on the prevailing side may move a reconsideration of any action of the committee, provided the motion be made at the same meeting at which the action was taken. No motion to reconsider shall be made more than once on any subject or matter at the same meeting.

RULE 7 – RESCISSION OF COMMITTEE ACTION

Committee action from a previous meeting may be rescinded by a majority vote on a motion to rescind, made by any Committee member who voted on the prevailing side at the previous meeting.