

Community Relations Commission Rules of Procedure and Order of Business

Adopted October 10, 2019

- a) *Rule 1.* The Commission Chair shall take the chair at the hour to which the Commission is scheduled to convene. The roll shall be called and if a quorum is present, the Chair shall call for amendments and objections to the journal of the last meeting. The Commission shall then proceed to the business before them, which shall be conducted in the following order:
 - (1) Amendments and approval of the journal of the last meeting; the journal standing approval unless amended or objected to.
 - (2) Receiving regular communications;
 - (3) Public Speaking
 - (4) Information Items
 - (5) Unfinished business of previous meetings.
 - (6) New business.
 - (7) Reports of Commissioners.
 - (8) Adjournment.
- b) *Rule 2.* Every member present when a question is taken shall vote, unless excused by the Commission; and unless he or she may be directly interested in the question, in which case he or she shall not vote; and every motion shall be reduced to writing if the Chair or any member desires it.
- c) *Rule 3.* Every question or motion, when seconded, shall be stated by the Chair distinctly before it is open for debate.
- d) *Rule 4.* The Chair may call any member to perform the duties of the chair; but such substitution shall not extend beyond an adjournment.
- e) *Rule 5.* If the Chair is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the Commission shall elect one of their members to act as chair pro tem. The chair pro tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the Chair but shall not be entitled to vote both as Chair and/or as Commissioner.
- f) *Rule 6.* If any member requires it, the ayes and nays upon any question shall be taken and entered on the journal.
- g) *Rule 7.* No resolution may be placed on its passage that has lain over more than 12 weeks from its first reading.
- h) *Rule 8.* When a motion has once been carried in the affirmative or negative, it shall be in order for any member who voted on the side which prevailed to move a reconsideration thereof at the same meeting, or at the next regular meeting of the Commission, but not at any time thereafter, but no question that has been once decided and reconsidered, and decided a second time, shall again be considered.

- i) *Rule 9.* These rules shall not be repealed, altered, amended or suspended, unless by the concurrence of two-thirds of all the appointed Commissioners.
- j) *Rule 10.* No person not a member of the Commission, except city officials, elective or appointive, shall have the privilege of addressing this body without the consent of two-thirds of all members present, except as follows:
 - (1) At the end of receiving regular communications, the Chair shall recognize up to five nonmember (citizen) speakers, subject to the following rules:
 - i. Speakers must file a written request with the Commission clerk, department of law, on the form provided by the department of law. The form shall include the name of the speaker, subject matter, speaker's interest (pro or con) and the speaker's telephone number. The written request must be received by the department of law no later than 3:00 p.m. on the day of the Community Relations Commission meeting that the speaker wishes to address. Each request to speak at a meeting must be submitted on a separate form, and forms may not be submitted more than one week prior to the meeting the speaker wishes to address.
 - ii. Each speaker shall be limited to five minutes to address the Commission. No visual aids may be used by the speakers during the city council meeting. Speakers may submit written material to the clerk with their written request. If the speaker wishes all Commissioners to have a copy of the written material, the speaker shall submit 11 copies of the material to the clerk.
 - iii. Speakers may address an item on the Commission agenda for that meeting, or may address city issues; however, speakers may not address pending or threatened litigation involving the city.
 - iv. Speakers shall be selected based on the order in which they have filed their requests with the clerk, except that the Chair may give preference to persons to speak that represent each side of a matter on the Commission's agenda for that week over persons who wish to address city issues generally. Any person not allowed to speak at a meeting due to the number of speakers shall be advised by telephone by the clerk and given the opportunity to verbally request on or before the next Commission meeting to speak at the next meeting.
 - (2) The Chair shall have the authority to enforce the rules for nonmember speakers.
- k) *Rule 11.* In all matters not particularly specified in the rules listed in this section, the Commission shall be governed by "Robert's Rules of Order, Newly Revised" for parliamentary and legislative practice.
- l) *Rule 12.*
 - (1) No person acting for himself, a firm or corporation or any agent or attorney for the same, shall, while the Commission is in session, be allowed upon the floor of the city council chambers (meaning that portion in front of the railing) and the room to the south of the city council chambers, except members of the news media.
 - (2) No person shall perform any act in such unreasonable manner while in attendance at a Commission meeting so as to provoke, make or aid in making a breach of peace; or perform any unreasonable or offensive act, utterance, gesture or display which, under

the circumstances, creates a clear and present danger of a breach of peace or imminent threat of violence; or refuse or fail to cease and desist any peaceful conduct or activity likely to produce a breach of peace where there is an imminent threat of violence.

- (3) No person shall appear in city council chambers manifestly under the influence of alcohol, narcotics or other drug, not therapeutically administered, to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.
 - (4) No person without authority of law shall carry any weapon or any dangerous substance on or about their person while in council chambers.
 - (5) No person shall carry a sign or placard greater than eight and one-half inches by 11 inches in size or a sign or placard of any size upon a stake of any type within the council chambers. Permitted signs shall not be raised above shoulder height and/or displayed in such a manner as to obstruct the view of any other member of the public in attendance.
 - (6) The capacity of the city council chambers shall be limited to the number of available seats. No member of the public in attendance at Commission meetings shall be allowed to remain standing immediately before, during or after the meeting unless otherwise permitted by these rules. However, the public may stand as they enter and exit the council chambers. Upon entering the city council chambers, the public shall seat themselves immediately in preparation for the meeting, and except for the mass media, shall exit the council chambers immediately upon adjournment of council proceedings. At no time shall the ingress/egress aisles be obstructed with persons or equipment. Video camera operators employed by the mass media shall be allowed to stand at all times while operating their equipment.
 - (7) All members of the public shall remove their outer jackets and/or coats upon entering the council chambers. The public shall be permitted to wear blazers and/or suit jackets in council chambers at the discretion of the Chair or designee.
 - (8) The Chair or designee shall have the authority to order the removal and/or arrest by the city police department of any person found to be in violation of this rule.
 - (9) It shall be unlawful for any person to disobey the lawful order of a police officer pursuant to this rule.
 - (10) A violation of this rule shall be an offense punishable by fine under the Rockford Code of Ordinances.
- n) *Rule 13.* In any matters requiring a roll call vote or where a roll call vote is requested, the order of voting shall be alphabetical by last name.