

**THE PACIFIC BEACH TOWN COUNCIL, INC.  
SPECIAL RULES OF ORDER**

[Governance Committee Note: These rules are Parliamentary in nature. They enumerate PBTC Order where it is different than our Parliamentary Authority, Robert's Rules of Order, Newly Revised, specified in Bylaw Article X.]

**SRO I  
Deliberation at a General Membership Meeting**

Debate at a General Membership meeting is controlled by the Presiding Officer (PO) (RONR pp. 449 – 450). It is somewhat informal. The PO limits the time and the number of times a member may speak. The PO insures that both sides of an issue are heard. Minimum sidebarring is permitted. Limited speaking may be established by the PO or by member motion, citing the Special Rule of Order V, Rules of Debate for Board and General Membership Meetings.

**SRO II  
Voting at a General Membership Meeting**

Voting at a General Membership meeting shall be by a show of hands, counted if necessary (RONR p. 410, ll. 13 – 35). The Motion to Adjourn may be passed by voice vote.

**SRO III  
Deliberation at a BOD Meeting**

Debate at a BOD meeting is controlled by the Presiding Officer (PO) (RONR pp. 449 – 450, pp. 487 - 488). It is somewhat informal. The PO limits the time and the number of times a member may speak. The PO insures that both sides of an issue are heard. Minimum sidebarring is permitted. Limited speaking may be established by the PO or by member motion, citing the Special Rule of Order V, Rules of Debate for Board and General Membership Meetings.

**SRO IV  
Voting at a Board Meeting**

Voting at a BOD meeting shall be by a counted show of hands (RONR p. 410, ll. 13 – 35). The procedure of Unanimous Consent, such as a Friendly Amendment, is permitted (RONR pp. 54 – 56, p. 162). The Motion to Adjourn may be passed by voice vote.

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**SRO V**

**Rules of Debate for Board and General Membership Meetings**

- A. This rule is not active unless invoked. See Special Rules of Order I and III
- B. No significant discussion will be permitted until there is a motion on the floor (i.e. it must be moved, seconded, and the exact wording written so that all know what action the motion proposes).
- C. Discussion on each motion shall be limited to 10 minutes with each person being allowed only two opportunities of 2 minutes each (maximum) to speak.
- D. The presiding officer shall refrain from taking part in the discussion or giving an opinion on the motion. The presiding officer or secretary will clearly read the entire motion, so that all can hear, at the beginning of the discussion, and again before any vote is taken.
- E. The results of the vote shall be clearly stated for all to hear when the count is complete.
- F. There shall be no side discussions. The presiding officer shall immediately stop all business until such side discussions cease.

**SRO VI**

**Nominating Committee and Elections Committee**

- A. At the June meeting of the Board, the Board shall appoint a Nominating Committee or review the composition of the Nominating Committee to see if changes should be made.
- B. The report of the Nominating Committee shall be returned at the October general membership meeting. Additional nominations from the floor may be made at the October general meeting. For any position for which there is a contest, a mail vote is required. The ballot shall contain the names of each nominee with a brief resume, and shall be mailed before October 31 of each year to each member in good standing, to be returned no later than November 10 of the same year. Tallying of votes and results announcement of the election will be made at the November general membership meeting.

**Adopted:** March 7, 2012. **Amended:** April 3, 2013.