RULES OF ORDER
CHAPTER 1. DEFINITIONS

Rule 1.1 As used in these Rules, the following words and phrases shall have the meanings respectively ascribed to them by Rules 1.2 through 1.18.

Rule 1.2 "Administrative Code" shall mean the Treasure Island Mobility Management Agency's Administrative Code.

Rule 1.3 "Adopted" in connection with proposed resolutions or ordinances, shall mean and include adoption of such proposed resolutions or ordinances by the Treasure Island Mobility Management Agency.

Rule 1.4 "Board" shall mean the Board of Commissioners of the Treasure Island Mobility Management Agency.

Rule 1.5 "Chair" shall mean the Chair of the Board or in the absence of the Chair, the Vice-Chair acting as Chair.

Rule 1.6 "Clerk" shall mean the Clerk of the Treasure Island Mobility Management Agency.

Rule 1.7 "Code" shall mean the Streets and Highways Code.

Rule 1.8 "Committee" shall mean a committee of the Board, including standing and select committees.

Rule 1.9 "Committee Room" shall mean Room 263 of City Hall.

Rule 1.10 "Legislative Chamber" shall mean Room 250 of City Hall.

Rule 1.11 "Measure" shall mean and include a proposal, in whatsoever form presented, fulfillment of the purpose of which requires action of the Treasure Island Mobility Management Agency by amendment, ordinance, resolution or motion, other than a motion designed to accomplish an action strictly parliamentary in character.

Rule 1.12 "Member" shall mean a member of the Board.

Rule 1.13 "Ordinances" shall mean procedures for establishing all rules of conduct affecting third parties under the jurisdiction of the Treasure Island Mobility Management Agency and of a permanent nature and shall include but not be limited to the Administrative Code and employment rules.

Rule 1.14 "Précis" shall mean a summary of a measure prepared by staff and presented as a part of the Board or committee materials.

Rule 1.15 "Presiding Officer" shall mean the Chair or acting Chair.

Rule 1.16 "Previous Question" shall be a call to end debate on a matter.

Rule 1.17 "Resolution" shall mean the procedures for establishing all expressions of opinion of the Board which may or may not be of a permanent nature or affect third parties under the Treasure Island Mobility Management Agency's jurisdiction.

Rule 1.18 "Rules" shall mean the Rules of Order of TIMMA.

Rule 1.19 "TIMMA" shall mean the Treasure Island Mobility Management Agency.

CHAPTER 2. ORGANIZATION AND MEETINGS

Rule 2.1 Adoption of Rules of Order. The Rules of Order (Rules) shall be adopted by resolution carried by an affirmative recorded vote of a majority of the members of the Board. When adopted, such Rules shall remain in effect unless suspended or amended as provided herein. The Chair may adopt temporary Rules to address a specific situation or point of order in the Board meeting.

Rule 2.2 Suspension of Rules. Except this rule and rules which are restatements of other applicable laws and which are designated in these Rules by an asterisk, any rule may be suspended by the affirmative vote of eight members unless there be less than eight members present, in which case the unanimous consent of the members present, but not less than six shall be required. A motion to suspend the Rules is not debatable.*

Rule 2.3 Amendment to Rules. All proposed amendments to the Rules shall be referred to the TIMMA Committee for consideration and recommendation to the Board for adoption.

Rule 2.4 Parliamentary Authority. On any question or point of order not contained in these Rules, the Chair shall issue a ruling.

Rule 2.5 *Meetings and Rules of Procedures. All proceedings of TIMMA shall be in conformance with the provisions of the Treasure Island Transportation Management Act and the Administrative Code. Except as otherwise determined by the Chair, regular meetings of the Board shall be held at a time set by the Chair on the first or third Tuesday of each month in the Legislative Chamber of City Hall, except when that day is a holiday, in which case the meeting shall be held on a different Tuesday. Except as otherwise determined by the Committee Chair, Committee meetings shall be held on a week prior to the meeting of the TIMMA Board in the Committee Room or other location as designated with proper notice by TIMMA.

The acts of the TIMMA Board shall be expressed by motion, resolution or ordinance.

All meetings of the TIMMA Board and any standing and select committees shall be conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9 commencing with Section 54950 of Part l of Division 2 of Title 5 of the California Government Code).

Rule 2.6 Temporary Meeting Place. In the event of the regular meeting place is unavailable, the Chair shall designate some other appropriate place as its temporary meeting place.

Rule 2.7 Special Meetings of the Board. A special meeting of the Board of Commissioners may be called by the Chair.

Rule 2.8 Attendance at Meetings. All members of the Board shall be in their respective seats at the hour appointed for each regular, special or recessed meeting of the Board or one of its committees. The Clerk shall keep a record of the attendance of the members and shall report such record in the minutes.

Rule 2.9 *Quorum. A majority of the authorized number of members of the Board shall constitute a quorum for the transaction of business, and all official acts of the TIMMA Board require the affirmative vote of a majority of the authorized number of members of the Board.

Rule 2.10 Rights of the Members Less Than Quorum. In the absence of a quorum no official action shall be taken by the members present except to order a call of the Board or committee, to reschedule the same meeting, to recess or to adjourn.

Rule 2.11 Call of the Board or Committee. Whether there be a quorum or not, upon a call of the Board or one of its committees, those absent members shall be sent for by the Board or committee chair and be brought to the Legislative Chamber or to the Committee Room for committee meetings.

When the Board or one of its committees is under call, no member shall leave the Chamber or Committee Room without an announcement from the Chair or committee chair that the member is excused.

During a call of the Board or one of its committees, when there is a quorum present, business may be transacted as usual, except that no action shall be taken with respect to the matter in connection with which the call was made.

Rule 2.12 Permission to Leave Meeting. No member shall leave the Board or committee meeting while in session if the departure would cause the loss of a quorum.

Rule 2.13 Permission to Remove Disruptive Persons. The Board or committee Chair shall possess the power and duty to order removed from the meeting room any person who commits the following acts in respect to a regular or special meeting of the Board or a standing or select committee:

Disorderly, contemptuous or insolent behavior toward the Board or committee or any member thereof, tending to interrupt the due and orderly course of said meeting.

A breach of the peace, boisterous conduct or violent disturbance tending to interrupt the due and orderly course of said meeting;

Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board or committee, and

Any other unlawful interference with the due and orderly course of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which removed, unless permission to attend be granted upon a motion adopted by a majority vote of the Board or committee, and such exclusion shall be effected by attendant law enforcement officer or officers upon being so requested by the presiding officer.

Any law enforcement officer or officers on duty and in attendance at the meeting or whose services are requested by the presiding officer shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Board or committee meeting.

In addition to effecting removal of any person who, in the opinion of the presiding officer, has violated the order and decorum of any meeting, such presiding officer may request any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted therefore, the complaint to be signed by such presiding officer.

CHAPTER 3. BOARD RULES AND PROCEDURES

Rule 3.1 Call to Order and Roll Call. The Chair shall preside at all Board meetings, and shall call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk shall call the roll of the members of the Board and shall record those members present and shall enter in the minutes the names of those members present as well as those members who arrive subsequent to the first roll call and those absent. In the absence of the Chair, the Vice-Chair shall preside and in the absence of both the Chair and the Vice-Chair, the members present after waiting fifteen (15) minutes from the scheduled onset of the meeting, by an order entered in the minutes, shall elect one of their members to act as Chair pro tempore, who, while so acting, shall have the authority of the Chair. The presiding officer shall proceed with the Order of Business.

Rule 3.2 Order of Business. The normal Order of Business for the Board shall be as follows:

1. Roll Call
2. Chair's Report
3. Executive Director's Report
4. Consent Agenda
5. Approval of Minutes
6. Unfinished Business
7. Introduction of New Items
8. Public Comment
9. Adjournment

Rule 3.3 Addressing the Board. When a member desires to address the Board, the member shall address the presiding officer, and when recognized shall proceed to speak, confining discussion to the question before the Board. Members shall not be recognized when away from their seats.

Rule 3.4 Member Entitled to Floor. When two or more members arise at the same time to address the Board, the presiding officer shall designate the member who is entitled to the floor.

The committee chair, or in his or her absence or forbearance another member of the committee, shall be accorded priority in addressing the Board for the purpose of making a presentation concerning any matter submitted to the Board by the committee.

Rule 3.5 Agenda. Prior to preparation of the agenda, the Executive Director shall review and finalize with the Chair all matters to be considered at the meeting. Any member may request of the Chair in writing ten business days prior to the scheduled Board or committee meeting that an item be included on the agenda. The Chair shall either cause the item to be placed on an agenda, or, if a matter is within the authority of a standing committee, refer the item to the committee, within a reasonable time or advise the member why it will not be scheduled.

Rule 3.6 Calling of Items. The Chair shall decide whether items may be acted upon individually (or grouped) when the question is called, unless a member requests that they be considered separately.

Rule 3.7 **Reading Titles.** The Clerk may read abbreviated titles of measures on the agenda when the abbreviated working titles will clearly express to the members and to the listening public the nature of the measure.

Rule 3.8 **Introduction of Measures.** Unless provided for by the Administrative Code, the Chair shall decide which items shall be referred to which committee or to the Board. The Executive Director shall prepare a précis of each item to be considered by the Board.

Rule 3.9 ***Measures Not on the Agenda.** Before considering an item of business not on the agenda, the Board shall adopt a motion (i) by majority vote of the full membership of the Board that an emergency exists, as defined in California Government Code Section 54956.5; or (ii) by a two-thirds vote of the full membership, or if less than two-thirds of the members are present, a unanimous vote of those members present, determining that there is a need to take immediate action and that the need to take action arose after the agenda was posted (Section 54954.2 of the California Government Code).

Rule 3.10 **Action by Motion.** All resolutions, ordinances, parliamentary actions, recommendations of a committee, actions on matters which concern only the internal functioning of the Board, directives to the staff of TIMMA to perform some specific act in the line of official duty, adoption of the annual report, inquires, actions of a ceremonial or commemorative nature, and such other actions as may be approved by TIMMA's legal counsel, may be accomplished by motion.

Unless otherwise provided by these Rules, a motion of a parliamentary nature shall require for adoption the affirmative vote of at least a majority of the authorized number of members of the Board there being present not less than a quorum.

*All other motions shall require for adoption the affirmative vote of a majority of all the authorized number of members of the Board, except as otherwise provided by these Rules, the Administrative Code, or other applicable law.

Rule 3.11 **Motions to be Stated and Seconded.** The Clerk shall state all motions prior to debate. All motions are to be seconded unless provided for otherwise in these Rules. The Chair shall acknowledge members as they make motions and seconds.

Rule 3.12 **Motion Not Required.** The Board shall consider, without the necessity for a motion and a second, all measures recommended to the Board by a committee.

Rule 3.13 **Division of the Question.** On the demand of any member, the Chair shall order a question divided if it includes propositions so distinct in substance that one being taken away, one of more substantive proposition shall remain for the decisions of the Board. When divided, each proposition shall then be considered and voted upon separately as if it has been offered alone.

Rule 3.14 **Seriatim Consideration.** When a measure under debate includes points which are ultimately connected, any member may have the matter considered by section or paragraphs. Each section or paragraph may be amended while being considered, and the proposition as a whole shall then be voted upon.

Rule 3.15 **The Previous Question.** The previous question shall only be admitted when called for by three members, and if the motion carries, its effect shall be to terminate all debate on the matter pending, except that the author or mover of the measure, motion or amendment shall have

the right to close and the question under discussion shall thereupon be immediately put to a vote.

It shall require a two-thirds vote of the members present to adopt a motion calling for the previous question.

The previous question shall be put in the following form: "Shall the previous question be now put?"

Rule 3.16 **Withdrawal of Motion.** After the motion has been stated, it shall be in the possession of the Board. Before it is acted upon, a motion may be withdrawn by the mover only with the consent of a majority of the members present.

Rule 3.17 **Reconsideration.** When a motion has been made and carried or lost, it shall be in order for any member voting with the prevailing side to move to reconsider the vote on that question.

To be recorded as having voted with the prevailing side, in order to move to reconsider the vote on any question, a member may change a vote before the result of the roll call has been announced.

Rule 3.18 **Rescind.** When a vote has been taken by the Board and carried or lost, it shall be in order at the same meeting for any member to move to rescind that vote unless something has been done as a result of the vote which is impossible to undo.

Rule 3.19 ***Voting Requirements and Procedure.** Every member present when a measure is put forth shall vote for or against it unless prohibited from voting by applicable law because of a conflict of interest which shall be disclosed (Sections 1090 et seq. and 87100 et seq. of the California Government Code, and all other relevant laws or regulations).

No member shall be permitted to vote upon a question until the roll is called or before the vote is announced.

A tie vote on any matter before the Board shall be deemed to be a disapproval.

Rule 3.20 **Minutes.** Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.

Rule 3.21 **Vote to be Entered in the Minutes.** After the Board has voted upon any matter, the name of the members who voted for and those who voted against the question shall be entered in the Minutes, and the votes by ayes and noes shall be recorded in the Minutes.

Rule 3.22 **Identification, Filing and Indexing.** The Clerk shall assign to all measures appropriate identification. Thereafter, the Clerk shall maintain a legislative record and index of all measures.

Rule 3.23 **Disposition of Communications.** Written communications addressed to the Board regarding a matter to be considered or acted on shall be time-stamped and deemed received by the Clerk. Communications that were received prior to the posting of the agenda shall be distributed to the Board prior to the meeting by the Clerk. Communications received after the posting of the agenda shall either be summarized by the Clerk at the Board meeting or distributed within seventy-two (72) hours.

Rule 3.24 ***Posting of the Agenda.** The Clerk shall post the agenda not later than seventy-two (72) hours before any regularly scheduled Board meeting and twenty-four (24) hours before any special meeting (Sections 59454.2 and 54956 of the California Government Code).

In the case of a rescheduled or canceled meeting, notice of the rescheduled new meeting shall be posted outside Room 244 of City Hall.

Rule 3.25 *Meetings to Be Public. Every Board meeting shall be open to the public except that the Chair may order a meeting to be held in the closed session for consideration of matters permitted to be discussed in closed session (Section 54957 et seq. of the California Government Code).

Rule 3.26 *Public Comment. Any member of the public is entitled to comment on any matter on the agenda before it is acted on by the Board, unless a matter has previously been considered by a committee or the Board and was not substantially changed since it was heard, as determined by the Board. In addition, an agenda item at each Board meeting shall provide an opportunity for members of the public to directly address the Board on items of interest to the public which have not been discussed earlier in the meeting that are within the subject matter jurisdiction of TIMMA. Members of the public may address the Board for up to two (2) minutes or for such number of minutes as set by the Chair. The Chair may limit the total testimony to 30 minutes.

CHAPTER 4. COMMITTEE RULES AND PROCEDURES

Rule 4.1 Call to Order and Roll Call. The committee chair shall preside at all committee meetings, and shall call each regular, adjourned, recesses or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk shall call the roll of the committee members and shall record those members present and shall enter in the minutes the names of those members present as well as those members who arrive subsequent to the first roll call and those absent. In the absence of the committee chair, the Vice-Chair shall preside. The presiding officer shall proceed with the Order of Business.

Rule 4.2 Order of Business. The normal Order of Business for committees shall be as follows:

1. Roll Call
2. Consent Agenda
3. Approval of Minutes
4. Unfinished Business
5. Introduction of New Items
6. Public Comment
7. Adjournment

Rule 4.3 Standing Committees, General Rules. The standing committees of the Board and the matters to be referred to each are set forth in the Administrative Code. Select committees may be established as provided in Section 5.1 of the Administrative Code.

Committee members shall be noticed and agendized as both committee meetings and special board meetings. Any member of the Board who is not a member of an assigned committee may join with the members of the said committee in its deliberations, however, only members of said committee shall be entitled to vote, except that the Chair may vote as provided in Section 5.1(c) of the Administrative Code, on such matters in committee. If a quorum of the committee is present the meeting shall be convened as a committee meeting. If a quorum of the Board is initially present at a committee meeting, or if a quorum of the Board is present at any time during the meeting, the committee meeting shall be convened (if a quorum of the Board is initially present), or recessed and reconvened (if a quorum of the Board is present at any other time during the meeting) and constitute a special meeting of the Board. The Clerk shall record it in the minutes, and discussion shall be limited to items noticed on the agenda.

In the event that the scope of committee assignments may be conflicting, overlapping, ambiguous, or not stated, the Chair shall determine and designate which committee shall have jurisdiction over a particular matter.

Rule 4.4 *Committee Chair. Appointments to committees, including committee chair and vice-chair, will be determined by the Chair at the beginning of each year (Section 3 (a) of the Administrative Code).

Rule 4.5 Time of Meeting. Every committee shall meet at the time set by the Chair, committee chair at the beginning of his or her appointment, or a majority of the committee, in that order of priority.

Whenever a meeting falls on a holiday or a quorum does not result, the meeting shall be rescheduled at the discretion of the committee chair.

Rule 4.6 Meeting Frequency. The regular schedule of the standing committee meetings shall provide for meeting at least once a year for each of the committees, except during recess and for committees which meet only at the call of the Chair.

Rule 4.7 Agenda. Prior to preparation of an agenda, the Executive Director shall review and finalize with the committee chair all matters to be considered at the meeting.

Rule 4.8 Calling of Items. The committee chair shall decide whether items may be acted upon individually (or grouped) when the question is called, unless a member requests that they be separate.

Rule 4.9 Reading the Titles. The Clerk may read abbreviated titles of measure on the agenda when the abbreviated wording will clearly express to the members and to the listening public the nature of the measure.

Rule 4.10 Introduction of Measures. The Executive Director shall prepare a précis of each item to be considered by the committee.

Rule 4.11 *Measures Not on the Agenda. Before considering an item of business not on the agenda, the committee shall adopt a motion (i) by majority vote of the full membership of the committee that an emergency exists, as defined in California Government Code Section 54956.5; or (ii) by the two-thirds vote of its members, or if less than two-thirds of the members are present, by a unanimous vote of those members present, determining that there is a need to take immediate action and that the need to take action arose after the agenda was posted (Section 54954.2 of the California Government Code).

Rule 4.12 Action by Motion. All resolutions, ordinances, parliamentary actions, recommendations of a committee, actions on matters which concern only the internal functioning of a committee, directive to the staff to perform some specific act in the line of official duty, inquiries, actions of ceremonial or commemorative nature, and such other actions as may be approved by TIMMA's legal counsel, may be accomplished by motion.

Unless otherwise provided by these Rules, a motion of a parliamentary nature shall require for adoption the affirmative vote of at least a majority of the members of the committee, there being present not less than a quorum.

*All other motions shall require for adoption the affirmative vote of a majority of all the members of the committee, except as otherwise provided by these Rules, the Administrative Code, or other applicable law.

Rule 4.13 Motion to be Stated. The Clerk shall state all motions prior to debate. No motion in the committee shall require a second. The committee chair shall acknowledge members as they make motions.

Rule 4.14 Division of the Question. On the demand of any member, the committee chair shall order a question divided if it includes propositions so distinct in substance that one being taken away, one or more substantive propositions shall remain for the decision of the committee. When divided, each proposition shall then be considered and voted upon separately as if it has been offered alone.

Rule 4.15 **Seriatim Consideration.** When a measure under debate includes points which are ultimately connected, any member may have the matter considered by sections or paragraphs. Each section or paragraph may be amended while being considered, and the proposition as a whole shall then be voted upon.

Rule 4.16 **Withdrawal of Motion.** After the motion has been stated it shall be in the possession of the committee. Before it is acted upon, a motion may be withdrawn by the mover only with the consent of a majority of the members present.

Rule 4.17 **Reconsideration.** When a motion has been made and carried or lost, it shall be in order for any member voting with the prevailing side to move to reconsider the vote on that question.

To be recorded as having voted with the prevailing side, in order to move to reconsider the vote on any question, any member may change a vote before the result of the roll call has been announced.

Rule 4.18 **Rescind.** When a vote has been taken by a committee and carried or lost, it shall be in order at the same meeting for a member to move to rescind that vote unless something has been done as a result of the vote which is impossible to undo.

Rule 4.19 ***Voting Requirements and Procedure.** Every member present when a motion is put forth shall vote for or against it unless prohibited from voting by applicable law because of a conflict of interest which shall be disclosed (Sections 1090 et seq. and 87100 et seq. of the California Government Code and all other relevant laws and regulations).

No member shall be permitted to vote upon a question until the roll is called or before the vote is announced.

A tie vote on any matter before the committee shall be deemed to be a disapproval except that the Chair may break a tie vote as provided in Section 5.1(c) of the Administrative Code.

Rule 4.20 **Minutes.** Minutes will be kept of each regular and special meeting by the Clerk, except for closed sessions.

Rule 4.21 **Vote to be Entered in the Minutes.** After the committee has voted upon any matter, the names of the members who voted for and those who voted against the question shall be entered in the Minutes, and the votes by ayes and noes shall be recorded in the Minutes.

Rule 4.22 **Identification, Filing and Indexing.** The Clerk shall assign to all measures appropriate identification. Thereafter, the Clerk shall maintain a legislative record and index of all measure.

Rule 4.23 ***Posting of Agenda.** The Clerk shall post the agenda not later than seventy-two (72) hours before a regularly scheduled committee meeting or twenty-four (24) hours before a special meeting is scheduled (Sections 54954.2, 54956 of the California Government Code).

Rule 4.24 ***Public Comment.** Any member of the public is entitled to comment on any matter on the agenda which is within the subject matter jurisdiction of TIMMA before it is acted on by the committee, unless a matter has previously been considered by the committee and was not substantially changed since it was heard, as determined by the committee. In addition, an agenda item at each committee meeting prior to adjournment shall provide an opportunity for members of the public to directly address the committee on items of interest to the public which have not been discussed earlier in the meeting that are within the subject matter jurisdiction of TIMMA. Members of the public may address the committee for up to two (2)

minutes or for such number of minutes as set by the Chair. The committee chair may limit the total testimony to 30 minutes.

CHAPTER 5. MISCELLANEOUS

Rule 5.1 Conduct of Members. No member in debate shall, directly or indirectly, by any form of words impute to another member or to other members any conduct or motive unworthy or unbecoming to a member.

Rule 5.2 Honors issued by the Board of Commissioners. The Board may issues honors in the following categories for TIMMA-related activities:

1. Engrossed Resolutions. Such resolutions shall be prepared for members leaving office; TIMMA staff leaving the service after at least ten (10) years of service with TIMMA; and Mayors, members of Congress, and members of the State Legislature upon leaving office.
2. Certificate of Honor and Letters of Commendation. Each member of the Board is authorized to be issued up to five Certificates of Honor or Letters of Commendation a year on behalf of the Board without further Board action in accordance with the following procedure.
    a) No certificates or letters shall be issued to a person or entity which has received a certificate or letter within the previous twelve months.
    b) Each member desiring to issue a Certificate of Honor or Letter of Commendation shall provide the name of the proposed recipient to the Clerk who will advise other members of the request.
    c) During the two business days following the provision of the name, other members may indicate their desire to join in on sponsoring the certificate or letter. The primary sponsor shall then permit the additional members to sign the certificate or letter.
3. The Executive Director shall, after consultation with the Chair, prescribe the form for each of these honors, and shall facilitate the preparation of such certificates and letters by the staffs of individual members.
4. The Board shall be advised at its regularly scheduled meeting on any engrossed resolutions, certificates of honor or letters of recommendation awarded since the last Board meeting.

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* See Rule 2.2.