

**RULES OF PROCEDURE FOR PUBLIC MEETINGS
TOWN OF GILBERT**

Action:	What to say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Primary Motions						
Introduce main motion	“I move to...”	No	Yes	Yes	Yes	Majority ¹
Amend ² a motion	“I move to amend the motion by...”	No	Yes	Yes	No	Majority
Item-specific Motions						
Continue ³ an item	“I move to continue the matter until...” [identify date]	No	Yes	Yes	Yes	Majority
Table ⁴ an item	“I move to table...”	No	Yes	Yes	No	Majority
End debate on an item	“I move to end debate.”	No	Yes	Yes	No	Majority
Procedural Motions						
Suspend rules	“I move to suspend the rules and consider...”	No	Yes	Yes	Yes	3/4
Address meeting concerns (e.g., noise)	“Point of Privilege”	Yes	No	No	No	Chair
Object to procedure, rule, or personal affront	“Point of order.”	Yes	No	No	No	Chair
Appeal a ruling	“I move to overrule the chair’s ruling.”	Yes	Yes	Yes	No	Majority
Closing Motion						
Adjourn the meeting	“I move to adjourn the meeting.”	No	No	Yes	No	Majority
Misc. Motions						
Reconsider ⁵ an item	“I move to reconsider our action to...”	No	Yes	Yes	No	Majority
Recess ⁶ the meeting	“I move that we recess until...”	No	Yes	Yes	Yes	Majority
Executive Session	“I move to go into executive session on...”	Yes	Yes	Yes	No	Majority

*The intent of these Rules of Procedure is to establish a fair and impartial process for public bodies to conduct business. However, if a motion is plainly made, a second to the motion is placed on the record (if applicable), and the voting participants understand the effect of their vote and support the outcome of the motion, it will stand up on its own even if it does not follow the letter of these rules. If there is any conflict between these Rules of Procedure and the Town Code, the Town Code controls. See *Town Code Sec. 1-97(d)*.

¹ *Voting*: Motions are approved by a simple majority vote of members present unless a higher threshold is required by state law, Town Code Sec. 1-91(G), or Sec. 1-92(d).

² *Motion to Amend*: A motion may only be amended one time. *Code Sec. 1-97(d)(2)(ii)*.

³ *Motion to Continue*: Must identify the exact date when the item will be brought back for consideration. *Code Sec. 1-97(d)(3)(i)*.

⁴ *Motion to Table*: Suspends further consideration of an agenda item. *Code Sec. 1-97(d)(3)(ii)*.

⁵ *Motion to Reconsider*: A member who voted with the prevailing side may move to reconsider any decision at either the same meeting or prior to the next regularly scheduled meeting. *Code Sec. 1-97(d)(6)(i)*.

⁶ *Motion to Recess*: This motion requires the body to immediately take a recess. The chair determines the length of the recess unless the time is contained in the motion. *Code Sec. 1-97(d)(6)(ii)*.