

**SPECIAL RULES OF ORDER
OF
DISTRICT 10 – COMO COMMUNITY COUNCIL**

**RULE 1
Order of Business
(adopted August 2016)**

Subdivision 1. At the beginning of each meeting of the members, of the Board, or of a committee, those entitled to vote at the meeting may adopt an agenda for the meeting by a majority vote.

Subdivision 2. If no agenda is adopted for a meeting of the members or of the Board, the meeting shall proceed under the following order of business:

- (a) *Reading and Approval of Minutes;*
- (b) *Program*, if any, during which presentations are made by guest speakers in the order determined by the person presiding over the meeting;
- (c) *Reports of Officers*, if any, in the order in which the officers are listed in the Bylaws;
- (d) *Reports of Standing Committees*, if any, in the order in which they are listed in the Bylaws;
- (e) *Reports of Ad Hoc Committees*, if any, in the order in which they were first established;
- (f) *Special Orders*, if any, addressed in the order established pursuant to the parliamentary authority;
- (g) *Unfinished Business and General Orders*, if any, addressed in the order established pursuant to the parliamentary authority;
- (h) *Open Forum*, in which members of District 10 may obtain the floor and offer informal observations regarding the work of District 10; and
- (i) *New Business*, if any.

Subdivision 3. If no agenda is adopted for a meeting of a committee, the meeting shall proceed under the following order of business:

- (a) *Reading and Approval of Minutes;*
- (b) *Program*, if any, during which presentations are made by guest speakers in the order determined by the person presiding over the meeting;
- (c) *Special Orders*, of any, addressed in the order in which they were first established;
- (d) *Unfinished Business and General Orders*, if any, addressed in the order established pursuant to the parliamentary authority;
- (e) *Open Forum*, in which members of District 10 may obtain the floor and offer informal observations regarding the work of District 10; and
- (f) *New Business*, if any.

RULE 2
Conduct of Board Meetings
(adopted August 2016)

Subdivision 1. The rules governing the meetings of the Board are relaxed in the following respects:

- (a) Members may raise a hand when seeking to obtain the floor and may remain seated when making motions or speaking;
- (b) There is no limit to the number of times a member can speak to a debatable question, provided, however, motions to close or limit debate are in order and each member may only speak once in appeals and the chair may speak twice on appeals;
- (c) Informal discussion of a subject is permitted while no motion is pending;
- (d) The chair need not rise when putting questions to a vote and may, without leaving the chair, speak in informal discussions and in debate, and may vote on all questions.

RULE 3
Election Procedure
(adopted March 2017)

1. The following election procedures shall be presented to and approved by a majority of members present and voting at an election for the Board of Directors, before nominations begin.
2. A Director may not preside over the election to an office for which the Director is a candidate.
3. As the first order of business, the Board will appoint at least two tellers to collect, maintain, and count ballots. The tellers must not be running for office or be a member of the household of any candidate.
4. There will be separate ballots prepared for each office up for election. Members will receive their ballots when they sign the voting roster.
5. Members will receive ballots to vote for Officers and for At-Large Directors. Members will also receive ballots for their specific Sub-District. Directors will receive ballots for all positions for which elections are being held.
6. Members and Directors may cast their ballots at any time after tellers are appointed. Ballots will be collected in separate ballot boxes or envelopes for each office up for election.

7. Candidates who have put their name into nomination sufficiently in advance of the meeting nomination will be listed in alphabetical order by last name. Additional candidate may be nominated from the floor as write-in candidates.
8. Members may nominate themselves or other members. A member nominated by another must accept the nomination in person or in writing before becoming a candidate.
9. Nominations and voting for each office will take place in the order the vacancies are listed in Article VI, Sections 3 & 4 of the Bylaws.
10. Nominations for each office will remain open until closed by motion or by unanimous consent.
11. After nominations for an office are closed, all candidates will be given the opportunity to speak on their own behalf, and to have one additional supporter speak on their behalf. Speeches will be limited to 90 seconds each.
12. Voting for each office will remain open until closed by motion or by unanimous consent.
13. After voting is closed on an office, the tellers will count ballots and report the winning candidate for each office to the Chair or to the chair pro temp. Candidates may request to observe the count, or have a representative observe the count on their behalf.
14. A plurality vote is sufficient to elect a candidate, except where the members have by motion decided to proceed through preferential voting, in which case the procedures in Rule 4 will be followed to determine the winner of an election.
15. In the case of a tie vote between two candidates, the Chair or the chair pro temp will flip a coin to determine the winner.

RULE 4
Preferential Voting
(adopted March 2017)

Subdivision 1. If the members have by motion decided to proceed through preferential voting, then the votes will be tallied in the following manner:

1. Each member shall indicate by number on the member's ballot the order in which the member prefers the candidates for the office.

2. In counting the ballots, the tellers shall first arrange the ballots into piles according to the first preference indicated on the ballots;
3. The tellers shall count and record the number of ballots in each pile;
4. If after counting the ballots one of the piles contains a majority of the ballots, then that candidate is declared the winner;
5. Otherwise, the ballots from the pile with the fewest ballots are redistributed according to the next-lower preference indicated on each ballot. The tellers shall set aside any ballots that fail to indicate a next-lower preference. If two or more candidates are tied for the fewest ballots, all of the tied candidates are eliminated and their ballots redistributed. The steps are then repeated beginning at Step 3.

Subdivision 2. If, after eliminating all but two piles, there is a tie for the winning candidate, then the winner shall be the candidate who received the strongest preference, as indicated by the record of the first-round vote count. Further ties are broken by referring progressively to the subsequent rounds of vote counts. If reviewing all rounds of vote counts fails to break the tie, then the Chair or the chair pro temp will flip a coin to determine the winner.

Subdivision 3. If more than one vacancy is to be filled for the same type of office, then the same counting procedure is followed until a number of piles remain equal to the number of vacancies to be filled. If a round of eliminations would bring the number of candidates below the number of vacancies to be filled, then that round of elimination will be resolved as if it were a tie between candidates being eliminated, in accordance with the procedures set forth in Subdivision 2.