

**NORTHSHORE FIRE DEPARTMENT**  
**ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES**

**SUBJECT: Board Meetings- Parliamentary Procedures**

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<b>Policy Number:</b> 1410	<b>Approved By:</b>	Board of Commissioners
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1. MOTION. A motion brings business before the board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any commissioner, including the chair. A motion may be stated as: "I move that \_\_\_\_\_." The chair may recognize a motion by stating: "A motion has been made by \_\_\_\_\_."
  - A. SECOND. A motion may be seconded by any commissioner. A motion which fails to receive a second is not considered for discussion.
  - B. OUT-OF-ORDER MOTION. A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the board is out of order and shall not be recognized.
  - C. REVISION OF MOTION. At any time before a vote is taken on a motion, the person making the motion may revise the wording of the motion if there is no objection by other commissioners. If there is an objection, the motion should be revised by amendment.
  - D. WITHDRAWAL OF MOTION. The maker of a motion may elect to withdraw their motion prior to a vote.
  
2. SUBSIDIARY MOTIONS. These are motions which propose to take some action in relation to the manner in which the board will consider the substance of the main motion. (Motions are ranked in order of precedence.)
  - A. TABLE. Upon majority vote of the board, a motion may be tabled. Such motion may be removed from the table by the majority vote.
  - B. CALL FOR THE QUESTION. At any time during the discussion on any motion any commissioner may move for the previous question. If that call receives a second and approval by two-thirds of the board, the chair shall call for the vote on the motion being discussed. The chair at any time may state: "If there is no objection, the chair will call for the vote on the motion being discussed." If one commissioner objects, the discussion shall continue until there is a two-thirds affirmative vote to close debate or there is no objection to closing debate. Other business is out of order until the motion before the board has been disposed.

- C. LIMITED DEBATE. The board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and two-thirds vote are required.)
- D. POSTPONE DEFINITELY. If a motion to postpone consideration of a subject or the consideration of a motion is approved, the chair shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the commissioners. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the chair shall reinstate the subject or the main motion at his/her discretion without further action by the commissioners but not sooner than the next regular meeting. (A second and majority vote are required.)
- E. REFER. The subject of the main motion may be referred to a committee or individual for study or special consideration.
- F. AMEND. At any time before a vote is taken on a motion, a commissioner may move to amend the motion which is then before the board. The motion shall state the amendment and shall receive a second before it shall become the business before the board. The chair shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.
- G. POSTPONE INDEFINITELY. A motion can be postponed indefinitely. (A second and majority vote are required.)
- H. ORDER OF MOTIONS AND PROCEDURAL ACTIONS. The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the chair may recognize one of the following: (with "a" being at the highest in rank order)

- 1) Adjourn, Recess
- 2) Table,
- 3) Previous question (close debate),
- 4) Limit debate,
- 5) Postpone,
- 6) Refer to committee,
- 7) Amend the motion,
- 8) Postpone indefinitely.

3. PRIVILEGED MOTIONS. This type of motion provides for the comfort or convenience of the board or one of its commissioners and is not directly related

to a motion that is "on the floor." (Motions are ranked in order or precedence.)

- A. ADJOURN. When the agenda is completed, if there are no objections, the chair may declare the meeting adjourned. If a commissioner moves to adjourn the meeting, the chair would call for a vote of the board to adjourn. Once the motion passes, the chair must declare the meeting adjourned. (A majority vote is required.)
  - B. RECESS. A commissioner can request a recess in the deliberations of the board. (A majority vote is required.)
4. INCIDENTAL MOTIONS. This type of motion deals with the procedures of the board and is incidental to the motion that is "on the floor." Incidental motions are acted upon when proposed. (No order of preference.)
- A. DIVIDE A MOTION. A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.
  - B. APPEAL. Any decision by the chair may be appealed by a single member. The appeal will be decided by a majority vote of the board.
  - C. RECONSIDER. A motion can be brought back "to the table" by a commissioner provided that such a motion is made by a member of the majority when the issue was last voted upon.
  - D. RESCIND. A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)
5. VOTE. The vote on all matters shall be made in person and shall be oral. Results will be announced immediately and recorded in the minutes. A commissioner may change his/her vote if the change is announced before the chair announces the results of the vote.

Any commissioner may abstain from voting at any call for the vote. The reason for the abstention should be stated and recorded in the minutes of the meeting. Such a commissioner, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by "voice" vote.