

**St. Charles County Port Authority  
Board Agenda Action Item  
Summary Sheet**

<b>Date of Board Meeting</b>	Thursday, April 8, 2021
<b>Item</b>	Action Item #4 – A Resolution approving the written Board rules of order and Procedures for the Port Authority and authorizing other actions as necessary.
<b>Originator</b>	Rory O’Sullivan
<b>Documents, Attachments and Exhibits</b>	<i>1. A Resolution Approved the Written Board Rules of Order and Procedure for the Port Authority and Authorizing Other Actions as Necessary to Effectuate the Same.</i>
<b>Reviewed by</b>	Board Counsel, Board members, County staff, Consultants
<b>Summary</b>	The document provides general rules of order and procedure adopting the parliamentary procedure contained in Robert’s Rules of Order, Newly Revised as applicable and not inconsistent with these rules, the provisions in the by-laws, the County charter or ordinance, or state or federal law. The document also provides the guidelines for public comment which describe comment periods, speaker recognition, time limits, written communications, and the presence of cell phones, signs or banners, and audio and video tape at Board meetings.
<b>Background</b>	The Port Authority has expressed the desire to formally adopt rules and operating procedures to ensure an orderly running of official business. This document outlines those rules and procedures.
<b>Cost, if applicable</b>	N/A
<b>Funding Source</b>	N/A
<b>Recommendation</b>	Recommend – Adoption – Do Pass

## RESOLUTION \_\_\_\_\_

### **A RESOLUTION APPROVING THE WRITTEN BOARD RULES OF ORDER AND PROCEDURE FOR THE PORT AUTHORITY AND AUTHORIZING OTHER ACTIONS AS NECESSARY TO EFFECTUATE THE SAME.**

**WHEREAS**, the Board of Commissioners of the St. Charles County Port Authority (the “Board”) desires to adopt Board rules and operating procedures for the orderly running of official business; and

**WHEREAS**, said rules of order and procedure shall govern the deliberations and meetings of the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ST. CHARLES COUNTY PORT AUTHORITY AS FOLLOWS:**

#### 1. General Rules of Order and Procedure

- a. The rules of order and parliamentary procedure contained in Robert’s Rules of Order, Newly Revised, shall govern the transaction of business by and before the Board at its meetings in all cases to which they are applicable and in which they are not inconsistent with these Rules, the provisions of the By-Laws of the St. Charles County Port Authority, St. Charles County Charter or ordinance, or state or federal law.
- b. Each Commissioner must be given the opportunity to speak on every issue. Commissioners are not required to rise, but in the interests of orderly discussion must be recognized by the Chair before making motions and speaking.
- c. Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board’s minutes.

#### 2. Guidelines for Public Comment

- a. A public comment period during a political subdivision meeting is considered to be a limited platform to discuss the topic at hand, not open for endless public commentary. The Chair shall have the power to preserve order and decorum relating to members of the public, so that the true deliberative process will not be disturbed. The Chair shall have the ability to silence members of the public who speak on irrelevant matters or get off-topic, express political statements unrelated to Port Authority business, interrupt the Chair, exceed the time limit, or disrupt the normal course of business of a Board meeting.
- b. The public may speak only during the Public Comment periods of the meeting or at such other time as a majority of the Board allows.
- c. Speakers must step to the front of the room, and must give their name, address and the identity of their organization, if applicable.
- d. Speakers must be recognized by the Chair.
- e. Speakers must limit their remarks to three minutes per public comment period, and may not yield any remaining time they may have to another speaker.

f. All remarks must be addressed to the Board as a body and not to specific members thereof or the audience.

g. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

h. Interested parties or their representatives may address the Board by written communications. For public hearings written communications submitted in advance are considered at the hearings and provided as back up material.

i. The general public shall not be permitted to bring signs, banners or other display materials into the Board meeting.

j. Cellular telephones, electronic beepers and pagers that emit a paging or telephone sound, shall be allowed in the Board meeting, provided the device is turned off or on "silent" mode

k. Public meetings may be recorded by audiotape, videotape or other electronic means pursuant to the following guidelines:

i. The person or persons so taping shall give notice to the Chair of the meeting of their intent to record; and

ii. The person or persons so taping shall not disturb the meeting by their physical location, by placing equipment which blocks the audience's view of the members of the meeting or the members' view of the audience, nor may the person or persons recording interfere with the official recording or broadcasting of the meeting.

l. Closed meetings may not be recorded.

3. These Rules of Order and Procedure may be amended from time to time by Resolution of the Board upon two-thirds majority vote.

4. This Resolution shall be in full force and effect immediately from and after its adoption as provided by law.

**ADOPTED THIS 8TH DAY OF APRIL, 2021.  
ST. CHARLES COUNTY PORT AUTHORITY**

---

Don Boehmer, Chairperson

ATTEST:

---

Monica Combest, Vice Chairperson

**Vote:**

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Not Present at vote: \_\_\_\_\_