

**RESOLUTION 2011-02  
PAHRUMP TOWN BOARD**

A RESOLUTION AMENDING RESOLUTION 2009-02 AND RE-ESTABLISHING A  
POLICY AND GUIDELINES FOR RULES OF PROCEDURE AT PAHRUMP TOWN  
BOARD MEETINGS

**WHEREAS**, the Town of Pahrump Town Board desires to establish a policy and guidelines for Rules of Procedure at the Town Board Meetings, now

**THEREFORE BE IT RESOLVED** The Town policy and guidelines for rules of procedure at Town Board meetings except as may be provided by these Rules or by law, questions of order, the methods of organization and the conduct of business of the Pahrump Town Board shall be governed by the rules contained in the current edition of Robert's Rules of Order, Newly Revised, hereinafter referred to as RONR, in all cases in which they are applicable. Legal counsel to the Board, or another person so designated by the Board, will serve as the Board's parliamentarian, and will advise the chair regarding rules of procedure:

- All meetings of the Pahrump Town Board shall be open to the public in accordance with the Nevada Government in the Open Meeting Law, Chapter 241, Nevada Revised Statutes. All meetings of the Board will be conducted in a publicly accessible building. The definitions contained in the Open Meeting Law shall apply to all provisions of the Rules, except as provided in these Rules.
- Notwithstanding the above provisions, the Board may hold a closed session and exclude the public pursuant to applicable law. No duly elected or appointed Member of the Board may be excluded from any meeting including closed meetings of the Board.
- A majority of the entire Board shall constitute a quorum. No ordinance, resolution, policy or motion shall be adopted by the Board without the affirmative vote of the majority of the entire Board, or if required by law, a supermajority vote of the entire Board, unless otherwise provided for in these Rules or RONR.
- During a Board meeting, Board members should remain in the assembly at all times unless an emergency, illness and/or a member needs to recuse themselves should occur. Members present in the meeting should not absent themselves for a particular item. In the event that a Member is required to depart a Board meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
- Should no quorum attend within 30 minutes after the time appointed for the meeting of the Board, or upon a meeting having commenced with a quorum, which quorum shall have been lost, the Chairman or the Vice-Chairman, or in their absence, the Clerk, shall adjourn the meeting. The names of the Members present and their action at such meeting shall be recorded in the minutes by the Clerk.
- A majority of the Board by vote shall govern any command given by the Chairman.

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**I. ORDER OF AGENDA**

In accordance with the Open Meeting Law, items not on the posted agenda for a meeting shall not be considered by the Board, except as follows:

Upon determination by a majority vote of the entire Board that an emergency situation exists. The determination shall be made prior to Board consideration of the emergency item. An emergency situation is limited to situations:

- Where the need to discuss or act upon an item is truly unforeseen at the time the meeting agenda is posted and mailed or before the meeting is called;
- Where an item is truly of such a nature that immediate action is required at the meeting.
- Attorney-Client privileged communications, as allowed for under the Nevada Revised Statutes.

Non-emergency Situation

- Any item on the agenda that requires a presentation by a person who is traveling from outside Pahrump or a school age child will be extended the courtesy of having that agenda item placed near the beginning of the meeting.
- Consent Agenda — on the portion of the agenda designated as “Consent” all items contained therein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non controversial and do not deviate from past Board direction or policy. However, any Board Member, the Town Manager, or the Town Legal Counsel may withdraw an item from the Consent Agenda by requesting said withdrawal before there is a motion under consideration to approve the Consent Agenda items. After such a motion is under consideration, withdrawal of items may only be accomplished through an amendment to the main motion.

**II. OPEN PUBLIC COMMENT**

- On the portion of the agenda designated as “General Public Comment” members of the public shall be allowed to speak, in accordance with these Rules and RONR. There shall be no debate and no action by the Board. Questions may be answered.
- Every agenda will include time for Public Comment, where any person may address the Board or audience.
- Public Comment may address any subject within the authority of the Board. The Chairman shall prohibit comments that address subject matters outside the scope of the Board’s authority.
- In order to efficiently manage the time of the Board, comments may be limited to three (3) minutes (plus any additional time to complete a thought); public commenter may only be allowed to speak one time under Public Comment and commenter may not designate their time to be used by others. Additional time subject to Chairman approval.
- Public Comment may be limited by the Chairman to fifteen (15) minutes, subject to being overruled by a majority vote of the Board.
- Any person who addresses the Board must first give their name and state their place of residence.

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- If they represent an organization, they must also identify that organization.  
Announcements:
- On the portion of the agenda designated as “Announcements” persons with important announcements regarding things happening in the community or elsewhere may very briefly make an announcement to such effect.
- There is an aggregate time limit for this item of 15 minutes.

**III. SPEAKING ON AGENDA ITEMS**

- When the Board invites public comment on an agenda item, which often occurs after a motion has been made and seconded, comments may be limited to three (3) minutes (plus any additional time to complete a thought); public commenter may only be allowed to speak one time under Public Comment and commenter may not designate their time to be used by others. Additional time subject to Chairman approval.
- The Chairman may either shorten or lengthen the time allocated for a particular member of the public, all members of the public, and/or the amount of time allocated for an agenda item, subject to being overruled by a majority vote of the Board.
- No member of the Board except the Chairman may speak while another person is speaking. The public must be recognized by the Chairman.
- Each member of the public speaking on an item shall first state whether he is speaking for or against the motion. All remarks shall be addressed to the Chairman and not to any Member.
- No person, including a Member of the Board, and the person having the floor, may be permitted to enter into any discussion, either directly or through a Member of the Board, without permission of the Chairman.
- Speakers should make their comments concise and to the point, and present any data or evidence they wish the Board to consider.
- No person may speak more than once on the same subject unless specifically granted permission by the Chairman.

The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of town government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete the people’s business in a timely manner.

The general policy of the Board regarding public participation is as follows:

- Three (3) minutes per person
- The Chairman may set a limit for organized group presentations of five (5) or more persons up to 15 minutes.
- The Chairman may set limits for each side (pro/con) when many persons request to speak on an agenda item.
- The Chairman shall have discretion in setting all time limits.
- The Chairman shall have discretion to reopen General Public Comment any time deemed appropriate.

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**IV. POINT OF ORDER**

(Point of order is used according to Roberts Rules of Order, Newly Revised (RONR) Only when a “rule of procedure” has not been followed. The Chairman has the duty of making sure that the rules are followed. Any member may call the attention of the Chairman to a violation of the rules by the following:

- Any member of the public, or of the Board, may interrupt a discussion at any time by calling for a point of order. Audience members may simply stand and say “point of order” and be called forward by the Chairman. The Chairman must address the point of order before the discussion continues.
- No second is necessary, and no vote is taken. Instead the Chairman takes the floor and rules on the point of order which are recorded in the minutes.

**V. DISRUPTIVE OR IRRELEVANT COMMENTS OR BEHAVIOR PROHIBITED**

One of the most important rules is that the proposal, not a person, is the subject of discussion. When a motion is pending, a commenter may attack the idea or likely results of the proposal in strong terms, but the commenter must avoid personal attacks on persons!

- Abusive, inflammatory, slanderous, offensive, irrational and threatening comments or behavior toward the Board, Town employees, and/or any person in the Board’s presence will not be tolerated. The commenter may be asked by the Chairman to leave the podium, removed from the meeting, and/or subjected to criminal sanctions Pursuant to NRS 203.090.
- Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the meeting, or disturb any person having the floor.
- No person shall refuse to obey the orders of the Chairman or the Rules as stated. Any person failing to comply as cautioned may be barred from making any additional comments during the meeting by the Chairman, unless permission to continue or again address the Board is granted again by the majority of the Board Members present.
- Signs, placards, banners, flags, or other large objects shall not disrupt meetings or interfere with others’ visual rights.
- Comments on matters that are outside the scope of the Board’s authority (will not be considered) but may be heard subject to Chairman approval.

Motion proposed by Town Board Member: Dr. Tom Waters

Motion seconded by Town Board Member: Mrs. Vicky Parker

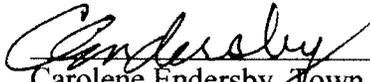
Approved and adopted this 22nd day of February, 2010

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AYES: 4 (Darby, Parker, Endersby & Waters)      NAYS: 1 (Kulkin)

  
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Michael Darby, Town Board Chairman

Attest:

  
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Carolene Endersby, Town Board Clerk