

**CITY OF CEDAR SPRINGS
STANDARD OPERATING POLICY**

SUBJECT: The Minority Postpone to a Certain Time Motion Policy Number: 17

Effective Date: September 7, 2017 Amended Date:

17.01 Purpose

To establish a local practice for City Council procedure that would permit a minority vote on a Motion to Postpone to a Certain Time on individual agenda items. The purpose of this policy is to provide a more flexible framework to encourage City Council to engage in two substantive discussions on agenda items in two separate regular City Council meetings prior to any Council action being taken on that agenda item. This policy would supplant and hold in abeyance the City's Policy Number 12, the "Ronny Merlington Policy"

17.02 Policy and Rationale

City Council recognizes that some business of the Council is more sensitive to public opinion and should be given time to be more thoroughly processed by Council and the public alike. This policy permits Council members to identify Council business that is deserving of greater scrutiny and provides additional opportunity for public input and substantive discussion. By allowing a one (1) person minority vote to be sufficient to postpone action on certain agenda items the Council members recognize the importance of the minority opinion and the importance of substantive discussion in policy making discussions. Council members may refer to Policy 12 "two consideration categories" to guide their decision when to use this policy.

17.03 Definitions

Minority Vote- A vote of any one (1) council persons that would carry the same effect as a majority or carrying vote.

Postpone to a Certain Time Motion- A motion to postpone action on a pending question to another time, generally to the next regularly scheduled meeting of City Council. The postponement may not extend to a time beyond the next regularly scheduled meeting of the City Council. The postponement may be set to a time prior to the next regularly scheduled meeting of the City Council but only to a meeting that has been scheduled prior to the adoption of this motion. The date and name of the meeting to which the action on a pending question is to be postponed until shall be specified within this motion. This motion being identical to Robert's Rules of Order Newly Revised of the same name, those Rules shall provide guidance to this policy for any questions not specifically addressed herein. For purposes of this policy, this motion may also be referred to as a "Policy 17 motion" or by other language that is generally understood to convey the same meaning.

17.04 Agenda Items affected by this policy

Any agenda item that calls for action on behalf of the Council may be postponed via this policy. This policy does not apply to nor affects any agenda items that are only informative in nature. This policy does not apply to nor affects any agenda items that are within the sole discretion of the Mayor. This policy may not be used to kill a motion by postponing a motion to a time too late for the motion to be effective. For example, if the main motion proposes that there be a picnic on September 3, the motion cannot be postponed to September 5, because that would be too late for it to be carried out. This policy may only be used to postpone an agenda item one time; any additional or subsequent postponements on the same or substantially similar agenda item must require a majority vote of Council. This policy may not be used to postpone an agenda item that has appeared and had an opportunity for discussion on a previous Regular Meeting of City Council agenda within the previous six months. If any term of this Policy is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.

17.05 Guide for use

The motion described within this policy may be referenced as a "Policy 17 Motion." The Policy 17 Motion is a secondary motion and requires that a main motion be made prior to its use. One Council Person must "move that" or "make a motion" and then clearly describe the proposal. A second Council Person must then "Second" the main motion to open the main motion for discussion. Seconding a motion does not necessarily mean that the seconder agrees with the motion. At any point during the discussion on a main motion any Council Person may invoke a Policy 17 Motion which must then be resolved prior to resolution of the main motion. The Council Person making the Policy 17 Motion should state that they are "making a Policy 17 motion," "moving for a Policy 17 postponement," or substantially similar language so that other Council members understand the motion being made. The motion must indicate the date and meeting to which time that the postponement is being made.

A sustained or carried Policy 17 Motion shall have the effect of postponing the main motion to the stated postponement date, subject to the rules within this policy. Following a sustained or carried Policy 17 Motion, the Chair shall state on the record that the main motion is postponed until the postponement date and the same shall be reflected in the meeting minutes.

17.06 Enactment

The enactment of this Policy shall require a 2/3's vote of the full City Council but shall only require a majority vote of the full City Council to suspend.