

Raymond Community Power Committee

Rules of Procedure

as Amended on 6/27/23

Conduct of Meetings

1. Chair will begin all meeting with the Pledge of Allegiance.
2. Chair cannot begin a meeting unless there is a quorum (greater than 50% of all appointed members) present.
3. Chair will announce at the start of every meeting that the public is invited to attend meetings and we are still looking for new members with an interest in joining us.
4. All appointed and sworn-in members, whether an officer or not, shall have a vote on all decisions. Non-officers voting will have their name and vote recorded in the minutes
5. Chair will lead all meetings and guide discussions to a resolution, at which time a call for a motion and a second to initiate a vote. When discussion of the item is complete, the chair will declare the discussion period closed and then proceed to the vote.
6. Any motion made and seconded may be amended, or members may rescind the second and motion at any time.
7. The secretary shall ensure that amended version is captured in the minutes exactly as made along as recording the roll call vote by name.
8. When there are fund balances in any accounts, the Treasurer will report a summary of any new activity with beginning and ending balance of the account(s) as a result of the activity. This activity on funds will be recorded in the minutes capturing activity since last meeting and starting/ending balances due to the activity.
9. Members will not interrupt other members while they are speaking.
10. Non-members who are partnered with the Committee will be allowed to participate but do not have a voting privilege.
11. Invited guests to a meeting will be allowed to participate in discussions freely but will not have a vote on the outcome
12. Non-residents who are not members or partners and who were not invited to discuss a topic with the committee may observe. They may be allowed to participate in discussions by an affirmative vote of the committee members present.
13. Members not able to attend a meeting in person may connect remotely via zoom (pre-arranged) and or by phone to another member present at the meeting. That member's phone shall be placed near a microphone such that conversations with the absent member may be recorded for RCTV.

Voting on money items

1. Only items on the agenda can result in an expenditure of funds. A motion to expend funds shall state the payee, the amount authorized and its purpose after a vote is conducted to authorize the expenditure. These 3 bits of information shall be added to the Treasurer's Register. The

resulting vote will result in an action to the treasurer to create a new Billpay for the amount authorized.

2. If there are multiple funds then each shall be separately managed within their own saving/checking account.
3. Funds for one fund may not be used to pay expenses of another fund.

Discussions with Power Broker

1. Only the Chair is authorized to have discussions with the selected Power Broker outside of a public meeting. All requests for information from the Broker will be created and sent only under the directed action of the committee members by the Chair. If the broker is connecting to a scheduled meeting via a remote method, the Broker will be considered to be present at the meeting and may participate in all relevant discussions but will not have any voting privileges.
2. Power Broker will be expected to deliver any discussion items for a meeting by the Friday prior to the scheduled meeting. The chair will email all committee members via the group email "RaymondCommunityPower" for all communications from the Power Broker that will be discussed at a meeting.

Work Sessions

1. The Committee can declare an additional meeting within the month as a work session, where the agenda is identified as a work session to discuss and work on a single or limited number of topics. Committee cannot take any votes at these work sessions but can work together to develop a draft of the final product to be voted upon at a scheduled meeting.
2. Work sessions will not have minutes taken nor will RCTV televise and record the sessions but the session will be posted like any other meeting. We should try to hold meetings in Room 109 at the High School whenever we have a Work Session scheduled.
3. Public is invited but cannot participate in the work being done during the work session

Working with CBO's & Teaming Partnerships with other communities

1. Any CBO or teaming partnership with non-residents may participate in our meetings in providing information, or sources for more information, and may enter discussions but will not have a vote on decisions reached by the committee.

Discussions with other Boards and Commissions

1. Committee members may attend other board and committee meetings and participate as citizens at those meetings. Any comments made by members are advisory based on our body of knowledge.

