

**RESOLUTION NO. 1-2023
PARKS & REC COMMISSION
MEETING PROCEDURES**

IT IS HEREBY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CLARK FORK, IDAHO AS FOLLOWS:

SECTION 1. MEETINGS.

- A. Meetings, Definition. Meeting shall mean the convening of the Parks & Recreation (Rec) Commission to make a decision or deliberate toward a decision on any matter. "Decision" shall mean any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance, or measure on which a vote of the Parks & Rec Commission is required, at any meeting at which a quorum is present. "Deliberation" shall mean the receipt or exchange of information or opinions relating to a decision but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter currently pending before the Parks & Rec Commission.
- B. Quorum, Definition. A quorum shall be the minimum number of members required to be present for the transaction of business. A majority of at least three members of the Commission are required to constitute a quorum.
- C. Regular Meetings. The Parks & Rec Commission shall hold regular meetings the first Monday of every month at 6:00 PM. If the first Monday of the month is a holiday, the meeting shall be held the evening following at the same hour. Meetings will be held at City Hall at 110 E. 3rd Avenue in Clark Fork. The Commission Secretary shall provide agenda notice at least five (5) calendar days prior to each meeting; however, additional agenda items may be added to the agenda up to and including the hour of the meeting, provided a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Action may not be taken on an agenda item added after the start of a meeting unless there is an emergency situation that is reflected in the motion to add the item to the agenda and the minutes. Meeting and agenda notices shall be posted on the noticeboard at City Hall and at the Post Office.
- D. Special Meetings. A special meeting of the Parks & Rec Commission may be called at any time by the Chairperson or a majority of the members of the full Commission. Meeting and agenda notice shall be made at least twenty-four (24) hours prior to any special meeting unless an emergency exists. Items not included in the agenda notice for special meetings shall not be considered or deliberated upon by the Commission unless an emergency exists.

SECTION 2. MINUTES.

The Commission Secretary shall take written minutes of every meeting of the Parks & Rec Commission. Minutes shall contain the roll call of the Commission; all motions; orders; resolutions or ordinances proposed for City Council; the Commission Members moving and seconding each question; the disposition of each question; and the results of all votes. Minutes shall be available for public inspection during the normal office hours of the City of Clark Fork within a reasonable time after each meeting.

SECTION 3. PRESIDING OFFICER.

- A. Definition. The presiding officer shall be the Chairperson, or in the absence of the Chairman, the Vice-Chairman shall preside over the meeting.
- B. Duties. The presiding officer shall preserve order and decorum, shall recognize every member who desires to speak, shall state all questions before the Commission, may speak to points of order in preference to other members, and shall respond to inquiries of the members. When two (2) or more members happen to request recognition at once, the presiding officer shall name who is to speak first. The presiding officer shall rule out of order any motions obviously designed to frustrate the progress of business.

- C. Questions of Order. The presiding officer shall decide all questions of order, which shall be subject to an appeal to the Commission, on which appeal no member shall speak more than once without Commission approval.

SECTION 4. COMMISSION MEMBERS.

- A. Privileges. No member shall speak more than twice on the same question until every member choosing to speak shall have spoken.
- B. Addressing the Chair. When any member is about to speak in debate or deliver any matter to the Commission, he/she shall respectfully address the presiding officer, and shall confine himself/herself to the question in debate and shall not make personalized comments or criticisms addressed to any individual.

SECTION 5. ORDER OF BUSINESS.

The presiding officer shall announce at each meeting of the Commission the order of business. All questions relating to the order of business shall be decided without debate. The business of the Parks & Rec Commission shall be presented in the following order:

1. Call to Order
2. Optional Opening Ceremony with the Pledge of Allegiance
3. Roll Call by the Secretary
4. Additions to Agenda
5. Approval of the Minutes
6. Applications, Appeals and Communications to the Commission
7. Unfinished Business
8. New Business
9. Comments
10. Adjournment

SECTION 6. MOTIONS.

- A. Motions During Debate. During the debate of a motion, only the following motions are permissible:
1. to adjourn (non-debatable, non-amendable),
 2. to table (non-debatable, non-amendable),
 3. to postpone to a day certain (debatable, amendable),
 4. to amend (debatable, amendable),
 5. to postpone indefinitely (debatable, non-amendable). Multiple motions shall be decided in the above order.
- B. Adjournment. A motion to adjourn shall always be in order, except when the motion has been once made and voted down; the motion to adjourn shall not again be in order until some other business shall have been taken up. A motion to adjourn shall always be decided without debate.
- C. To Table. A motion to table, that is, to temporarily postpone a pending question during the meeting, shall be decided without debate.
- D. Reconsideration. When a question has been decided, any member who voted in the majority, or any member in the case of a tie vote, may move for a reconsideration of the vote. A motion to reconsider a vote is in order until the adjournment of the next meeting of the Council. A motion for reconsideration may be made only once.

SECTION 7. MEMBERS MUST VOTE; EXCEPTIONS.

Every Commission member present shall vote for or against each question put before the Parks & Rec Commission unless the Commission shall excuse him. To vote on a matter, the Commission Member must be present as no proxy or written voting shall be allowed. No decision at any meeting of the Parks & Rec Commission shall be made by secret ballot.

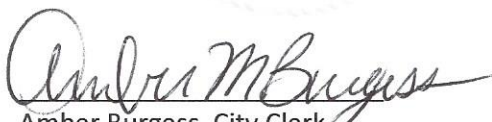
BE IT FURTHER RESOLVED THAT This resolution shall be in full force and effect upon its passage and approval by the Clark Fork City Council.

PASSED AND APPROVED this 10th day of April, 2023.




Russell Schenck, Mayor

ATTEST:


Amber Burgess, City Clerk

CITY COUNCIL MEMBERS	YES	NO	ABSENT
Sharon Banning	<u>✓</u>	___	___
Jay White	<u>✓</u>	___	___
Shari Jones	<u>✓</u>	___	___
Blaine Williams	<u>✓</u>	___	___