



The Sultan Community Alliance

Rules of Procedure

May 2018

The Alliance mission is:

To build and promote a safe, clean and healthy community through family-oriented events and volunteer-driven cleanup efforts.

RULES OF PROCEDURE FOR THE SULTAN COMMUNITY ALLIANCE

ARTICLE I – NAME

The Sultan Community Alliance was established by Sultan Municipal Code 2.27 (Ord 1270-17). The Board consists of five (5) Members appointed by the Mayor and confirmed by the City Council. The Board shall be named the **Sultan Community Alliance Board**.

The Goals of the Sultan Community Alliance Board are as follows:

1. To influence the community in a positive manner through the planning of large-scale community events and cleanup projects that impact the City.
2. To organize with consistency and dedication events meant to build community and bring people back to Main Street. Alliance events are family-friendly and all-inclusive. Each event welcomes volunteers and the support of local businesses.
3. To keep Sultan's parks and public areas free from trash and other debris, so that these areas welcome guests, residents and especially families.
4. To represent a community view point when evaluating proposed events.
5. To make recommendations to the Mayor/City Council which recognize the City's needs as well as citizen viewpoints in relation to community-building.

ARTICLE II – ATTENDANCE

Section 1:

As a courtesy, any Board Member anticipating absence from an official meeting should notify the Chair or Recording Secretary, preferably at least one day in advance of the meeting.

Section 2:

Any Board Member who misses three consecutive regular meetings shall be subject to action up to and including removal by the Mayor.

Section 3:

A Board Member may, for personal reasons, request a leave of absence. The request shall be presented in an open meeting of the Sultan Community Alliance, or in writing and submitted to the Sultan Community Alliance Board.

ARTICLE III – OFFICERS & STAFF

Section 1: Officers.

The officers of the Sultan Planning Board shall be a Chair, Chair Pro-Tem. The Chair and Chair Pro-Tem shall be selected from among the five Members who comprise the Board. Should a Chair resign or otherwise vacate his/her office the Chair Pro-Tem shall assume Chair responsibilities at the next meeting and the Board shall nominate and vote on a new Chair Pro-Tem at that same meeting. If the Chair Pro-Tem declines to advance to the Chair, the Board shall nominate and vote on the office of Chair and Chair Pro-Tem at the same meeting.

Section 2: Elections.

The Chair and the Chair Pro-Tem shall be elected annually at the last regularly scheduled meeting in May of each year.

Section 3: Duties of the Chair.

Shall be to preside at all meetings of the Sultan Community Alliance, enforce the rules of procedure, and execute the will of the Board. The Chair shall appoint all sub-committees. The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of member's motives and confine members in debate to the question under discussion.

Before the meeting is called to order, it is the duty of the Chair to determine if there is a quorum present. If a quorum is not present, the Chair shall wait a reasonable time to determine if a quorum will be present. If it appears that a quorum will not be present, or if a reasonable time expires and there is no quorum, the Chair shall call the meeting to order, announce the absence of a quorum, then entertain a non-debatable motion to adjourn to a specific time and place, or entertain a recess. During the recess, measures shall be taken to contact members of the Board to seek their attendance. Failing sufficient attendance, the meeting shall be reconvened and the non-debatable motion to adjourn shall be entertained.

Section 4: Duties of the Chair Pro-Tem.

Shall be to assist the Chair and during his/her absence to act as Chair until the Chair is able to resume his/her duties. In the absence of the Chair, the Chair Pro-Tem shall preside. In the absence of both the Chair and Chair Pro-tem, the meeting shall be called to order by the Clerk for the election of a temporary Chair.

Section 5: Secretary of the Board:

The duties of the Secretary of the Board shall be carried out by a member of Sultan City Staff, or his/her designee. Duties of the Secretary shall be to:

- (a) Keep a record of all correspondence.
- (b) Preserve all manuscripts and records.
- (c) Keep a current roster of all Members.
- (d) Prepare and circulate Sultan Community Alliance Board Packets.
- (e) Record and prepare the minutes of all meetings of the Board.

ARTICLE IV – MEETINGS AND VOTING

Section 1: Meetings.

All meetings of the Sultan Community Alliance Board are open to the public. Meetings shall be scheduled twice a month on alternating Mondays.

Section 2: Quorum.

A quorum shall consist, at all meetings of the Sultan Community Alliance Board, of a simple majority of the total number of Sultan Community Alliance Board positions.

Section 3: Conflict of Interest and Appearance of Fairness.

- A. The Sultan Community Alliance Board has the responsibility to ensure that all public process is fair and transparent in both substance and appearance. This means that the public must be provided adequate and timely notice of all meetings and the topics that will be addressed by the Board at those meetings.
- B. The public has the right to attend all meetings and the right to know the information and considerations on which the Board basis its action.
- C. Fairness also requires that:
 1. The Board act in a timely manner
 2. The Board keep full and accurate records of its proceedings

3. The Board establish and make available the ground rules under which it conducts business. The decision-making process the Board applies to any issue before it is not only to be rational, but is also perceived as rational
- D. The Sultan Community Alliance has the responsibility practice good stewardship of city resources and should help present the city image in a positive light. The Board must consider balance, economic diversity and integration in terms of its community events. The Board should welcome volunteers and members of the community who wish to participate in and support events and/or cleanup efforts directed at parks and public spaces. The Board should thus explicitly evaluate all facts, alternatives, means, and consequences relevant to its decisions.
- E. Each Board Member has the responsibility to acquire whatever information and knowledge is necessary to fully understand and make wise decisions and recommendations in the interest of the City. To this end, each Board Member is expected to depend on both his/her personal background, experience, and familiarity with the City, as well as the expertise and knowledge of, and information available to the City staff members.

Section 5: Agenda

- A. The preparation of the agenda will be the duty of Sultan City Staff, at the direction of the Alliance Chairperson.
- B. The agenda may be divided into sections and be continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- C. Whenever possible, copies of the agenda and the meeting packet will be available to all Board Members with sufficient time for review prior to the meeting.
- D. The order of business shall be prescribed on the agenda; changes to the agenda order shall be approved by the Chair.

Section 6: Meeting Decorum.

- A. No person shall address the Board without first obtaining recognition from the Chair.
- B. The Board may allow comments from Members of the public attending work sessions by permission of the Chair or majority vote.
- C. If there are a large number of people who wish to speak at a meeting the Chair may limit each speaker to a specific number of minutes of speaking time. If the speaker is representing an organization, The Chair may grant the speaker additional speaking time.
- D. If audience dialogue becomes disruptive, the Chair may recess the meeting or request the meeting be adjourned.
- E. Once a Member of the public has spoken in regard to a specific matter before the Board, he or she shall not be recognized to speak again until all persons wishing to speak have first been given the opportunity to do so.
- F. To aid in creation of accurate meeting minutes all speakers should identify themselves each time they address the Board.
- G. Sultan Community Alliance Meetings will begin at a prescribed time as indicated by public notice. They will continue until the agenda items have been completed or until 10:00 PM whichever comes first. Continuation of a meeting past 10:00 PM requires approval of a motion to extend by a majority vote. If no motion is approved the meeting the Chair will continue the meeting to a certain date.
- H. The Board may continue a public hearing to a future date for due cause stated at the time of the continuance. Any continuation shall be to a date and time announced at the time of the continuance. A continued public hearing to a date certain does not require new public notice. A closed public hearing cannot be re-opened without issuance of a new public notice.

Section 7: Regular Meeting Procedures.

All meetings held by the Sultan Community Alliance Board shall use the following procedures:

Chair – Call to order
Pledge of Allegiance
Roll Call
Changes to the Agenda
Public Comments on Items Not on the Agenda
Board Member Comments
Approval of Minutes
Action Items
Discussion Items
Summary of Meeting Results and Actions for Next Meeting
Adjournment

Section 9: Voting. Voting on all matters except amendments to these by-laws be by simple majority.

- A. All Board Members shall have one vote on any particular item of business.
- B. The Chair shall enjoy the same opportunity to vote as afforded other Board Members. The Chair may bring a motion forward if they so choose.
- C. On matters of extreme importance, the Chair or a member may call for a roll-call vote.
- D. No matter may be voted upon unless:
 - 1. The matter has been placed on the agenda prior to the meeting by any Member of the Board, or by the Secretary/city staff person, or:
 - 2. A new item, not on the agenda, is considered by a majority vote of the Board, to constitute an emergency warranting immediate action. Based on approval of an emergency declaration, the matter shall then be voted upon according to normal voting procedures.

E. There shall be no voting by proxy.

ARTICLE V – AMENDMENTS

These Rules of Procedure may be amended by a supermajority vote of the number of Sultan Community Alliance Board positions, provided notice of such proposed changes shall be transmitted by the Secretary/relevant city staff to each member in good standing not less than five (5) days nor more than fifteen (15) days prior to such meeting.

ALL MEMBERS OF THE SULTAN COMMUNITY ALLIANCE BOARD SHALL BE GOVERNED BY THESE BY-LAWS. WHERE THE BY-LAWS DO NOT STATE OTHERWISE, THE PARLIMENTARY RULES AND PROCEDURES CONTAINED IN THE CURRENT, NEWLY REVISED, EDITION OF *ROBERTS RULES OF ORDER* SHALL APPLY.