



RULES OF PROCEDURE FOR FLOYD COUNTY COMMISSION

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**RULES OF PROCEDURE
FOR
FLOYD COUNTY BOARD OF COMMISSIONERS**

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ORDINANCE
MEETINGS ORGANIZATION AND PROCEDURE

WHEREAS, well-organized meetings allow a board of commissioners to reach decisions in a fair and organized manner; and,

WHEREAS, parliamentary procedure is the framework for organizing and conducting meetings; and

WHEREAS, parliamentary procedure provides the rules by which a board debates an issue and then comes to a decision.

NOW, THEREFORE, BE IT RESOLVED, that all meetings of the Board of Commissioners of Floyd County shall be conducted in accordance with the provisions of this meetings organization and procedure ordinance.

ARTICLE 1. MEETINGS ORGANIZATION

Section 1-01. Open Meetings. All meetings of the Board of Commissioners shall be held in accordance with the provisions of 50-14-1 *et seq.* of the Official Code of Georgia Annotated. The public shall at all times be afforded access to all meetings other than executive sessions.

Section 1-02. Quorum. A quorum must be present for conducting meetings of the board. A quorum is a majority of all of the members of the board then in office or three (3) members, whichever is greater. The chairman shall be the presiding officer of the board and it is his duty to enforce this rule. Any commissioner may raise a point of order directed to the chairman if he believes that a quorum is not present. If, during the course of a meeting a commissioner leaves and a quorum no longer exists, the meeting cannot continue. If a quorum is not attained within thirty minutes, the meeting will be rescheduled by the chairman with the approval of the commissioners present. (*Amended 05/08/2012*)

Section 1-03. Voting. Passage of a motion shall require three affirmative votes by members present and voting on such a motion. On every question for which a vote of the commission is required to accept, reject or take any other legally authorized action, the board shall be polled and the vote (“yes”, “no” or “abstain”) of each member shall be recorded in the

minutes. At the direction of the presiding officer, the clerk shall call the roll on each question. For the purpose of bringing a question or subject before the board for official action, any member, including the presiding officer, may initiate a motion. Proxy voting is not authorized. The county manager shall have the right to participate in all discussions of the board when requested but does not have voting rights. *(Amended 03/09/2010)*

Section 1-04. Abstentions. Each commissioner shall be required to vote “yes” or “no” on all motions unless the commissioner has either an actual conflict of interest preventing a lawful vote or knowledge of facts or circumstances which may call into question the commissioner’s impartiality or create the appearance of self-interest. In such instances, the commissioner shall vote “abstain” and must explain for the record his or her decision.

Section 1-05. Chairman. The board shall select a chairman from the board members for a term of one or two years, or until his or her death, resignation or removal, as the board may direct, at the beginning of each calendar year. The chairman of the board of commissioners is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the chairman must enforce the rules of procedure that are adopted by the board of commissioners. The chairman shall be impartial and conduct the meetings in a fair manner. The chairman shall have the same rights and privileges as other commissioners and shall be required to vote on all issues along with the other commissioners. The chairman may be removed, with or without cause, at a meeting of the board of commissioners by the affirmative vote of at least three commissioners. Any vacancy in the office of chairman may be filled by the affirmative vote of at least three commissioners. *(Amended 01/22/2013)*

Section 1-06. Vice-Chairman. The board shall select a vice-chairman from the board members for a term of one or two years, or until his or her death, resignation or removal as the board may direct, at the beginning of each calendar year. The vice-chairman shall fulfill the duties of the chairman if the chairman is not in attendance. The vice-chairman may be removed, with or without cause, at a meeting of the board of commissioners by the affirmative vote of at least three commissioners. Any vacancy in the office of vice-chairman may be filled by the affirmative vote of at least three commissioners.

If the chairman and the vice-chairman are absent and a quorum is present, the remaining commissioners shall select a commissioner to serve as

temporary chairman of the meeting until either the chairman or vice-chairman is present at the meeting.*(Amended 01-22-13)*

Section 1-07. Agenda. The county clerk, under the direction of the manager, shall prepare an agenda of subjects to be acted on for each meeting. An agenda work session held by the county manager shall be held prior to the regular meeting to finalize the agenda. The chairman and all commissioners may participate in the work session. Whenever a quorum of the board is present for an agenda work session, the meeting shall be open to the public and all notice and record-keeping requirements applicable to an open meeting must be met. The agenda shall be made available to the commissioners at least one business day before every board meeting.

Members of the public may request that a particular subject be placed on the agenda for the following meeting. To be considered, this request must be submitted to the clerk and received prior to the agenda meeting.

The order of the agenda may be changed during a meeting by a majority vote of the board. Any new subject that requires urgent attention may be added to the agenda during a meeting by a 4/5 vote of the board.

A copy of the agenda and a list of those members present shall be made available to the public for inspection within two business days of the adjournment of any meeting. [Cross Reference: OCGA 50-14-1(e)]

Section 1-08. Consent Agenda. A consent agenda will be prepared by the clerk of the board to unanimously adopt motions or routine items. Any items of business that are expected to receive unanimous approval and where no debate is expected may be placed on the consent agenda.

At the appropriate time of the meeting, the clerk's report will be given which includes the consent agenda. If a commissioner objects to an item being on the consent agenda, the chairman shall move that particular item to the regular agenda. If there are no further objections, the chairman will ask for unanimous approval of the items on the consent agenda. If there are no objections, all the items on the consent agenda will be adopted by unanimous consent.

Section 1-09. Minutes. The clerk of the board shall promptly record the minutes for each board meeting. The minutes serve as the official written record of the board meeting and shall be open for public inspection once approved as official by the board but in no case later

than immediately following the next regular meeting of the board. The minutes shall specify the names of commissioners present at the meeting, a description of each motion or other proposal made at the meeting, the commissioner who proposed each motion, the commissioner who seconded each motion, and a record by roll call of all votes. It shall be presumed that a commissioner has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the board.

The board must approve the minutes before they can be considered as an official record of the board. A copy of the minutes from the previous meeting shall be distributed to the commissioners at least one business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the board at the beginning of each meeting. A majority vote is required for approval. Conflicts about the content of the minutes shall be decided by majority vote. Upon being approved, the minutes shall be signed by the chairman and attested to by the clerk of the board of commissioners. [Cross Reference: OCGA 50-14-1(e)]

“Section 1-10. Order of Business. All regular board meetings should follow an established order of business. The order is as follows:

- I. Call to Order
- II. Invocation and Pledge
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Special Recognitions
- VI. Proclamations
- VII. Public Participation regarding matters on the Agenda
- VIII. First Reading
- IX. Second Reading/Public Hearing
- X. Resolutions
- XI. Chairman’s Report
- XII. Commissioner’s Report
 - A. Administrative Services Committee
 - B. Public Safety Committee
 - C. Public Utilities & Transportation Committee
 - D. Elected Officials Committee
 - E. Special Committee Reports
- XIII. Clerk’s Report
- XIV. County Manager’s Report
- XV. Attorney’s Report
- XVI. Consent Agenda
- XVII. Old Business

- XVIII. New Business
- XIX. Other Business
- XX. Public Comment on Non-Agenda Items
- XXI. Adjournment”

Section 1-11. Decorum. All commissioners must conduct themselves in a professional and respectful manner. All remarks should be directed to the chairman and not to individual commissioners, staff or citizens in attendance. Personal remarks are inappropriate. A commissioner is not allowed to speak at a meeting until he has been recognized by the chairman. All comments made by a commissioner shall address the motion that is being discussed.

The chairman shall enforce these rules of decorum. If a commissioner believes that a rule has been broken, he can raise a point of order. A second is not required. The chairman can rule on the question or he can allow the board to debate the issue and decide the issue by majority vote.

“Section 1-12. Public Participation. Public Participation in meetings of the board of commissioners shall be permitted in accordance with the provisions of this Section.

1-12-01. Public Participation Period. The Public Participation Period shall consist of both a period of Public Participation regarding matters on the Agenda and a period of Public Comment on Non-Agenda Items. An individual shall only be allowed to speak for three (3) total minutes during the Public Participation Period, regardless of whether they wish to speak on matters that appear on the Agenda or on Non-Agenda items.

1-12-02. Public Participation regarding matters on the Agenda. Public participation regarding matters appearing on the Agenda shall be heard immediately following any Special Recognitions and Proclamations to allow input prior to decisions being made on items appearing on the Agenda. Members of the public who wish to comment on a subject on the Agenda must sign up with the Floyd County Clerk prior to the beginning of the meeting and state the subject matter he or she wishes to address.

1-12-03. Limitation on Public Participation regarding matters on the Agenda. The period of Public Participation regarding matters on the Agenda will last no more than thirty (30) total minutes with up to ten (10) individuals being permitted to speak for up to three (3) minutes a piece. No more than ten (10) individuals shall be permitted to speak during the period of Public Participation regarding matters on the Agenda. After signing up, members of the public may speak for three (3) minutes, only once, unless directed or recognized by the board. When an individual’s three (3) minutes has expired, the individual will cease speaking and leave the podium. Individuals may not yield their time

to another person or allow another person to use any portion of his or her allotted time. Individuals may not use their three (3) minutes to read materials prepared by another person. An individual may not speak more than three (3) minutes during the public participation period, regardless of how many individuals sign up to speak at any given meeting. These limits can be waived by a majority of the board. Members of the public will be recognized to speak by the Chair in the order in which they sign up immediately prior to the meeting.

1-12-04. Public Comment on Non-Agenda Items. Public Comment on Non-Agenda Items shall be heard immediately before Adjournment of the meeting. Members of the public who wish to comment on an item not appearing on the Agenda must sign up with the Floyd County Clerk prior to the beginning of the meeting and state the subject matter he or she wishes to address. Only items pertaining to county business may be brought before the board during the public comment period.

1-12-05. Limitation on Public Comment regarding Non-Agenda Items. The period of Public Comment regarding matters not appearing on the Agenda will last no more than thirty (30) total minutes with up to ten (10) individuals being permitted to speak for up to three (3) minutes a piece. No more than ten (10) individuals shall be permitted to speak during the period of Public Comment regarding matters not appearing on the Agenda. After signing up pursuant to the requirements in Sub-Section 1-12-04, members of the public may speak for three (3) minutes, only once, unless directed or recognized by the board. When an individual's three (3) minutes has expired, the individual will cease speaking and leave the podium. Individuals may not yield their time to another person or allow another person to use any portion of his or her allotted time. Individuals may not use their three (3) minutes to read materials prepared by another person. An individual may not speak more than three (3) minutes during the public comment period, regardless of how many individuals sign up to speak at any given meeting. These limits can be waived by a majority of the board. Members of the public will be recognized to speak by the Chair in the order in which they sign up.

1-12-06. Use of Materials or Demonstratives during Public Participation Period. Anyone wishing to use printed materials or demonstratives during the Public Participation Period must submit a copy of said materials or demonstratives to the to the Office of the Floyd County Clerk no later than Noon (12:00 PM) on the day before the meeting. Individuals who fail to submit the materials or demonstratives in advance, as provided in this subsection, will not be allowed to use said materials or demonstratives unless specifically requested by a majority of the board. Materials or demonstratives submitted during the periods of Public Participation shall not become part of the Record of the meeting unless a motion is made by a member of the board and a majority of the board votes to include the material in the official Record of the meeting.

1-12-07. Decorum. Members of the public shall not make inappropriate or offensive comments at a board meeting and are expected to comply with the rules of decorum established for commissioners in the Rules of Procedure for Floyd County Commission. Individuals who violate any rules of the board may be ruled out of order by the chairman or on a point of order made by a commissioner. A majority vote of the board will rule on the point of order. An individual who violates the rules of decorum may be removed from the meeting at the direction of the Chair.

1-12-08. Public Hearings. The board may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the board. Hearings may be held in conjunction with a regular meeting, prior to or following a meeting of the board or at such other places and times as the board may determine. No official action shall be taken at a public hearing that is not held in conjunction with a regular meeting.”

Section 1-13. Parliamentarian. The county attorney shall serve as the parliamentarian for board meetings.

Section 1-14. Amendment to Rules. Any amendment to the rules of order must be submitted by a commissioner in writing to the chairman three business days before a regular meeting of the board. The proposed amendment shall be included on the agenda for that meeting and distributed to all board members. All amendments require a majority vote of the board to be adopted.

Section 1-15. Regular Meetings. Regular meetings of the board of commissioners shall be held at such time and dates as by resolution the board may establish. All regular meetings shall be held in the Historic Courthouse in the Commissioners Board Room.

A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the board. A regular meeting may be cancelled and rescheduled or moved to a new location within the county seat by the majority vote of the county commissioner. [Cross Reference: OCGA 50-14-1(d)]

Section 1-16. Called Meetings. Called meetings of the board may be called by the chairman, or vice-chairman, in the event the chairman is absent from Floyd County, or otherwise unavailable or at the request of three commissioners. Whenever a called meeting is to be held at a time or place other than the regularly scheduled time or place, written notice of the change shall be posted for at least 24 hours at the place of the regular meetings. In addition, written or oral notice shall be given by the clerk at least 24 hours in advance of the meeting to either the

legal organ of the county or a newspaper having a general circulation at least equal to that of the legal organ and to each member of the county governing authority. The purpose of the called meeting must be specified in the advertisement and only those items listed in the call can be acted on by the board. [Cross Reference: OCGA 50-14-1(d)]

Section 1-17. Emergency Meetings. When emergency circumstances occur, the board may hold a meeting with less than 24 hours' notice to public. When such meetings are to be held, the clerk shall provide notice to the legal organ of the county or a newspaper with a general circulation at least equal to that of the legal organ and to each member of the county governing authority as soon as possible. The notice shall include the subjects expected to be considered at the meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media. [Cross Reference: OCGA 50-15-1(d)]

Section 1-18. Executive Sessions. Executive sessions of the board may be held for the purpose of conducting business exempted from public access requirements as authorized by 50-14-2 and 50-14-3 of the Official Code of Georgia Annotated. Where a meeting of the board is devoted in part to matters within the authorized exceptions to public access requirements, any portion of the meeting not subject to any such exceptions shall be open to the public. No executive session shall be held except pursuant to a majority affirmative vote of the board of commissioners taken in a public meeting.

The minutes of the public meeting shall reflect the names of the commissioners present, those voting for the executive session and the specific reasons for the executive session. Minutes of the executive session shall be maintained by the clerk of the board of commissioners at the direction of the chairman. Any such minutes shall be maintained in a confidential file and shall not be subject to disclosure, except that disclosures of such portions of minutes identifying real estate to be acquired by the board may only be delayed until such time as the acquisition of the real estate has been completed, terminated, or abandoned or court proceedings have been initiated. [Cross Reference: OCGA 50-14-4]

Section 1-19. Suspending the Rules of Order. Rules of Order may be suspended in the case of an emergency. A motion to suspend the rules requires a second, is debatable and requires a 3/4 vote of the board. Rules governing quorum (Section 1-02), voting methods and requirements (Section 1-03 and Section 1-04), the notification to commissioners of meetings

(Section 1-16 and Section 1-17) and rules necessary for compliance with state law cannot be suspended.

Section 1-20. Committees. The chairman, with the concurrence of the board, may create committees of members of the board to study any issue before the board. Any such committees may make recommendations to the board of commissioners but no committee shall be empowered to make any final decision on any matter before it for consideration. In addition to board members, committees may include other county officials, staff or citizens at large. Whenever a committee is created, its duties, any limitation on the scope of its duties, and the times, places and periods of time for which the committee may operate shall be determined by the chairman with the concurrence of the board. The chairman shall serve as an *ex officio* member of all committees.

The appointment to positions, commissions, authorities or agencies for which the board of commissioners is authorized and directed by law to make, shall be in open meeting and upon motion properly made and adopted. The term of the appointment shall be incorporated and made a part of the minutes.

Section 1-21. Visual and Sound Recordings. Visual, sound, and visual and sound recordings shall be permitted for all public meeting. [Cross Reference: OCGA 50-14-1 (3)]

Section 1-22. Ordinances, Resolutions and Contracts. Resolutions become effective upon presentation and approval by the commission unless the effective date is otherwise specified in the body. All resolutions shall be signed by the chairman and attested to by the clerk. As the nature and contents of the resolution may require, resolutions approved by the board may bear the signature of each member of the commission.

Ordinances shall be effective at such time and date as may be specified in the body but only after final approval of the commission following a second reading. The second reading of an ordinance cannot be held within seven (7) calendar days of the ordinance being placed on first reading.

No ordinance shall be considered for final adoption until after a public hearing has been held. The public hearing shall follow by no less than 10 nor more than 30 calendar days of a notice of public hearing published in the official organ of Floyd County. Approval of an ordinance on second reading shall constitute final approval.

A substantial change in the contents of an ordinance following its public hearing and before the second reading shall necessitate a second public hearing. A second public hearing must be advertised in like manner as the first public hearing but a second public hearing and second reading may be held at the same meeting of the board of commissioners.

All ordinances shall be prepared by or approved as to form by the county manager prior to final approval.

All ordinances shall show on its face the day, month and year of its approval by the commission and the original shall bear the signature of the county manager, as chief administrative officer, the county clerk as the attesting official and the county attorney.

Approval of any major changes (amendment) to an existing ordinance, as determined by the county attorney, must be handled in the same manner as a new ordinance, i.e. following the same rules and procedures outlined above; however, minor changes to existing ordinances can be approved during the same meeting they are first brought before the board without the second reading and advertisement.

All contracts approved by the board of commissioners shall be fully recited within the minutes; provided, however, the completed text of the contract need not be incorporated in the minutes of the particular meeting at which it was approved but such minutes must reflect the book and page number wherein the complete contract can be found.

Approval of a contract by the commission shall be the authority of the chairman to execute said contract on behalf of Floyd County.

The Rules of Procedure may be rescinded in whole or in part, modified or expanded at any regular meeting of the board of commissioners.

ARTICLE 2. PARLIAMENTARY PROCEDURE

Section 2-01. Main Motion. In order for a board to taken any official action on any subject, a commissioner must propose a main motion. A proposed motion will not be recognized by the chair until another commissioner agrees to second the motion. A second does not require the commissioner seconding the motion to support the motion. A commissioner may withdraw a main motion that he has made at any time before the board has voted on that motion.

Section 2-02. Debate. After the main motion is recognized by the chair, the board shall debate the motion. The debate shall be managed by the chairman in a manner that is fair to all

members of the board. Commissioners can participate in the debate only when they are recognized by the chairman.

During the course of debate, commissioners may introduce Subsidiary Motions that propose that the board take a particular action on a motion (Section 2-05). There are two classes of Subsidiary Motions: Debatable Subsidiary Motions and Undebatable Subsidiary Motions. Debatable Subsidiary Motions consists of motions to *postpone indefinitely*, *amend*, *refer to committee*, and *postpone to a time certain*. Debatable Subsidiary Motions require a second before they can be voted on or debated. There are three Undebatable Subsidiary Motions: *limit debate*, *vote immediately*, and *lay on the table*. They require a second and cannot be debated.

Commissioners may also introduce privileged Motions (Section 2-06). Privileged Motions facilitate the running of the meeting and can be introduced during the course of debate. Privileged Motions consist of a motion to raise a *question of privilege* and motions to *recess* and *adjourn*. The motions to *recess* and *adjourn* require a second. Debate is not allowed on Privileged Motions.

Section 2-03. Voting: Procedure. Voting on debatable motions and voting on undebatable motions shall take place in accordance with the following provisions.

2-03-01. Debatable Motions. In the case of debatable motions, the vote can be proposed in one of two ways: (1) If debate has been completed and no other commissioner wishes to speak, the chair can call for the vote. If there are no objections then the chair can proceed with the vote: (2) If the chairman calls for the vote and there is an objection, a member of the board may move to vote immediately (“move the previous question”). If this motion is seconded and approved by a majority vote, debate will stop. The chairman will then read the proposed motion to the board and ask for the votes of the commissioners.

2-03-02. Undebatable Motions. In the case of undebatable motions, the vote shall occur immediately after the motion is recognized by the chair. The chairman shall read the proposed motion to the board and then call for the vote.

Section 2-04. Ranking in Motions. Each subsidiary and privileged motion is assigned a specific rank. A motion of higher precedence can interrupt a motion of lower precedence. The higher motion must be decided before the board returns to consider the motion of lower precedence.

A main motion has the lowest rank and does not take precedence over any other motion. A motion to adjourn has the highest rank and will take precedence over all other subsidiary and privileged motions. The order of precedence of motions shall be in accordance with this section. Motions at the bottom of the following list take precedence over motions at the top of the list.

LOWEST RANK: 1. Main Motions

Subsidiary Motions (Debatable)

2. Postpone Indefinitely
3. Amend
4. Refer to Committee (Commit)
5. Postpone to a Time Certain (Postpone Definitely)

Subsidiary Motions (Undebatable)

6. Limit Debate or Extend Limits
7. Vote Immediately (Previous Question)
8. Lay on the Table (Postpone Temporarily)

Privileged Motions (Undebatable)

9. Question of Privilege
10. Recess

HIGHEST RANK: 11. Adjourn

Section 2-05. Subsidiary Motions. During the course of debate, commissioners may introduce motions that propose that the board take a particular action on a main motion. These motions are called subsidiary motions and they allow a board to reach a conclusion on the main motion. Subsidiary motions require a second before they can be voted on or debated. Three subsidiary motions, *amend*, *limit debate* and *vote immediately*, also can apply to other subsidiary motions.

2-05-01. Postpone Indefinitely. If a commissioner believes that the main motion should not be considered by the board, that commissioner may move to postpone the consideration of the main motion indefinitely. If the motion is successful, consideration of the main motion stops and the main motion is tabled. A motion to postpone indefinitely can be debated but it cannot be amended. A majority vote is required for the motion to pass.

2-05-02. Amend. If a commissioner believes that a main motion that is on the table should be changed in order to make it more acceptable, he can move to amend the motion. Amendments must be closely related to the original motion and must not change the nature of the motion that they amend. Motions to refer, amend, postpone to a time certain and the motion to recess can also be amended. A motion cannot be amended more than two times.

Debate is allowed on a motion to amend only if the original motion is debatable. A majority vote is required for the board to adopt an amendment. If the amendment is adopted then the board shall consider the amended version of the motion.

2-05-03. Refer to Committee (Commit). If a commissioner believes that further information is needed before the board can act on a main motion, he may propose that the motion be referred to a specific committee or department for further study. If an appropriate committee does not already exist, then a committee may be formed as a part of the motion. A motion to refer should specify the date that the committee or department will report back to the board. This motion is debatable and amendable. A majority vote is required for the motion to pass.

2-05-04. Postpone to a Time Certain (Postpone Definitely). A motion to postpone to a certain time may be proposed if a commissioner believes that the main motion should not be considered until a future time. This motion shall set a particular time for the main motion to be considered again. It is debatable and can be amended. If this motion is passed, the chairman will bring the original motion back to the board for consideration at the specified time. A majority vote is required for the motion to pass.

2-05-05. Limit or Extend Limits of Debate. A motion to limit debate places a time constraint on the length of debate. The details of such a motion are to be decided by the commissioner who makes the motion. The motion can also be used to extend the limits of debate if a limit on debate already exists. Debate is not allowed on this motion and a majority vote is required.

2-05-06. Vote Immediately (Previous Question). If a commissioner believes that the motion that is being considered should be voted on, the commissioner can move to vote immediately. The motion is undebatable and a vote of majority of the board is required for the motion to pass.

2-05-07. Lay on the Table (Postpone Temporarily). A motion to lay on the table proposes that the consideration of a main motion be postponed until a later time in the meeting. The motion can be brought up for consideration only if a motion to resume consideration is accepted by the board during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion and the motion is not amendable. A majority vote is required for the motion to pass.

Section 2-06. Privileged Motions. Privileged motions facilitate the running of the meeting. They do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on these motions.

2-06-01. Question of Privilege. A formal question addressed to the chair concerning the rights of a commissioner or of the board as a whole is referred to as a question of privilege. It does not require a second and cannot be debated or amended. The chair is required to make a ruling on the question.

2-06-02. Recess. A motion to recess proposes that the meeting be suspended for a particular amount of time. The motion must specify the length of the recess. The motion must also be seconded. Debate is not allowed on this motion but the motion can be amended. A majority vote is required for the motion to pass.

2-06-03. Adjourn. In order for a meeting to come to a close, a commissioner must make a motion to adjourn. The motion to adjourn has the highest rank of any motion and as a result it can be introduced at any time. The motion requires a second, but is not debatable or amendable. A majority vote is required for the motion to pass.

Section 2-07. Incidental Motions. Incidental motions allow commissioners to exert their rights as a member of the board. Incidental motions can be introduced at any time during a meeting.

2-07-01. Appeal. If a commissioner disagrees with a decision that is made by the chair, that commissioner may appeal the decision. If the appeal is seconded, the appeal will be considered by the board. The chair has the opportunity to explain the ruling that has been challenged. The board may then debate the appeal. The board shall decide by majority vote if the chair's decision is to be upheld or overturned. An appeal is high in precedence and can only be interrupted by a privileged motion or by a motion to lay on the table.

2-07-02. Parliamentary Inquiry. If a commissioner has a question about the rules of order, he may ask the chair to give an opinion on that question. This question should take the form of a parliamentary inquiry and should relate to the current business of the board. This motion takes precedence over all motions except privileged motions. This motion does not require a second and is not debatable or amendable.

2-07-03. Point of Order (Question of Order). If a commissioner believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chair can make a ruling on the question or can allow the board to debate and then rule on the question by majority vote. A point of order can only be interrupted by a privileged motion or a motion to lay on the table.

2-07-04. Point of Information (Request for Information). If a commissioner has a question about the facts of a particular issue that is being considered, he may ask a point of information. This motion is addressed first to the chair and then to the appropriate person. A second is not required and the motion is not debatable or amendable.

Section 2-08. Supplementary Main Motions. Three motions allow the board to act on a main motion that has either been passed or tabled by the board. These motions are considered to be main motions but differ from usual main motions in the ways specified.

2-08-01. Reconsider. The motion to reconsider allows the board to debate whether or not to overturn a decision made at the meeting that is in progress. It allows the board to consider new information that may affect the decision that has already been made. Any commissioner can make a motion to reconsider and any commissioner may second the motion. The motion is debatable but it cannot be amended. A majority vote of the board is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided and the board will return to debate and revote the original motion.

2-08-02. Rescind. A motion to rescind proposes that the board overturn a motion passed at a previous meeting. A motion to rescind can be made by any commissioner. It is in order as long as the original motion has not been implemented. An announcement of the intention to rescind a motion may be made at the meeting where the decision was made, or the commissioner seeking to rescind may place the matter on the agenda for the next meeting pursuant to Section 1-07 of this ordinance. The motion

to rescind will then be placed on the agenda for the next meeting. At the next meeting, the motion to rescind will formally be made. If it is seconded, then the board shall debate and vote on rescission. A majority vote is required for the motion to pass. If a motion to rescind is passed, the original decision will be voided.

2-08-03. Resume Consideration. The motion to resume consideration allows the board to consider a motion that has been temporarily postponed. This motion requires a second and is not debatable or amendable. It is a main motion but ranks higher than any debatable motion. A majority vote is required for the motion to pass.

APPENDIX
Parliamentary Definitions

The following parliamentary definitions apply to the **RULES OF PROCEDURE FOR THE FLOYD COUNTY BOARD OF COMMISSIONERS** adopted February 9, 1999.

adjourn – to officially terminate a meeting

adjourned meeting – a meeting that is a continuation at a later specified time of an earlier regular or special meeting

adopt – to approve or pass by whatever vote is required for the motion

affirmative vote – a vote in favor of the motion as stated

agenda – the official list of items of business planned for consideration during the meeting

approval of minutes – formal acceptance of the record of a meeting thus making this record the official minutes of the commission

board – the Floyd County Board of Commissioners

chair – the presiding commissioner

CODE – Code of Floyd County Georgia

commissioner – any person elected to that position

common parliamentary law – the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization; does not include statutory law or particular rules adopted by any organization or board

convene – to open a meeting

debate – formal discussion of a motion under the rules of parliamentary law and more often, herein, referred to as discussion

defer or hold – to delay action by referring the motion to staff (or an agency, committee, etc.) for more information, or by postponing a vote to a time certain

demand – an assertion of a parliamentary right by a commissioner

dilatory motions or tactics – misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting

floor – when a person receives formal recognition from the chair, he/she “has the floor” and is the only person entitled to speak

germane amendment – an amendment relating directly to the motion to which it is applied

germane discussion – discussion relating directly to the matter involved

hearing – a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject

in order – permissible and right from a parliamentary standpoint

majority vote – an affirmative vote of at least three commissioners, or the chairman and two commissioners

minutes – the legal record of the action of the commissioner (or any body) after the record has been approved by vote of the body

motion – a proposal submitted to the commission for its consideration and decision; it is introduced by the words “I move that...”

objection – the formal expression of opposition to a proposed action

order of business – the adopted order in which the business is presented to the meeting of the commission

out of order – not correct, from a parliamentary standpoint, at the particular time

parliamentary authority – the code of procedure adopted by the board as its parliamentary guide, governing in all parliamentary situations not otherwise provided for in the **RULES OF PROCEDURE FOR THE FLOYD COUNTY BOARD OF COMMISSIONERS, the CODE**, or higher governing bodies

Pending motion – sometimes referred to as pending question; any motion that has been proposed and stated by the chair for the commission’s consideration and that is awaiting decision by vote

precedence – the rank of priority governing the motion

precedent – a course of action that may serve as a guide or rule for future similar situations

procedural motion – motions to assist the commission in treating or disposing of a main motion; or, motions relating to the pending business or to business otherwise at hand

proposal or proposition – a statement of a motion of any kind for consideration and action

OCGA – Official Code of Georgia Annotated

quorum – the number of persons that must be present at a meeting of the commission to enable it to act legally on business

recognition – acknowledgement by the chair, giving a person sole right to speak

reconsider – to review again a matter previously disposed of, and to vote on it again; must be made the same day of business

request – a statement of the chair asking a question or some “right”

rescind – to nullify or cancel out a previous action; cannot be made if action has already been taken to implement the motion it wishes to rescind

resolution – a formal motion, usually in writing, and introduced by the word “resolved” that is presented to the commission for a decision

ruling – the chair’s decision as it relates to the procedure of the board

second – a commissioner’s statement that he/she is willing to have the motion considered

seriatim – consideration by sections or paragraphs

statute – a law passed by the legislature

technical inquiry – request for information relevant to the business at hand

tie vote – vote in which the affirmative and negative votes are equal on a motion

unanimous consent – deciding on a vote without voting on it but where no commissioner voices objection; with single objection a vote must be taken

unfinished business – any business that is postponed definitely to a time certain