

subject under consideration. If the motion prevails, consideration of the subject may be resumed at that meeting only upon motion of a member voting with the majority.

9.17 Withdrawal of Motions

A motion may be withdrawn at any time before vote by the maker, after first gaining recognition from the presiding officer.

9.18 Motion for Previous Question

When a motion for the previous question is made by a GPWG Member, the Presiding Officer shall allow no further debate and shall ask "Shall the item now be voted on?" If the question carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main questions, If the question "Shall the main question now be voted on?" is decided negatively, the main questions and its amendments remain before the GPWG. The motion calling for the previous question must be decided upon by five-seventh vote in the affirmative.

9.19 Division of Question

If a question put before the GPWG contains two or more separate propositions, the Presiding Officer may, and upon request of a GPWG Member, shall divide the question.

9.20 Motion to Amend an Amendment

After a motion to amend an amendment has been made and installed for debate, a motion to amend the same amendment further shall not be in order.

9.21 Motion to Postpone

A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.

9.22 Motion to Reconsider

A motion to reconsider any action taken by the GPWG may be made at the

meeting such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of that meeting. Such a motion may be made only by a GPWG Member who voted with the prevailing side. After such a motion for reconsideration has been acted upon, no other such motion on the same question shall be made at that meeting.

9.23 Rehearing

After the GPWG has taken action on a matter or question, a motion to reconsider the action taken on such matter or question, or on a matter or question having substantially the same content or purpose of the matter or question already acted upon, shall not be made at a subsequent meeting for at least one (1) year from the date of such action, except by a GPWG Member who voted in the majority on such matter or question or upon the consent in writing of the majority of the GPWG Members filed with the Secretary. Such matter or question may, however, be reheard at a subsequent meeting after the one year period has elapsed. The item before the GPWG shall be whether the matter or question should be reheard; and, if the GPWG approves the request, it shall be placed on a future agenda for consideration.

SECTION 10.0 VOTING

10.1 Quorum

A quorum shall be four (4) or more members of the GPWG.

10.2 Abstention

It shall be the duty of each GPWG Member present at a meeting of the General Plan Working Group to cast a vote, "aye" or "nay", unless excused because:

- A. The GPWG Member has a personal or pecuniary interest in the matter under consideration; or
- B. The law otherwise declares that GPWG Member's participation is a conflict of interest; or
- C. The GPWG Member is disqualified by reason of absence from the hearing of a matter, the decision on which under the law must be based upon findings supported by testimony or other competent evidence introduced in the proceeding.

If a conflict of interest does exist, the GPWG Member shall declare this fact. The GPWG Member is then excused from voting 'aye' or 'nay', and may cast an abstention vote. Other than to reflect the abstention, the vote shall not be counted for any purpose. Abstention for any reason other those mentioned above shall constitute consent in the action proposed, and the Secretary shall announce at the meeting and enter in the GPWG's minutes that the abstention was cast as an "aye" vote pursuant to this rule.

Nothing in these rules of order and procedure is intended to abrogate the judicially declared "rule of necessity" adopted in the State of California pertaining to the duty of members of public legislative and administrative bodies to vote on matters which require their action.

Abstention is defined to include a GPWG Member's refusal or failure to vote when present and capable of casting a vote, unless excused for the reasons set forth above.

10.3 Tie Vote

The affirmative vote of at least four (4) members shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any GPWG Member may request the Secretary to carry over the item to the next regular meeting where a full GPWG will be present.

10.4 Roll Call

The votes shall be cast by a voice vote so that each GPWG Member's vote may be recorded by the Secretary. The Secretary shall call the roll in alphabetical order, then calling on the vote of the Vice Chair and Chair, respectively. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

SECTION 11.0 PUBLIC PARTICIPATION

11.1 Policy

It is the policy of the General Plan Working Group that members of the public shall be afforded the opportunity to speak on any agenda item providing they

are first recognized by the Presiding Officer.

11.2 Addressing the GPWG

Any person desiring to address the GPWG by oral communication shall first secure the permission of the Presiding Officer by approaching the speaker's podium and waiting, silently, to be recognized by the Presiding Officer.

11.3 Spokespersons

Designated spokespersons for recognized groups or organizations will be given priority over Individuals who desire to address the GPWG.

11.4 Card System

Cards will be available at the rear of the Joseph Room for persons who wish to address the GPWG at a public hearing or on another item of agenda business. After filling out the information requested, the cards shall be handed to the Secretary or designated staff member. The Presiding Officer will call on those wishing to speak in the order in which the cards are received, except as provided in Section 8.11. After such persons are heard, the Presiding Officer may then call for any additional speakers.

11.5 Time Limits

Designated spokespersons for recognized groups or organizations will have five (5) minutes to address the GPWG; provided, however, that they may request additional time and will be granted such only with the permission of the Presiding Officer and subject to the consent of the GPWG. Individuals will be given three (3) minutes to address the GPWG unless additional time is allowed as provided for spokespersons.

11.6 Discussion Between Citizens and the GPWG

All remarks shall be addressed to the GPWG as a body and not any GPWG Member thereof. No person, other than the Presiding Officer, GPWG and the person having the floor, shall be permitted to enter into any discussion, either directly or through a GPWG Member, without the permission of the Presiding Officer. No question shall be asked of a GPWG Member or a member of staff

except through the Presiding Officer.

11.7 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the GPWG.

11.8 Manner of Addressing the GPWG

Prior to speaking, each member of the public shall state his or her name and business or home address in a clear and audible tone of voice.

11.9 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

SECTION 12.0 AMENDMENTS

12.1 Notice of Amendment

These rules of order and procedure may be amended by the GPWG at any regular or special meeting, provided that notice of the proposed amendment or amendments, including the exact text of same, shall have been delivered to each GPWG Member at least three (3) days prior to the meeting date.

12.2 Submission for Council Approval

Any amendment adopted by the GPWG shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

CITY COUNCIL APPROVAL

The foregoing Rules of Order and Procedure were approved by Resolution No. ___ adopted by the City Council on pursuant to Section 405 of the City Charter of the City of Vallejo.