

Basic Procedures Used to Conduct Business in Davenport

RULES & CUSTOMS

Intent Controls – Form does not trump substance. The intention of the body determines the result even if the Body's rules were not followed precisely. The official, approved minutes will be the definitive expression of the body's intent.

Compound motions are allowed - Compound motions are allowed and require only one vote unless a member requests the item be split into parts to be voted on separately.

Voice Vote v. Roll Call – Legislative agenda items on the Discussion and Consent Agendas (e.g. Ordinances, Resolutions, and Motions), Motion to Go into Executive Session, and Motions to Suspend the Rules require a roll call vote. Voice votes may be used for all other motions (approving minutes, reports, appointments, and proclamations; motions to table, delete, amend, substitute, reconsider, add to agenda by itself, adjourn and close debate; etc.). However, if a member requests a roll call on an item, a roll call will be conducted.

Acquiescence/Approval by Consent – If the mayor or chair takes action on an item or issue in the discussion, and no member challenges the action or requests a vote it will be deemed to have been acquiesced or consented to by the body. This result will not be true in the case of approval of items that require a roll call vote. If any member of the body requests staff take a lawful action that is clearly understood by staff and within its power, staff will take action unless another member of the body challenges the directive.

Withdrawing a motion – a pending motion can be withdrawn simply by the movant and the second stating a desire to withdraw the motion.

Friendly Amendment – a pending motion can be amended without a formal vote, so long as the movant and the second agree to the change and adopt it.

Clarification and Restatement – a pending motion can be clarified and restated prior to a vote by the movant and second.

“So moved” – The statement of a proposed or requested motion may be transformed into an actual motion by a member of the body by simply stating “so moved” as opposed to repeating the same.

MOTIONS

Motion to approve or “move the consideration” – once seconded begins the body's discussion of the agenda item. “Move the consideration” is the equivalent of a moving to approve.

Move to Amend – Voice vote. Once an item has been moved and seconded for consideration amendments may be offered. A motion to amend an amendment while it is pending is okay, but another layer of amendment is not.

Move to Table – No Debate is allowed on the motion, so an immediate voice vote is taken. Out of courtesy a member may say, “I am going to move to table this item later” in order to allow some

discussion prior to the actual motion being made. Unless another time is specified, a motion to table will put the matter aside until the next meeting cycle.

Move to Suspend the Rules – No Debate, roll call, approval by $\frac{3}{4}$ of the total membership of the body required for passage (i.e. 8 votes for Council meetings). This motion suspends all applicable and contrary rules to accomplish a particular goal that is otherwise prohibited. Can be combined with a motion to add something to the agenda in order to accomplish both aims with one vote instead of voting upon each separately (e.g. “I move to suspend the rules and add the following item(s) [read caption(s) of item]”).

Move to Add an Item or Items to the Agenda – No Debate, voice vote. This motion is frequently combined with a Motion to Suspend the Rules as noted above, in order to avoid two separate votes on each motion. If combined, a roll call and $\frac{3}{4}$ approval are necessary. Multiple items can be added in one motion if all are referenced in the motion.

Move to Pass Second and Third Consideration – Used to pass an ordinance in one Council cycle as opposed to the normal three cycles. By state law the rules must be suspended first.

Move to Reconsider – No Debate. Must be made later in the same meeting or at the next meeting of that body. Must be made by someone who voted with the prevailing side or was not present to vote. A Motion to Reconsider cannot be reconsidered. If the Motion to Reconsider passes, the action item is placed back on the agenda and must then be moved and voted upon again unless tabled.

Move to Delete – No Debate. Removes the action item from the Agenda until some new action is taken to reintroduce it. When reintroduced the item would start anew, but this motion is not the equivalent of a motion to approve the item being defeated. Not being the same makes a difference for the one year bar for a failed rezoning.

Motion to Substitute – No Debate. As opposed to doing a series of motions to amend, after explaining generally the changes desired a Motion to Substitute can be used to replace one greensheet with another greensheet prepared in advance that addresses the same subject matter and contains the changes.

Motion to Split – No Debate. If the main motion has more than one subpart, this motion is used to discuss and vote on the subparts separately.

“Call the Question” or Move to Close Debate – A phrase used to end debate and force an immediate vote on the pending motion. If Mayor begins a vote on the main motion without challenge from an Council Member, all Council Members will be deemed to have acquiesced or agreed to the closure of debate. If debate does not cease, then a second and vote is required to close the debate.