

RULES OF PROCEDURE OF THE PORTLAND CHARTER REVIEW COMMISSION

Rule 1. Parliamentary Proceedings

These Rules shall govern the proceedings of the Commission. In all cases where Commission proceedings are not governed by these Rules, "Robert's Rules" shall be followed. Rules, except for Rule 2, may be waived by a vote of seven (7) members of the Commission.

Rule 2. Actions

Final passage of any item by the Commission shall require seven (7) affirmative votes.

Rule 3. Presiding Officer

The Chair, or in her or his absence the Vice Chair, or in the absence of both, the person designated by the Chair, shall be the Presiding Officer for the meeting. The Chair shall establish the agenda and set the priority of business. Any member may request that an item be placed on the agenda in advance or taken up out of order or the Chair may do so at the Chair's discretion.

Rule 4. Member Excused From Voting

Every member present when a question is put to a vote shall vote unless the member is precluded from participation because of interest or the appearance of interest or unless she or he is otherwise prohibited by law from participation.

Any member abstaining on grounds of interest or the appearance of interest must do so at the commencement of deliberations on the item under discussion and shall not participate in, nor be present for, said deliberations or vote on such item. Any member abstaining as permitted hereunder shall clearly state such intent, the reason for such abstention and the legal or factual basis therefor prior to the commencement of deliberation on such item.

Rule 5. Procedure for Public Comment

A. *Regular working meetings:* When the Commission has an action item on the agenda on one of the Charter change issues, there will be a chance for members of the public to address the Commission briefly before the vote on that specific item. There will also be a time at the beginning of the meeting of up to 15 minutes (3 minutes per speaker), for brief comments on any of the items under discussion at that meeting, except those that have already been open to comment and voted on. This avenue of communication is intended to be brief. Longer, more detailed comments, ideas, suggestions should be delivered in writing to the group (whether by mail or e-mail) well

ahead of the meeting, so that the members of the Commission will have time to read and think about the ideas.

B. *Commission Workshop Sessions*, where no decisions will be made, are not open to public comment.

C. *Form of public comment*: In addition to the traditional form of public comment with one person at a time at the microphone, the Commission may provide, by seven (7) votes, for public comment in any or all of the following ways:

- i. Smaller work groups discussing the questions posed by the Commission and then reporting out to the Commission;
- ii. A hybrid of smaller work groups, reporting out, collecting individual comments on work sheets and/or concluding with individual comments;
- iii. Hybrid option with the addition of a worksheet, available in the meeting and on line, where people can check off the items on the Commission's lists of problems and issues that interest them as well as add their own additional suggestions.
- iv. Any other format adopted by a vote of seven (7) Commissioners.

Rule 6. Conduct at Public Meeting

A. The public may address the Commission only during a specific public comment period;

B. People wishing to address the Commission during a public comment period should either raise a hand to be recognized by the Chair or form a line at the microphone;

C. Speakers should give their name and address and identify the item that they are addressing before speaking;

D. Speakers should stay focused on the specific item that they are addressing and those items must be either the specific action item under consideration or, at the end of the meeting, items which are germane to the issues under discussion at that meeting by the Commission;

E. Speakers are limited to 3 minutes. One extension may be granted at the discretion of the Chair or by motion and vote of the members;

F. Speakers should abide by the Commission's Ground Rules and address the members of the Commission respectfully, without any personal attacks or loud and disrespectful behavior;

G. The Presiding Officer may limit or cut off any commentary that is not germane or that is scurrilous, abusive, or not in accord with good order and decorum;

H. Persons present at Commission meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting; and

I. Any person who shall continue to violate these rules, after warning by the Presiding Officer, shall be ejected for the remainder of the meeting then in progress.