

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Long Lake Township, Crow Wing County, Minnesota has adopted for use at its regular and special board meetings.

Voting. A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action. All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may rule on the issue and may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.