



**SOUTH SNOHOMISH COUNTY FIRE & RESCUE REGIONAL FIRE  
AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL RULES OF ORDER**

**A. Conduct at Board Meetings**

1. Interruption. No member of the Board shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings. Members of the Board must be recognized by the Chair prior to speaking at a Board meeting. Members of the Board should raise their hand to be recognized by the Chair. Members of the Board shall not speak without being recognized by the Chair. Members of the Board shall address their remarks to the Chair. The Chair shall be fair in recognizing Board members who wish to speak.

2. Courtesy. All speakers, including members of the Board, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.

3. Transgression. If a member of the Board shall transgress these rules on debates, the Chair shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the Chair shall transgress these rules on debate or fail to call such member to order, any other member of the Board may, under a point of order, call the Chair or such other member to order, in which case the Chair or such member, as the case may be, shall be silent except to explain or continue in order.

**B. Board Rules of Order.**

1. The Board takes action by motion. Only a Commissioner may make a motion.

2. All motions require a second to be considered. Matters that do not require a second include adding an item to the agenda, nominations, withdrawal of a motion by the person making the motion, request for a roll call vote, and point of order or privilege.

3. A motion that receives a tie vote is deemed to have failed.

4. If any Board member wishes to recuse themselves from a matter, the Board member shall advise the Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion and shall have no further participation in the matter. Such advisement shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Board member perceived a need to recuse.
5. A motion to lay on the table is used to permit the doing of something else immediately and then return to the matter. It is non-debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Board's consideration of the matter then before it. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved. To remove an item from the table requires a majority vote. A motion to lay on the table is different from a motion to postpone indefinitely or to a certain time. A motion to postpone is debatable.
6. A motion to end debate shall close debate on the motion before the Board, is not debatable, and requires a two-thirds majority vote. Debate is reopened if the motion fails.
7. A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
8. Motions that cannot be amended include: motion to adjourn, motion to lay on the table, motion for reconsideration, motion to take from the table.
9. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
10. Uncontested amendments may be made to a motion at any time before a vote on a motion as long as both the maker of the motion and the Commissioner who seconded the motion agree to the uncontested amendment, as long as no commissioner objects.
11. When a question has been decided, any Board member who voted on the prevailing side may move for reconsideration at the same meeting.
12. The Chair shall initially decide all questions of interpretations of these rules which may arise at a Board meeting, subject to appeal.
13. Appeal of ruling. Any member of the Board shall have the right to challenge any action or ruling of the Chair or member, in which case the decision of the majority of the members of the Board present shall govern.