

Rules of Order

I. AGENDA FOR THE ORGANIZATIONAL MEETING

- A. On the first Monday of December following each quadrennial election, the Mayor shall convene the Board of Representatives for the purpose of organization.
- B. The Mayor shall preside until the election of a Temporary Chair.
- C. The Agenda of the Organizational Meeting shall be as follows:
 - 1. Calling of the Role.
 - 2. Administration of the Oath of Office to Elected Representatives.
 - 3. Appointment of a Temporary Teller.
 - 4. Election of a Temporary Chair.
 - 5. Election of a Temporary Clerk.
 - 6. Adoption of Rules of Order.
 - 7. Election of the President of the Board.
 - 8. Appointment by the President of two Tellers and two Alternate Tellers.
 - 9. Election of the Clerk of the Board.
 - 10. Announcement by the President of the Majority and Minority Leaders who have been elected by their respective parties.
 - 11. Announcement by the President of the Assistant or Deputy Majority Leader(s) and the Assistant or Deputy Minority Leader(s) who have been elected by their respective parties.
 - 12. Appointment by the President of the Standing Committees and any other Committees that may be necessary. Any appointments that are not made at the Organizational Meeting may be made at the next Regular Meeting and shall be the first Order of Business following the Calling of the Roll at that Meeting.

II. DUTIES OF OFFICERS

- A. President
 - 1. The President shall take the Chair at the time for which the meeting is called and shall immediately call the Board to order. If, after Invocation and Roll Call, a Quorum is present, the President shall proceed to the regular Order of Business. A majority of the members of the full Board shall constitute a Quorum.
 - 2. In the absence of a Quorum, the President shall adjourn the Board to a date within ten days thereafter.
 - 3. The President shall preserve order and decorum and shall decide all questions of order, upon which no debate shall be allowed except at the President's request; however the President's decision shall be subject to an appeal to the Board, on which appeal no member shall speak more than once. No other business shall be in order until such appeal is disposed of. At the President's discretion, one or more members of the Board may be designated to act as Parliamentarian(s) to advise the

President on interpretation of these Rules of Order and questions of order. Any member who is designated as a Parliamentarian does not thereby give up any rights of members in the Board of Representatives and may participate in meetings of the Board or any committees thereof as fully as all other members, including the rights to debate, make motions, raise points of order and vote.

4. Whenever the President leaves the Chair temporarily for the purpose of taking part in the debate or other cause, the President shall designate a member to perform the duties of the Chair during the President's absence.
5. In the event of the absence of the President at any regular or Special Meeting, the Majority Leader shall act as Temporary Chair.
6. In the event of the death or resignation of the President, at a Special Meeting called for that purpose, or at the next Regular Meeting as the first Order of Business after the Calling of the Roll, the members present shall, by majority vote, elect a new President.
7. In the event of the anticipated absence of the President of greater than thirty (30) days, at a Special Meeting called for that purpose, or at the next Regular Meeting as the first Order of Business after the Calling of the Roll, the members present shall, by majority vote, elect an Acting President to serve until the return of the President. The Acting President shall assume all of the powers, duties and responsibilities of the President during the time, and shall exercise the powers of the Mayor under Section C3-10-4 of the Charter as needed. The Mayor or Acting Mayor shall act as chair for the purposes of this election.
8. The President of the Board may be removed from office by a majority vote of the entire Board at a Special Meeting called for that purpose (C2-10-11).
9. In case of any disturbance or disorderly conduct in the meeting room, the President shall have the power to order the meeting room to be cleared. The President may designate one or more members of the Board of Representatives as Sergeants at Arms to assist in keeping order.
10. The President shall be the Chair of the Steering Committee.