



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD POLICY COMMITTEE MEETING
MAY 29, 2024
10:00 AM
900 MARINE DR, ASTORIA, OR**

<https://us02web.zoom.us/j/5148435264>

1 253 215 8782

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. POLICY REVIEW AND APPROVAL
7. NEXT MEETING
8. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners FAILURE TO ATTEND MEETINGS AND PERFORM DUTIES		Policy # B-307	Date Approved 3/26/24
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. A Board member who is unable to attend a scheduled Board meeting must notify the Board Chair in advance of the meeting.
2. A Board member may request from the Board of Commissioners an excused absence from a regular Board meeting. The determination of the request (**excused or not excused**) will be a part of the regular Board minutes. Excused absences shall include any reason deemed acceptable to the Board of Commissioners.
3. If a commissioner fails to attend **4 consecutive** regular Board meetings ~~of the Board for 3 consecutive months or 4 meetings~~ within a one-year period without an excuse, or otherwise fails to perform any of the duties as a commissioner, the Board Chair, at the Chair's discretion, may take the following options.
 - a. **Meet with the member and discuss attendance or other issues concerning board commissioner duties.**
 - b. The member who has missed 4 meetings without excuse within a twelve month period will be notified with a written notice **signed by the Board.** ~~in writing by the Chair or Acting Chair.~~
 - c. The notice will contain the time and place of the next scheduled Board of Commissioner's meeting at which ~~time the performance issue (s)~~ **time the commissioner's attendance will be considered will be discussed.**
 - d. The notice will contain a request for the individual to attend the meeting or submit in writing an explanation ~~for the lack of performance and intentions to properly discharge the duties of the position~~ **of the commissioner's lack of attendance.**
 - e. At the Board of Commissioner's meeting scheduled for consideration of this matter, the commissioner **shall discuss the attendance matter considering options including making other changes (date, time, location) that would allow the commissioner missing meetings easier access to the meetings.** ~~shall vote on the necessary action to be taken to insure the faithful performance of Duties and Responsibilities up to and including a voluntary resignation.~~

- i. Meeting with Board Chair
 - ii. Written notice
 - iii. Ask for consideration from SDAO
- f. The Board may remove any Board officer from office for failure to perform the duties thereof, after giving the officer reasonable notice and opportunity to be heard.

SUNSET EMPIRE TRANSPORTATION DISTRICT		<u>Policy #</u> B-307	<u>Date Approved</u> 5/24/18
Board of Commissioners FAILURE TO ATTEND MEETINGS AND PERFORM DUTIES		<u>Board Chair Signature</u>	
		<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

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POLICY:

1. A Board member who is unable to attend a scheduled Board meeting must notify the Board ~~chair~~ Chair or the Executive Director in advance.
2. A Board member may request from the Board of Commissioners an excused absence from a regular Board meeting. The determination of the request will be a part of the regular Board minutes. Excused absences shall include any reason deemed acceptable to the Board of Commissioners.
3. If a Commissioner fails to attend regular meetings of the Board for three consecutive months, or 4 meetings within a one year period without excuse, or otherwise fails to perform any of the duties as a commissioner, the Board Chair, at the Chair's discretion, may take the following steps:
 - a. The member who has missed three meetings without excuse within a twelve month period will be notified in writing by the Chair or Acting Chair.
 - b. The notice will contain the time and place of the next scheduled Board of Commissioner's meeting at which the performance issue(s) will be considered.
 - c. The notice will contain a request for the individual to attend the meeting or submit in writing an explanation for the lack of performance and intentions to properly discharge the duties of the position.
 - d. At the Board of Commissioner's meeting scheduled for consideration of this matter, the Commissioners shall vote on the necessary action to be taken to insure the faithful performance of Duties and Responsibilities up to and including a voluntary resignation.
 - e. The Board may remove any Board officer from office for failure to perform the duties thereof, after giving the officer reasonable notice and opportunity to be heard.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD VACANCY		Policy # B-308	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

The Board shall fill a vacancy on the Board by requesting applications or by appointment by a majority of the remaining members of the governing body. (ORS 198.3200) Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member’s resignation.
2. **Following the acceptance of a Board member’s resignation the Board may request applications be submitted from the public and appoint at the next Board meeting or with Board approval appoint a new Board following the resignation.**
3. The appointee will serve until a successor can be elected at the next regular special district election.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners POLITICAL ENDORSEMENT		Policy # B-309	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board shall not endorse candidates for public office.
2. The Board shall not, endorse candidates for positions on the District Board of Commissioners.
3. The Board, under no circumstances, shall permit District funds to be used to support or oppose a measure or candidate for office. This does not include the permitted use of public funds to conduct “informational” campaigns.
4. Nothing in this policy is intended to restrict an individual’s right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, and not as an agent of the District.

<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u> Board of Commissioners <u>SELECTION AND DUTIES OF LEGAL</u> <u>COUNSEL</u>		Policy # <u> B-310 </u>	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board shall select legal counsel for the District that is licensed and registered in the State of Oregon-
2. The Board authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought through Special Districts Association of Oregon, or through a Board approved attorney. If necessary, legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State in which lawsuit is brought.
- ~~1.3.~~ The Board authorizes the Executive Director to seek legal counsel review of Sunset Empire Transportation District's existing and proposed agreements and contracts including any amendments to such contracts.
- ~~2.4.~~ The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board's general direction.
- ~~3.5.~~ The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the District.
- ~~4.6.~~ In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners SELECTION OF AUDITOR		Policy # B-311	Date Approved March 22, 2025
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Board shall ensure an annual audit is made each year of the District’s Accounts and fiscal affairs.
2. The Board shall give the Executive Director and Finance Officer authority to contract an approved governmental auditing firm.
3. The Board will approve the final selection of the auditing firm.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD COMMITTEES		Policy # B-312	Date Approved 3-22-2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

1. Appointment of Committees and Sub-Committees

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) may appoint Committees and Sub-Committees to transact District business as delegated by the BOC.
- b. Committees may appoint Sub-Committees with the approval of the BOC.

2. Membership

- a. The Chair of the BOC shall appoint Members to serve on Committees. The Chair may choose to seek nominations for appointment or may directly appoint new members to a Committee.
- b. Membership may be made up of both Board Commissioners and non-Board members. There is no limit to the number of Members per Committee. However, no Committee or Sub-Committee may be made up of more than three (3) Board Commissioners so as not to constitute a quorum for BOC purposes per statutory requirements.
- c. The Exception to this rule is the Budget Committee. Per statutory requirements, the Budget Committee is required to consist of all seven Board Commissioners and an equal number of citizen members. (ORS 294.414)

3. Operations of Committees and Sub-Committees

- a. The order of business at the beginning of formation of each Committee or Sub-Committee and again at the beginning of each fiscal year shall be:
 - 1. Election of Chair
 - 2. Election of Vice-Chair
 - 3. Establishment of the minutes taker (typically staff)
 - 4. Establishment of the purpose and goals of the Committee
- b. Each Committee and Sub-Committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.

- c. Committees and Sub-Committees can review material and provide recommendations for action by the District, but only the BOC can authorize an action.
- d. All BOC Committees and Sub-Committees are subject to applicable open meetings laws.

4. Standing Committees of the Board of Commissioners

The following Committees will last in perpetuity:

- a. Executive Director Evaluation and Compensation Committee

This committee convenes on an annual basis.

The Board Chair will assign members and the Executive Assistant will assist the committee with the evaluation process.

Members will be picked by the Board Chair

- b. Transportation Advisory Committee

This 7 member committee provides recommendations to the Board on transportation matters regarding seniors and those with disabilities and the general public; as well as operates as the District's Special Transportation Fund grant committee and the . It is governed by its own by-laws.

Committee members must apply for a position that is submitted to the Board for final approval. Terms are staggered.

- c. Budget Committee

This 7 member committee convenes on an annual basis to review and approve recommendations to the Board that the budget should be approved. Committee members must apply for a position which is submitted to the Board for final approval. Terms are staggered.

- d. Board Policy Committee

Provides recommendations to the Board regarding Board policies. It consists of Board members appointed by the Board Chair appointed Board members as well as the Executive Director and Executive Assistant.

5. Ad-Hoc Committees

The Board of Commissioners may establish as many Ad-Hoc Committees and Sub-Committees as it deems necessary to fulfill the needs of the District.

6. Non-BOC Committees and Sub-Committees

- a. The Executive Director may establish Committees and Sub-Committees independently from the BOC. These are Non-BOC Committees and are developed and guided under the direction of the Executive Director, with the foreknowledge of the BOC.
- b. Non-BOC Committees and Sub-Committees may or may not contain members of the BOC or the public.
- c. Non-BOC Committees and Sub-Committees report directly to the Executive Director. The Executive Director has the responsibility of reporting the activities of Non-BOC Committees to the BOC.
- d. Non-BOC Committees and Sub-Committees are considered internal District meetings and **may** not subject to state or federal open meetings laws.
- e. Standing Non-BOC Committees:

- a. ~~Board Policy Committee~~

- ~~Provides recommendations to the Board regarding policies. It consists of Board members appointed by the Board Chair appointed Board members as well as the Executive Director and Executive Assistant.~~ Moved

- b. Safety and Security Committee

- Made up of only employees to regularly evaluate and recommend policies regarding the safety and security of the District and its employees.

- c. ~~Employee Committee~~

- ~~Made up of only employees and provides recommendations to the Executive Director on employee matters.~~ Outdated.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners GUIDE FOR PUBLIC OFFICIALS		Policy # B-403	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

A copy of “A GUIDE FOR PUBLIC OFFICIALS” explaining provisions of the law will be **included in the new Board Member Orientation Book** or can be obtained via the Oregon Government Ethics Commission website at: www.oregon.gov/ogec. or through the Board’s secretary.

SUNSET EMPIRE TRANSPORTATION DISTRICT		<u>Policy #</u> B-601	<u>Date Approved</u> 3/22/2024
Board of Commissioners		<u>Board Chair Signature</u>	
PUBLIC MEETINGS			
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

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PURPOSE:

To lay out the policies by which the District will comply with the Oregon Public Meetings Law and to provide the rules that the District will follow in regards to citizen participation and public comment. The District is committed to complying with the requirements, as well as the spirit, of the Law and values public participation at its public meetings.

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POLICY:

SETD will comply will the Oregon Public Meetings Law, which can be found in its entirety at ORS 192.610 to 192.690. Where the Law is open to local interpretation, the District will establish its own rules. Those local rules are laid out below.

APPLICATION:

The Policy applies to all meetings that occur by or under the direction of the District Board of Commissioners. **This includes the District Board of Commissioners monthly meetings, work sessions, special meetings, as well as meetings of the Board’s sub-committees.**

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DEFINITION:

1. Public Meeting: The convening of any governing body for which a quorum is required to make or deliberate toward a decision on a matter, or a sub-committee that deliberates towards a recommendation to the Board or to gather information. Decisions must be made in public and secret ballots are prohibited.

PROCEDURE:

1. Quorum: For the District Board of Commissioners, a quorum is the presence of ~~four~~four (4) of the seven ~~(7)~~ Commissioners.
2. Voting: Except as otherwise provided by law and except where the Sunset Empire Transportation District directs or acts to the contrary, Alice Sturgis’s Standard of Code of Conduct (2d ed 1966) shall govern parliamentary processes of this public body. See Attachment A
3. Electronic Correspondence: Meetings accomplished by telephone conference calls or other electronic means may constitute a public meeting. In such cases the District will

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provide notice as well as a location where the public may listen to or observe the meeting.

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4. Meeting Locations: The District Board will hold all of its public meetings within the jurisdictional boundaries of the District, namely within the boundaries of Clatsop County.
5. Notice: SETD will provide a minimum of five (5) days public notice of the time, place and agenda for any regular or special meeting. For emergency meetings, SETD will provide as much public notice as possible depending upon the unique circumstances of the particular emergency.
6. Executive Sessions: The District will comply with ORS 192.660 in regards to the use of executive sessions when appropriate and requested by the Board. SETD will provide notice of such sessions as explained above under the Notice section.
7. Exemptions: Meetings that occur for a purpose other than deliberating about or deciding upon an action of the District are not considered public meetings and are not required to follow the requirements of the Oregon Public Meetings Law.
8. Public Comment: The District Board will provide at least one (1) opportunity to receive comments by the public at each of its regularly scheduled monthly meetings and sub-committee meetings. At special meetings, such as work sessions, the District may provide opportunities for ~~r~~ public comment at the discretion of the Board. The public will be allowed a total of three (3) minutes per person to provide their comments, unless otherwise determined by the Board.
9. Media: Representatives of the media are welcome at all public meetings of SETD, including executive sessions. However, the media cannot report or disclose any information that is discussed within an executive session, unless it is outside the scope of the purpose of the executive session. Media are excluded from certain types of executive sessions, such as strategy discussions about labor negotiations and consultations with a lawyer regarding an issue where the media is a party.
10. Minutes: The minutes from the District's public meetings will be made available within a reasonable time after each meeting. Written minutes are not a complete dictation, but will provide: members present; all motions, proposals, resolutions, orders, ordinances and measures proposed; the results of any votes by name; the substance of discussions; and a reference to any document discussed at the meeting.

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Brief Resume of Parliamentary Rules from Sturgis

(This summary of commonly used parliamentary rules from Sturgis is a slightly modified and updated version of an earlier document, compiled by Fred Cranston, for the HSU Academic Senate. It is based on The Standard Code of Parliamentary Procedure (4th edition, Revised and Updated).

I. Precedence of Motions

Privileged Motions

1. Adjourn
2. Recess
3. Questions of privilege

Subsidiary Motions

4. Postpone temporarily (or table)
5. Close debate
6. Limit or extend debate
7. Postpone to a certain time
8. Refer to committee
9. Amend

Main Motions

10. The main motion and restorative main motions

Basic Rules of Precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed. Higher precedence is accorded to lower numbers.
2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.

Incidental Motions

Incidental motions (Appeal, Suspend Rules, etc.) have no order of precedence.

II. Motions to Postpone

Motion to **postpone temporarily** (to lay on the Table, or to Table). Defers the main motion temporarily but specifies no time for its consideration and is not debatable. Its effect terminates with the current meeting. The postponed motion can be taken up again for consideration at any time during the current meeting by a motion to resume its consideration. Usually used when more urgent business arises, for example, a TIME CERTAIN agenda item.

Motion to **postpone to a certain time**. A motion to postpone to a certain time defers consideration of the pending main motion, but also fixes a definite date or time for its consideration. Debate on this motion is permitted, but is restricted to brief discussion of the time or reason for postponement.

Motion to **postpone indefinitely** (Robert's Rules). Kills the pending main motion. Fully debatable and opens main motion to debate. In addition to killing the main motion, this motion is useful for opponents to learn, without risk of adopting the main motion, who favors and who opposes it.

III. Motion to Vote Immediately

Motion to **close debate and vote immediately**. Prevents or stops discussion on the pending question or questions and prevents the proposal of other subsidiary motions except to postpone temporarily, and to bring the pending question or questions to an immediate vote. Is not debatable and requires a two-thirds vote.

Question! The correct way to bring a matter to an immediate vote is to obtain the floor and move to close debate. A common practice, however, is to call out "Question!" or "I call for the question!" without obtaining the floor. The member who calls the question is out of order; but at the discretion of the chair, this may be treated as an informal way of closing the debate. The chair may proceed by general consent, or may take a vote requiring two-thirds majority.

IV. Other Motions

Question of privilege enables a member to secure immediate decision and action by the presiding officer on a request that concerns the comfort, convenience, rights, or privileges of the assembly or of the member, or permission to present a motion of an urgent nature, even though other business is pending.

Motion to appeal enables a member who believes that the presiding officer is mistaken or unfair in a ruling to have the assembly decide by vote whether the presiding officer's decision should be upheld or overruled.

Request for point of order calls attention of the assembly and of the presiding officer to a violation of the rules, an omission, a mistake, or an error in procedure, and to secure a ruling from the presiding officer on the question raised.

Parliamentary inquiry enables a member (a) to ask the presiding officer a question relating to proper procedure in connection with the pending motion or with a motion the member may wish to bring before the assembly immediately, or for information on the meaning or effect of the pending questions; or (b) to ask the speaker or the proposer of the motion a question about the pending motion. A parliamentary inquiry may interrupt a speaker only if it requires an immediate answer.

Request to withdraw a motion enables a member who has proposed a motion to remove it from consideration by the assembly. Motion is not debatable, the consent of the seconder is not necessary, and requires a majority vote.

Division of a question is used to divide a motion that is composed of two or more independent parts into individual motions that may be considered and voted on separately. Any member has the right to request a division into separate motions. If the chair agrees, the chair must divide it. If there is objection to the division, a vote must be taken.

Call for division of assembly is used to verify an indecisive voice or hand vote by requiring the voters to rise and, if necessary, to be counted. May be made immediately after a vote has been taken and without waiting for recognition.

Motion to limit or extend debate limits or extends the time that will be devoted to discussion of a pending motion or modifies or removes limitations already imposed on its discussion.

Motion to refer to committee transfers a motion that is pending before the assembly to a committee.

Motion to suspend rules permits an assembly to take some action that otherwise would be prevented by a procedural rule or by a program already adopted.

All motions require seconds, excepting those that are presented as a request or demand: point or order, parliamentary inquiry, withdraw a motion, division of a question, divisions of the assembly, and question of privilege. However, if presented as a motion, all require seconds.

Most motions require a majority vote. Three motions require a two-thirds vote: Close debate and vote immediately; Limit debate; and Suspend the rules.

V. Amendments

Amendments must be germane to the motion. They may be hostile; that is, opposed to the actual intent of the original motion. They may be made to the original (main) motion or to a pending amendment. Only one amendment to the main motion may be on the floor at a time. Several amendments and amendments to amendments may be offered in succession. (The practice of the Academic Senate has been to allow only one amendment to an amendment, otherwise it gets too confusing).

When an amendment to a motion is proposed, discussion is limited to that amendment until it is disposed of.

When the wording or effect of a motion as proposed is not satisfactory, it is sometimes better, instead of proposing several amendments, to reword the motion and propose it as an amendment by substitution.

The proposer of a motion or an amendment has the right to modify or withdraw the motion or amendment at any time before the presiding officer has stated it to the assembly for consideration.

A member may propose a "friendly amendment", indicating that the member proposing the amendment feels it will be acceptable to the maker of the main motion.

Amendments are voted on in the reverse order of their proposal. An amendment to an amendment is voted on first, and requires only a majority vote.

PRINCIPAL RULES GOVERNING MOTIONS

<i>Order of precedence¹</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able</i>	<i>Amend-able?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what other motions applied to it?⁴</i>	<i>Refer to page</i>
PRIVILEGED MOTIONS								
1. Adjourn	No	Yes	Yes ³	Yes ³	Majority	None	Amend	77
2. Recess	No	Yes	Yes ³	Yes ³	Majority	None	Amend ³	75
3. Question of privilege	Yes	No	No	No	None	None	None	72
SUBSIDIARY MOTIONS								
4. Postpone temporarily (Table)	No	Yes	No	No	Majority ²	Main motion	None	68
5. Close debate	No	Yes	No	No	2/3	Debatable motions	None	65
6. Limit debate	No	Yes	Yes ³	Yes ³	2/3	Debatable motions	Amend ³	62
7. Postpone to a certain time	No	Yes	Yes ³	Yes ³	Majority	Main motion	Amend ³ , close debate, limit debate	58
8. Refer to committee	No	Yes	Yes ³	Yes ³	Majority	Main motion	Amend ³ , close debate, limit debate	55
9. Amend	No	Yes	Yes	Yes	Majority	Rewordable motions	Close debate, limit debate, amend	47
MAIN MOTIONS								
10. a. The main motion	No	Yes	Yes	Yes	Majority	None	Restorative, subsidiary	32
b. Restorative main motions								
Amend a previous action	No	Yes	Yes	Yes	Majority	Main motion	Subsidiary, restorative	36
Ratify	No	Yes	Yes	Yes	Majority	Previous action	Subsidiary	37
Reconsider	Yes	Yes	Yes ³	No	Majority	Main motion	Close debate, limit debate	38
Rescind	No	Yes	Yes	No	Majority	Main motion	Close debate, limit debate	42
Resume consideration	No	Yes	No	No	Majority	Main motion	None	44

INCIDENTAL MOTIONS

<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able?</i>	<i>Amend-able?</i>	<i>Vote required?</i>	<i>Applies to what other motion?</i>	<i>Can have what other motions applied to it?</i>	<i>Refer to page</i>
MOTIONS								
Appeal	Yes	Yes	Yes	No	Majority	Decision of chair	Close debate, limit debate	82
Suspend rules	No	Yes	No	No	2/3	None	None	84
Consider informally	No	Yes	No	No	Majority	Main motion	None	126
REQUESTS								
Point of order	Yes	No	No	No	None	Any error	None	87
Parliamentary inquiry	Yes	No	No	No	None	All motions	None	90
Withdraw a motion	Yes	No	No	No	None	All motions	None	94
Division of question	No	No	No	No	None	Main motion	None	96
Division of assembly	Yes	No	No	No	None	Indecisive vote	None	99

¹ Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

² Requires two-thirds vote when it would suppress a motion without debate.

³ Restricted.

⁴ Withdraw may be applied to all motions.

From:

Sturgis, Alice. The Standard Code of Parliamentary Procedure. 4th edition, revised by the American Institute of Parliamentarians. New York : McGraw-Hill, 2001

Sturgis Parliamentary Procedure Motions Chart (Side 1)

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Edition)*

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

Page	YOU WANT:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
77	Close meeting	I move that we adjourn	No	Yes	No	No	Majority
75	Take break	I move to recess for ...	No	Yes	Yes	Yes	Majority
72	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
68	Lay aside temporarily	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
65	Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
62	Limit or extend debate	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
58	Postpone to a certain time	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
55	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
47	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
32	Bring business before assembly (a main motion)	I move that ...	No	Yes	Yes	Yes	Majority

Sturgis Parliamentary Procedure Motions Chart (Side 2)

Based on *Sturgis Standard Code of Parliamentary Procedure*

Incidental Motions - no order of precedence. Arise incidentally and are decided immediately.

Page	YOU WANT:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
82	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
84	Suspend rules	I move to suspend the rule requiring	No	Yes	No	No	2/3
87	Enforce rules	Point of Order	Yes	No	No	No	None
90	Parliamentary question	Parliamentary inquiry	Yes	No	No	No	None
96	Divide motion	I request that the motion be divided . . .	No	No	No	No	None
99	Demand a rising vote	I call for a division of the assembly	Yes	No	No	No	None

Jim Slaughter, Certified Professional Parliamentarian/Professional Registered Parliamentarian
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 e-mail: jim@jimslaughter.com web site: www.jimslaughter.com

Restorative Main Motions - no order of precedence. Introduce only when nothing else is pending.

Page	YOU WANT:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
36	Amend a previous action	I move to amend the motion that was ...	No	Yes	Varies	Yes	Varies
38	Reconsider motion	I move to reconsider ...	Yes	Yes	Yes	No	Majority
42	Cancel previous action	I move to rescind ...	No	Yes	Yes	No	Majority
44	Resume consideration (take matter from table)	I move to resume consideration of ...	No	Yes	No	No	Majority

Jim Slaughter, Certified Professional Parliamentarian/Professional Registered Parliamentarian
 P.O. Box 41027, Greensboro NC 27404-1027 Phone: 336-378-1899
 e-mail: jim@jimslaughter.com web site: www.jimslaughter.com

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners EXECUTIVE DIRECTOR EVALUATION		Policy # B-704	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

The Executive Director shall receive an annual performance evaluation by a committee of the Board of Commissioners. The committee will report their findings to the Board. The Board will vote to approve the annual evaluation and any changes to pay or other compensation.

At a minimum, the evaluation committee will consider:

1. Ability to cooperate with the Board, staff, community members, and other local governments;
2. Communication skills;
3. Leadership attributes;
4. Work habits;
5. Use of District resources with an emphasis on operational and fiscal efficiencies;
6. Performance made against Strategic Goals approved by the Board;
7. Goals established in the Executive Director’s previous performance evaluation.
8. Long range fiscal planning and management
9. Develop and maintain good relationships with community.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners EXECUTIVE DIRECTOR ACTION WITHOUT POLICY		Policy # B-705	Date Approved 3/22/2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

The Executive Director, in the absence of Board Policy, shall attempt to contact the Board Chair and if the Board Chair is unavailable shall contact the **Vice Chair** for directions. If the Board Chair is unavailable and the Vice Chair is unavailable and immediate action is necessary, the Executive Director shall have the power and latitude to act. The Executive Director shall notify the Board Chair and Vice-Chair as soon as possible of any action(s) taken. The Board Chair or **Vice Chair** shall notify the Board of any action taken. The Board Chair shall inform the Board at their next meeting of any action that may suggest the need for additional Board adopted policy.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners AUDIT		Policy # B-807	Date Approved 3/22/2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The Executive Director will cooperate with the auditor designated by the BOC to accomplish the annual audit.
2. The Executive Director shall be responsible for filing the audit report with the office of the Secretary of State.
3. The BOC will receive the audit report directly from the auditors.
4. The Executive Director shall be responsible for correcting any deficiencies reported by the auditors.
5. **The Executive Director will provide the Board of Commissioners with a plan to correct any deficiencies and report when they are completed,**