

RULES OF ORGANIZATION AND PROCEDURE  
FOR THE  
NEW BROCKTON REVITALIZATION COMMITTEE

TODD ASKINS, CHAIRPERSON

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**CONTENTS**

ARTICLE I DEFINITIONS .....3  
    Sec. 101. Definitions .....3

ARTICLE II COMMITTEE OVERSIGHT RESPONSIBILITIES.....3  
    Sec. 201. Matters under the Purview of the Committee .....3

ARTICLE III ORGANIZATION OF THE COMMITTEE.....4  
    Sec. 301. Chairperson .....4  
    Sec. 302. Committee Staff .....4

ARTICLE IV COMMITTEE MEETINGS .....4  
    Sec. 401. Regular Meetings .....4  
        (a) Time.....4  
        (b) Place .....4  
        (c) Recess and Rescheduling .....4  
        (d) Cancellation.....5  
        (e) Agenda.....5  
    Sec. 402. Special and Additional Meetings .....5  
        (a) Special Meetings .....5  
        (b) Additional Meetings .....5  
        (c) Notice .....5  
    Sec. 403. Procedures for Meetings.....6  
        (a) Order of Business for Regular Meetings.....6  
        (b) Order of Business for Special and Additional Meetings .....6  
    Sec. 404. Minutes of Meetings.....7  
    Sec. 405. Decorum of Members.....7

ARTICLE V NOTICE PROVISION.....7  
    Sec. 501. Notice .....7

ARTICLE VI RULES.....8  
    Sec. 601. Rules of the Council .....8  
    Sec. 602. Amendment .....8  
    Sec. 603. Filing with the Council Secretary.....8  
    Sec. 604. Effective Period.....8

## ARTICLE I - DEFINITIONS

### **Sec. 101. Definitions.**

Except as otherwise provided by these rules, the definitions contained in section 101 of the Rules of Organization and Procedure for the New Brockton Revitalization Committee are incorporated by reference.

For purposes of these rules, the term:

- (a) “Chairperson” means the Chairperson of the New Brockton Revitalization Committee.
- (b) “Committee” means the New Brockton Revitalization Committee.
- (c) “Committee Rules” means the Rules of Organization and Procedure for the New Brockton Revitalization Committee.
- (d) “Member” means a member of the New Brockton Revitalization Committee.
- (e) “Minutes” means a summary record of action and proceedings of the Committee including, but not limited to, a description of each item including amendments, motions, or orders on which a vote was taken and the vote of each member concerning the item.
- (f) “Quorum” means a minimum of three members of the Committee.
- (g) “Rules” means the Rules of Organization and Procedure for the New Brockton Revitalization Committee.
- (h) “Electronic Means” means by group text message, social media or the New Brockton web page.

## ARTICLE II - COMMITTEE OVERSIGHT RESPONSIBILITIES

### **Sec. 201. Matters under the Purview of the Committee.**

The New Brockton Revitalization Committee is responsible for matters relating to development, maintenance, preservation, and revitalization of the downtown area.

## ARTICLE III - ORGANIZATION OF THE COMMITTEE

### **Sec. 301. Chairperson.**

The Chairperson shall be the presiding officer of the Committee. The Chairperson may designate the Co-Chair to act as temporary Chairperson when they are absent or recuses themselves from certain items before the Committee.

### **Sec. 302. Committee Staff.**

- (a) Co-Chair. The Chairperson shall appoint a Co-Chair with the approval of the Committee. The Co-Chair shall assist the Chairperson with the preparation, organization and the execution of the committee functions as needed and shall perform other administrative, legislative, and policy functions assigned by these rules or the Chairperson.
- (b) Recorder. The Recorder shall keep the minutes and all records of meetings and committee business, and shall perform other administrative, legislative, and policy functions assigned by these rules or the Chairperson.

## ARTICLE IV - COMMITTEE MEETINGS

### **Sec. 401. Regular Meetings.**

- (a) Time. Regular meetings of the New Brockton Revitalization Committee shall be held at 7:00 p.m. on the second Tuesday of each month except during periods of recess of the Committee and legal holidays. The Chairperson shall circulate a notice of the date, hour, and place of all committee meetings to all members of the Committee at least 24 hours before the date of the meeting, along with a copy of the agenda of the meeting and draft of any measures to be considered, unless at least 4 members of the committee agree to a shorter notice.
- (b) Place. Regular meetings of the Committee shall be held in the New Brockton Town Hall, 706 E Mckinnon St., unless another place is designated by the Chairperson.
- (c) Recess and Rescheduling. The Chairperson may recess any regular meeting then in progress to another time, day, and place. The Chairperson may reschedule any future regular meeting, provided that each member is notified in writing or by electronic means at least one business day in advance of the scheduled meeting.

- (d) Cancellation. The Chairperson may cancel a future regularly scheduled meeting, provided that each member of the Council is notified in writing or by electronic means at least 24 hours prior to the scheduled meeting.
- (e) Agenda.
  - (1) The agenda and written material relating to the agenda items shall be available to the members 24 hours prior to the meeting of the Committee.
  - (2) The agenda for all meetings, except special meetings called by a majority of the members, shall be set by the Chairperson.
  - (3) Members shall submit agenda proposals to the chairperson no later than one week prior to the meeting.

#### **Sec. 402. Special and Additional Meetings.**

- (a) Special Meetings.
  - (1) Special meetings may be called by filing a written request with the Chairperson for a special meeting signed by no fewer than 3 members. The Chairperson shall notify the other members of the filing of the request.
  - (2) The Chairperson shall call the special meeting within 72 hours of the written or electronic request and shall specify the date, hour, place, and agenda of the meeting.
  - (3) If the Chairperson does not call the requested meeting, a majority of the members may file a written or electronic notice with the Chairperson that a special meeting will be held, specifying the date, hour, place, and agenda for the meeting. Immediately upon the filing of the notice, a representative of the filing members shall notify all members of the Committee as provided for in subsection (c) of this section.
- (b) Additional Meetings. Additional meetings shall be called by the Chairperson.
- (c) Notice.
  - (1) Whenever an additional or special meeting is called, the Chairperson shall notify each Committee member in writing or by electronic means, at least 48 hours before the special meeting, unless at least 4 members of the Committee agree to a shorter notice. The notice shall state the date, hour,

and place of the meeting. A copy of the agenda of the meeting and draft of any measures to be considered shall be circulated. The Chairperson will contact the New Brockton Town Clerk to ensure that the meetings of the committee do not conflict with previously scheduled meetings of another committee.

- (2) No matters shall be considered at any special meeting except those stated in the written request and notification.
- (3) Any written material relating to the agenda items shall be made available to the Committee members by the close of business of the working day prior to the meeting.
- (4) Additional or special meetings to consider emergency matters may be called upon shorter notice, if this shorter notice is agreed upon by at least 4 of the Committee members and the basis for the emergency is stated fully in the notice.
- (5) The Chairperson may cancel an additional meeting, provided that each member of the Council is notified in writing or electronic means at least 24 hours prior to the scheduled meeting.

**Sec. 403. Procedures for Meetings.**

- (a) Order of Business for Regular Meetings. The Committee shall conduct business for regular meetings of the Committee in the following order:
  - (1) Call to order
  - (2) Determination by the Chairperson of the presence of a quorum
  - (3) Reading and approval of the minutes, if applicable
  - (4) Old Business
  - (5) New Business
  - (6) Adjournment
- (b) Order of Business for Special and Additional Meetings. The Committee shall take up business in the following order at a special or additional meeting:

- (1) Call to order at the date, hour, and place set forth in the notice of the meeting;
- (2) Ascertainment of the presence of a quorum by the Chairperson; and
- (3) If a quorum is present, consideration of business in the order set forth in the meeting notice.

**Sec. 404. Minutes of Meetings.**

- (a) Records. The Chairperson shall direct that minutes of the meetings be taken. The minutes may consist of a description of all Committee action and a description of each amendment, motion, order, or other proposition on which a roll-call vote was taken; the name of each Member voting for and against the amendment, motion, order, or proposition; and the names of those Members present but not voting. Upon approval by the Committee, the minutes shall be filed, signed by no fewer than four members and filed with the New Brockton Town Clerk within three business days.
- (b) Public Inspection. All records of official Committee action shall be made available to the public during normal business hours through the New Brockton Town Clerk or by visiting the Town of New Brockton web page.

**Sec. 405. Decorum of Members.**

- (a) Members shall not engage in private discourse or commit any other act tending to distract the attention of the Committee from the business before it.
- (b) In debate, a member must confine remarks to the question at hand and avoid personalities.
- (c) A member, in referring to another member, should avoid using the member's name. Rather, a member should identify the other member by ward or at-large status, as the member who last spoke, or by describing the member in some other manner.
- (d) It is not the person but the measure that is the subject of debate, and it is not allowable to question or impugn the motives of a member, but the nature or consequences of a measure may be condemned in strong terms.



## ARTICLE V - NOTICE PROVISION

### **Sec. 501. Notice.**

If there is no specific requirement for the giving of notice of any Committee action, meeting, or hearing, notice may be given by one of the following methods:

- (a) Posting in prominent places in the New Brockton Town Hall, 706 East McKinnon St, or other public buildings or public posting places;
- (b) Publication in one or more newspapers of general circulation;
- (c) Use of other news media;
- (d) Facsimile;
- (e) Electronic mail; or
- (f) Any other manner the Committee considers appropriate.

## ARTICLE VI - RULES

### **Sec. 601. Rules of the Committee.**

Whenever there is conflict between these rules and the Council Rules, the Council Rules shall govern.

### **Sec. 602. Amendment.**

These rules may be amended by a majority of the Committee at any Committee meeting.

### **Sec. 603. Filing with the Town Clerk.**

Upon the adoption of these rules or any future amendments, the Committee staff shall file a copy of the final rules or amendments with the New Brockton Town Clerk.

### **Sec. 604. Effective Period.**

These Rules will be effective until superseded or modified by Rules of Organization and Procedure for the New Brockton Revitalization Committee.