

## **Clifton Market Standing Rules (CMSR)**

### **(CMSR 1) New motions and discussion items:**

New motions and discussion items must be presented a minimum of 7 days prior to the next planned board meeting by a director in order to be placed on the agenda. The President has the discretion to include or exclude all motions from the agenda made within 7 days of a board meeting. A unanimous vote of the Treasurer and Secretary may override the President's decision to include or exclude a proposed motion or agenda item.

### **(CMSR 2) President's Discretion to Table or Send to Committee:**

With exception to SR 3, the President has the discretion to table or send to committee any agenda item or motion presented to the board at any time. A unanimous vote of the Treasurer and Secretary may override the President's decision to include or exclude a proposed motion

### **(CMSR 3) Procedure for Removing Officers before their Term is Finished:**

With exception to the first Board Meeting following the annual meeting of owners., any motions to remove any member of the Executive Committee before the end of their term must be presented in writing and signed by three Directors and delivered to the Executive Committee 14 days prior to the next planned Board Meeting. The President or the Executive Committee may not deny a request to place the motion to remove the Executive Committee member from the agenda. The same three Directors may only make such a request against the same director once during their term.

### **(CMSR 4) Time of Discussion:**

The President may choose at any time to limit all comments during discussion on an item for each director to a total of 2 minutes. Each Director will have the ability to ask other directors for some or all of their allotted time. If no time is provided by other directors or has run out then the director may ask the President for more time. The President will have discretion to grant or deny additional time to the Director.

### **(CMSR 5) Making a Motion in a Meeting**

1. A Director may present a motion after being recognized by the President or Chairman. (Only one motion may be open at anytime)
2. The motion must be stated affirmatively by saying, "I move that we ..."
3. Wait for someone to Second the motion.
  - a. Another member will second the motion or the Chairman will call for a second.
  - b. If there is no second to the motion it is lost.
  - c. Before the motion is stated by the Chair (the question) Directors may suggest modification of the motion; the mover can modify as s/he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
4. The Chairman States the Motion and the Secretary records the wording.

- a. The Chairman opts to table or send the motion to Committee at any time.
  - b. The Chairman will say, "it has been moved and seconded that we ..." Thus placing the motion before the directors for consideration and action.
5. The Board of Directors then either debates the motion, or may move directly to a vote.
- c. Once the motion is presented to the Board of Directors by the Chairman it becomes "assembly property", and cannot be changed without the consent of the members.
6. Expanding on a Motion
- a. The time to speak about the motion is at this point in time, rather than at the time it is presented.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
7. Putting the Question to the Directors
- a. The Chairman may call the question at any time after all speakers have had a turn to speak.
  - b. The Chairman asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.

**(CMSR 6) Methods of Voting on a Motion:**

- 1. By Voice -- The Chairman asks those in favor to say, "aye" or "yes", those opposed to say "no". Any member may move for a exact count.
- 2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

**(CMSR 7) Procedural Motions**

- 1. Motion to Table -- This motion may be made at any time by a Director during discussion of a Motion to stop the motion. A Second is required and a majority vote will table the motion.
- 2. Motion to Postpone - This motion is used as a means of postponing the vote on a motion until a later date. The President will have the discretion to place the item back on the agenda.

**(CMSR 8) Email Votes**

1. A Director who wishes to start an email vote must provide the written motion to the Executive Committee as a completed motion.
2. The President has the discretion to wave the request or begin an email vote. A unanimous vote of the Treasurer and Secretary may override the President's decision to wave the proposed email vote motion.

#### **(CMSR 9) Committees**

1. The Chairperson or Co-Chairs of a Committee will be selected by a majority vote of the board.
2. The Chairperson or Co-Chairs of a Committee will be selected by a majority vote of the board.
3. The Chairperson or Co-Chairs of a Committee will have discretion to choose who the members of the committee are and may remove or add members at any time.
4. The Chairperson or Co-Chairs of a Committee will have discretion to choose the items on the Committee's agenda and the time and place of the Committee meetings.
5. The Chairperson or Co-Chairs of a Committee will have discretion table any motions or agenda items at any time.

#### **(CMSR 10) Liaisons**

1. The President or the Executive Committee may appoint Liaison's at any time to work with individuals and organizations on behalf of the Clifton Market as the main point of contact.
2. Liaisons may work on a myriad of items including fact-finding, resolve issues, improving communication between organizations, etc.
3. Liaisons have discretion to work in the best interest of the Clifton Market.
4. Liaisons may not take substantial actions that would otherwise require a board vote.

#### **(CMSR 11) Communication with Staff and the General Manager**

1. Per the bylaws Section 6.3 a. the President will maintaining effective communication with the General Manager(GM).
2. The President may appoint Liaisons to maintain effective communication with the General Manager(GM).
3. The board may appoint a Committee Chair to be a point of contact with the General Manager(GM).
4. Only the President, designated Liaisons, and designated Committee Chairs may communicate with the General Manager(GM) regarding board business.