



**PUBLIC UTILITY BOARD POLICY**

<p>Category: <b>Governance Process</b></p> <p>Date of Adoption: <b>January 22, 2020</b></p> <p>Resolution No.: <b>U-11133</b></p> <p>Revision Date:</p>	<p>Title: <b>Resolutions and Motions</b></p> <p>Policy Number: <b>GP-10</b></p>
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1. Proposed resolutions and motions shall be included on the agenda and presented to the Board at the request of any member or the Director of Utilities.
2. No resolution and/or motion shall be considered for adoption by the Board unless its adoption or passage shall have been first moved by a Board Member and seconded by another.
3. Motions and/or resolutions that are routine and will probably not involve Board Member questions may be placed on the Consent Agenda by the Clerk of the Board. Any Member of the Board or the Chairman may remove any motion or resolution from the Consent Agenda, and said matter may be considered separately after action is concluded on the Consent Agenda.
4. No resolution shall be considered for final passage until approved as to form and reviewed for legal correctness by the City Attorney or his/her representative.
5. Reading of resolutions and motions shall be deemed sufficient if a brief synopsis of purport is made by the Clerk, and the reading if full of the same shall not be required unless the reading of any particular resolution or motion or part thereof be requested by any Member of the Board.
6. A Board Member may move to amend any pending main motion or resolution. The motion to amend is made after the main motion is pending and the motion to amend should precisely state the amendment and where the amendment is to be inserted and/or take the place of wording in the pending motion or resolution. When practicable, a copy of the proposed amendment should be provided to all Board Members and staff in advance of the scheduled meeting.

7. A motion or resolution or substitute motion or substitute resolution that is not on the published meeting agenda, may be considered by the Board after first suspending the Rules of Order of Business so to allow consideration of said matter. After suspension of the Rules, the Chair requests the Clerk to read a brief synopsis of said motion/resolution and thereafter announces that "Resolution No. U\_\_\_, Motion \_\_-\_\_, or Substitute Resolution No. U\_\_\_, Substitute Motion \_\_-\_\_ is now on the agenda, is there a motion to adopt said matter." After an appropriate motion and second are made, discussion may take place, and the Board may fully consider the adoption of said new motion or resolution under the process normally used for motions and resolutions.