

Minneapolis Park & Recreation Board

Summary of Important Board Meeting Rules by section (as last amended June 1, 2016)

Meetings shall be conducted in an orderly, courteous and disciplined manner.

- Under MPRB Rules, Section 1 A and B, the President/committee chair shall be in charge of managing the board/committee process;
 - Priority items shall be placed at the beginning of the meeting agenda to ensure that business is conducted in a timely manner;
 - President/committee chair shall be responsible for keeping discussion focused on agenda items; members shall adhere to the direction provided by the president/committee chair;
 - The parliamentarian for the board is the outside legal counsel, and meetings shall be conducted according to Robert’s Rules of Order, newly revised.
- Under Section 1 C, when discussion moves beyond the scope of an action or issue on the agenda, the president/committee chair will respectfully bring the discussion back to the matter at hand.
- Under Section 1 D 1 & 2, Board members may speak to an issue for up to three minutes at Board and Committee meetings, and again for one minute at Board meetings and three minutes in committee for a rebuttal; Only those using their indicator lights will be recognized by the chair to speak; extending discussion beyond these guidelines requires a motion to suspend the rules and must be approved by the board. That motion is not debatable.
- Under Section 1 G, Petitions and Communications is a standing item on the agenda; it is intended to provide a sharing of critical communications for the benefit of all Board members.
- Under Section 2 of the Board Rules, ‘Open Time’ is on the Board agenda at all full Board meetings and Committee of the Whole meetings which are not closed to the public due to litigation or personnel matters on the agenda;
 - Individuals wishing to speak can call in before 3pm on the day of the meeting or sign up at the meeting prior to the start of “Open Time”—see Section 2 A;
 - Open Time will not exceed 15 minutes with up to three minutes allowed for testimony, with time limit allotted per speaker to be determined by the President—see Section 2 B;
 - Open Time testimony will be given without debate—see Section 2 D;
 - Pending litigation and personnel matters are not appropriate for Open Time—see Section 2 E.

Key Rules (under Robert’s Rules of Order, newly revised):

<u>In order to:</u>	<u>You Say:</u>	<u>Vote Needed:</u>
Take a recess	‘I move we recess until...’	majority
Complain about noise	‘Point of Privilege’	Chair decides

End debate	'I move/call the previous question'	2/3 of members
Object to procedure	'point of order'	chair decides
Object to a topic raised	'I object to consideration of this question'	2/3
Point of personal privilege	'I request a point of personal privilege'	chair decides

The Rules of the Board are available at

https://www.minneapolisparcs.org/about_us/leadership_and_structure/board_meetings/

Prepared by: Jennifer Ringold, MPRB Secretary, June 15, 2016