

**District Five Planning Council
Board of Directors
Standing Rules of Order**

Approved by the District Five Planning Council Board of Directors October 26, 1999

I. BOARD OF DIRECTORS--PURPOSE AND MEMBERSHIP

1. Purpose.

The purpose of the Board of Directors is defined in the By-Laws, Article IV, Section 1.

2. Membership.

Membership for the Board of Directors is defined in the By-Laws, Article IV, Sections 1 through 8. Employees of the District Five Planning Council shall not be eligible to serve on the Board of Directors. Vacancies on the Board of Directors shall be filled in a manner as determined by the Board. Unless the Board makes other specific decisions, the following procedure will be used to fill vacancies. If there is/are vacant seats at the time of the September Board meeting, the Board shall call a meeting of the Council for the month of October to fill said vacant seats. Notice shall be given as required by the by-laws.

3. Powers.

The Board shall have the powers specified by the By-laws. Board approval is needed for action which requires the expenditure of Council funds or that requires the Council to take a position.

II. COMMITTEES AND TASK FORCES--PURPOSE AND MEMBERSHIP

A. Executive Committee

1. Purpose.

In addition to the emergency powers given by the Bylaws the Executive Committee may perform other duties as designated by the Board.

2. Membership.

Executive Committee membership is defined in the By-Laws, Article VI, Sections 1 through 4. Vacancies on the Executive Committee shall be filled by the Board of Directors at a Board meeting following the resignation or removal of an Executive Committee member.

B. Standing Committees

1. Purpose.

Standing Committees are established by Board action and operate within defined areas of concern and are competent to initiate action of Board approval within these areas. The Standing Committees are on a continuing basis until terminated by the Board. A Standing Committee may use such sub-committees as it deems appropriate and the Board shall be notified of such sub-committee, purpose and membership.

2. Membership.

Any member of the Council shall be eligible to serve on any Standing Committee. Unless otherwise provided, Committees and Committee Chairpersons (and Vice- chairpersons) shall be appointed by the Council President and announced at the beginning of the next regular Board meeting. Changes in Committee rosters or chairpersons shall be announced in a similar manner and entered into the minutes of the Board meeting. The District Council President shall be a voting member Ex- officio of all Standing Committees.

C. Task Forces

1. Purpose.

A Task Force is created by the Board for a specific purpose. Upon completion of its purpose or unless continued by the Board at its first regular meeting following the Annual Officer Election meeting it will no longer exist. A Task Force may use such sub-committees as it deems appropriate and the Board shall be notified of such sub-committee, purpose and membership.

2. Membership.

Any member of the Council shall be eligible to serve on any Task Force. Unless otherwise provided, Task Forces and Task Force Chairpersons (and Vice-chairpersons) shall be appointed by the Council President and announced at the beginning of the next regular Board meeting. Changes in Task Force rosters or chairpersons shall be announced in a similar manner and entered into the minutes of the Board meeting. The District Council President shall be a voting member Ex-officio of all Task Forces.

D. Nominating Committee

1. Purpose.

By-Laws Article IV, Section 2 defines the purpose of the Nominating Committee.

2. Membership.

By-Laws Article IV, Section 2 defines the membership selection of the Nominating Committee. The Annual Election Nominating Committee shall be comprised of seven members and shall be chosen as follows:

- A) The Board shall nominate and elect the Committee.
- B) The Nominating Committee shall designate one of its members as chairperson.
- C) Two members shall not be Board Members.

III. MEETINGS

A. General Rules Applicable to ALL Meetings of the District Five Planning Council (Board, Executive Committee, Standing Committees, Task Forces, and Nominating Committee).

1. No meeting of the District Five Planning Council shall be held at any time which coincides with any of the following:

- A) a date for the election of candidates to public office in all or any part of the District;
- B) the time set by statute or by one or more of the major political parties for precinct caucuses;
- C) any legal holiday; or
- D) any major religious holiday.

2. Public notice of District Five Planning Council meetings shall be given.

3. The President (at committee meetings, the chairperson) shall designate seating areas in the meeting room. Special areas may be assigned for staff, the press, or special guests.

4. Proposed agendas for meetings will be set by the President (for committee meetings, the chairperson) and distributed to Board members (for committee meetings, committee members) prior to a meeting. Additions and changes to the proposed agenda may be made at the beginning of a meeting. Agendas will then be ratified by the board (or committee) before proceeding with the meeting.

5. No discussion of any matter shall take place unless it has been included in the approved agenda.

6. A member wishing to speak shall signify by raised hand, shall wait to be called on by the President (Or chairperson) and shall address his/her remarks to the President (Or chairperson).

B. Additional Rules Specific to Board of Director Meetings.

1. If no quorum is present from the scheduled starting time of a Board of Directors meeting until fifteen minutes after such time, members present shall be excused and the meeting shall not be held on that date.
2. Unless otherwise prohibited, the Board shall meet the fourth Tuesday of each month except in April, when the Board shall meet on the third Tuesday. If the regular meeting date falls on a prohibited date the Board shall establish an alternate date at the previous Board meeting.
3. All matters not specifically listed in the approved agenda shall be referred by the President to the appropriate Committee and reported back to the Board at a future meeting. Exceptions may be made by unanimous consent for "housekeeping" motions or by a two-thirds vote.
4. By a two-thirds vote, the Board may impose special limits on debate.
5. Minutes will be taken at all Board meetings by the Secretary or other person designated by the Chair.

C. Additional Rules Specific to Standing Committee/Task Force Meetings.

1. Standing Committees and Task Forces shall meet at a time and place as determined by the chairperson.
2. The chairperson shall designate someone to take minutes at all Standing Committee and Task Force meetings. Minutes shall be taken and included in information provided to board members before each board meeting.
3. Quorum for Standing Committees and Task Forces shall be one-third (1/3) of the committee or task force membership.

D. Additional Rules Specific to the Annual Meeting and Annual Election.

1. Unless otherwise prohibited the District Election meeting shall be the Fourth Tuesday in April.

IV. MISCELLANEOUS RULES.

1. If a Standing Committee, Task Force or similar group *of another organization* is formed in which District Five Planning Council participation is deemed advisable, the President shall appoint person(s) to such body subject to the approval of the Board. Such appointment(s) shall be announced to the Board at its next regular meeting.

V. STATUS OF THESE RULES

1. Anything in these Rules which is in violation of any valid law or the District Bylaws shall be void but all other Provisions of these Rules shall be considered valid. Where the District Bylaws and/or these Rules do not specify otherwise, the latest edition of Robert's Rules of Order shall apply.

VI. AMENDMENTS TO THESE RULES

1. These Rules can be amended at any regular meeting of the Council by two-thirds vote of those

present and voting, provided the amendment was submitted in writing at the previous regular meeting.