

Motions and Meeting Decorum

Commission Rule 1.3.1 states that all Commissioners must adhere to the Code of Ethics of the National Association for Civilian Oversight of Law Enforcement (NACOLE). This means Commissioners are required to possess honorable character and reputation. They must demonstrate the highest standards of personal integrity, commitment, truthfulness, and fortitude to inspire trust and to set an example for others. This pledge includes the commitment to maintain decorum and civility in all Commission activities and meetings.

As described in Commission Rule 1.8, the Commission uses the latest edition of Robert's Rules of Order Newly Revised to guide business at all Commission and Committee meetings, to introduce motions and to maintain general civility as they engage with each other and members of the public in attendance. In addition to using Robert's Rules or Order as a guide, the Commission adopts the following procedural and decorum policies as its own rules:

(1) Making a Motion:

The process for consideration of a motion during Commission and Committee meetings are as follows:

- A. Commissioner obtains the floor by being acknowledged by the Chair leading the meeting;
- B. Commissioner states the motion;
 - A Commissioner does not need to read a motion in its entirety if a written copy has been presented to the Commissioners before the meeting;
 - Co-Chairs and Chairs of Committees can introduce motions into their own meetings;
 - The Commissioner's statement or reading of the motion is not allowed to be accompanied with additional context for the motion from the proposer as to why it should be adopted. The statement or reading of the motion must be limited to the text or a summary of the text of the motion only;
 - The Commissioner may not call for another Commissioner to second the motion, this being the duty of the meeting Chair;
 - A Commissioner can only present a motion three (3) times before it is banned for one (1) year and not to be presented at any Commission meeting.
 - The Chair of the meeting where the motion is presented decides if a motion is substantially similar enough to a motion that was previously denied or died to count the introduction of it against its three (3) chances.
 - If a Commissioner attempts to introduce a motion that has been banned, the Chair of the meeting does not wait for a second. Instead, they move directly to Calling the Member to Order per (3)(B) of this Rule.
- C. Another Commissioner must second the motion
 - The motion dies if another Commissioner does not second the motion.
 - There should still be no discussion or debate on the merits of the motion.
- D. The Chair of the meeting decides if the motion is in order, and if so, presents the question of the motion to the rest of the Commissioners in the meeting.

- If the Chair rules a motion out of order, the Chair must clearly state the reason for doing so;
 - Commissioners may appeal a decision by the Chair that a motion is not in order.
 - A motion that is not in order dies and cannot be presented before the Commission.
- E. Commissioners Debate the Motion
- *See Section (2) of this Rule for Debate Rules*
- F. The Chair closes the debate and calls for a vote (*calling the question*).
- The Chair should wait for the debate to end naturally;
 - Any Commissioner may make a motion for the vote (*call the question*) during debate, with a Second and then majority vote, to end the debate before the conversation has ended naturally;
- G. The Chair asks for the votes of each Commissioner present in the meeting in alphabetical order (including their own);
- A Commissioner may respond in the affirmative, in the negative, or abstain from voting;
 - Abstentions do not count as a vote in the affirmative or negative; they only decrease the number of possible votes that could be cast on the Motion.
 - A Commissioner may “pass” when their name is called, this moves their name to the bottom of the order for Commissioners’ names to be called in the voting sequence;
- H. The Chair announces the results of the vote.
- *See Commission Rule 1.8.1*

(2) Debating a Motion:

- A. After a Motion has been presented to the Commissioners in the meeting, the Chair will turn to the Motion maker to see if they wish to be the first to speak in debate;
- B. Commissioners who wish to speak in debate *should not raise their hand for an extended period of time* to be recognized by the presiding Chair. Instead, they should make a subtle cue to the Chair indicating their intention to speak in debate. The Chair should then subtly acknowledge their cue back and add them to the list to speak. Speaking order is determined by the sequence in which the Chair received the cues to speak from other Commissioners.
- Commissioners who have not spoken yet take priority in the list over those who have already spoken once.
- C. Commissioners should address their remarks to the presiding Chair, avoiding direct address to other Commissioners either in agreement or disagreement.
- D. Each Commissioner may speak no more than twice for three minutes, each instance, on the same question.
- This includes asking a question of another Commissioner and that Commissioner’s response time.
 - Requesting additional time or instances to speak must be done through the submission and approval of a majority motion. This motion is not debatable.
- E. All Commissioners must wait for the Chair’s acknowledgement before speaking.
- F. Debate must be confined to the merits of, and relevant to, the pending Motion.

- G. Commissioners must not attack, defame, or impugn the motives or capabilities of other Commissioners, CPC staff members, community partners, stakeholders or the members of the public.
- Commissioners should take every measure to avoid even mentioning the name of another Commissioner, staff member, appointed/elected official, community partner, stakeholder or member of the public.
 - This rule does not apply to motions to censure or hold accountable other Commissioners.
- H. The Chair should closely monitor each speaker's remarks but cannot interrupt a speaker who has the floor unless the speaker violates the rules and code of ethics spelled out in this operations manual, or disorder arises.
- Under no circumstances should the Chair attempt to drown out a disorderly member, either by their own voice or the gavel, or permit themselves to be drawn into a verbal duel.
 - Any Commissioner may call for a "Point of Order" at any time to correct a rule violation occurring in a meeting. The Point of Order caller should state the rule violation, the Chair should rule on the alleged violation, and the Chair's decision is appealable.
 - The speaker who has the floor must wait for a Point of Order to be resolved before speaking again.
- I. Commissioners, including the Chair, must not interrupt a speaker while they have the floor unless to call a Point of Order or to introduce another similar priority motion (*See Robert's Rules of Order for Motion Priority*).
- J. Commissioners may appeal any decision by the Chair
- The Commissioner must state they would like to Appeal after the Chair's decision
 - The Appeal must be seconded;
 - The Chair then speaks to explain the ruling, followed by the Appealer and any other Commissioners who wish to speak;
 - Commissioners are limited to speaking only once on the reason for appeal, except for the Chair, who speaks first and last;
 - The Commission then votes by a majority on the appeal;
- K. Commissioners may introduce motions to amend a pending motion or a motion that has been previously adopted by the Commission.
- The motion to amend should state the exact words of the previous motion it would like to modify;
 - The motion to amend needs a second and majority vote like other main motions;
 - The debate should resume on the original motion, (with or without the modified language) once the amendment has been decided, if the original motion is still pending before the Commission.

(3) Calling a Member to Order in a Meeting:

- A. If a Point of Order is held against a Commissioner, the Chair should advise that Commissioner (without stating their name) to avoid future similar rule violations.

- B. After a second Point of Order violation on the same subject, the presiding Chair can "Call the Member to Order."
 - o The Chair would state the Commissioner's name, reiterate the reason for the Commissioner being out of order, and ask that the minutes reflect the Commissioner having a second instance of a rule violation in a single meeting.
- C. If the Commissioner continues to make similar rule violations after they have been called to order, the Chair may make a Motion to remove the Commissioner from the meeting. The Motion must be seconded, is not debatable, and if approved by the majority, the Commissioner should be asked to leave the meeting.
 - o They may still sit in the public gallery. However, the Chair of the meeting may ask the Commissioner to leave or to be removed if they continue to disrupt the meeting.

(4) Additional Decorum Rules

- A. At no point may a Commissioner "suspend the rules" of the Commission. All rules are forever enforceable and the only way to remove, add, or amend a rule is to follow the procedures articulated in CPC Rule 1.9.
- B. The Commission does not recognize a "Point of Clarification" as a proper motion to have priority over another Commissioner who has the floor. If a Commissioner wishes to suggest a correction to another Commissioner's comments, they must wait for their turn to speak per the decorum policies articulated above.
- C. A Commissioner may make a motion to postpone a motion before the Commission. The Motion should not be confused with the Robert's Rules of Order to "Table a Motion." If made, the maker should specifically state in their motion the time the motion should be heard again. A motion cannot be added under a committee report unless it was approved by a majority of committee members in a committee meeting.
- D. Commissioners should not address or respond to individuals who have not been invited to speak during meetings or who speak during public comment sections of the meeting.