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## **STANDING RULES OF DEBATE**

Drafted by: Board Counsel

Reviewed by: Board Counsel and Staff

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## **STANDING RULES FOR MEETING GOVERNANCE AND DEBATE**

The following “Standing Rules for Meeting Governance and Debate” shall govern all meetings of the Board and Committees:

### **Standing Rules for Meeting Governance :**

- To avoid delays because of technology issues, Trustees should check for technology or Zoom connectivity issues upon receipt of the Board materials one week prior to each Trustees’ meeting and again fifteen minutes before the meeting. IT staff will be available for trouble shooting during these times if necessary.
- To ensure meetings start on time, Trustees are asked to join the meeting 15 minutes before the scheduled start time. Staff shall be ready to support the meeting at the scheduled start time. The Chair shall gavel the meeting to come to order at the scheduled time.
- Public comments may start immediately after the meeting is called to order. The Chair shall not recognize Trustees for comments or questions during public participation and shall advise the Trustee that the matter may be raised during the new business portion of the agenda.
- To ensure meetings are a reasonable length, the Board will use a timed agenda. The appropriate Board officers and staff shall work collaboratively to develop a realistic and clear agenda and proposed time frame in advance of each meeting. Trustees shall commit to the timed segments at the beginning of the meeting and all Trustees and staff are encouraged to adhere to the established times. The Chair shall be obligated to enforce the time limits, unless the Board consents to amended time limits. To support the effort to manage the Trustees’ meeting times:
  - staff shall prepare materials in a clear and concise format that is respectful of the Trustees’ time commitments and need for relevant information;
  - the Chair shall commit to running the meetings in a respectful, timely, and firm manner;
  - the Executive Director shall ensure that staff is well-prepared and concise in their presentations that will identify material items to share with the Board; and
  - the Trustees shall commit to reading meeting materials thoroughly in advance and taking responsibility for keeping the meetings concise, civil, and on schedule.
- To facilitate debate, Trustees and staff are strongly encouraged to prepare motions in advance of the meeting and to share the draft motion(s) with the full Board and with staff in advance of the meeting.

**Standing Rules of Debate:**

- No Trustee may make a motion or speak in debate prior to the Chair recognizing the Trustee. The Chair may ask for the assistance of another Trustee and/or CTPF Staff to manage some of the parliamentary and/or procedural aspects of the meeting. In a virtual meeting, a Trustee wishing to be recognized by the Chair must use the “raise hand” feature on Zoom. The Chair will make every reasonable effort to recognize Trustees in the order in which they raise their hands, but a speaker is not entitled under Robert’s Rules of Order to be recognized in a specific order. Every Trustee whose request to be heard is in order will be recognized, so the order of speaking is not important.
- All speakers shall refrain from disruptive, disparaging, or demeaning comments during debate and shall treat every person with respect and in a civil manner.
- In order to facilitate respectful debate, the meeting host shall mute all participants (other than the Chair and persons required to assist with parliamentary and/or administrative matters) until the Chair recognizes the person as having the floor. When the Chair recognizes a person, the Chair shall direct the host to send a request to unmute the speaker’s microphone. Once a speaker no longer has the floor, the host shall mute the speaker’s microphone.
- When recognized, a Trustee shall have the floor for up to three minutes, unless the Chair agrees to additional time. If the speaker is interrupted by the raising of any privileged matter, such as a Point of Order, Point of Privilege, or Request for Information that is acknowledged by the Chair, then once the privileged matter is resolved, the Chair shall make a request for unanimous consent to provide additional time to the speaker (“Is there any objection to extending Trustee [Name]’s time by 1 minute”). If a Trustee objects, the Chair shall state the question raised as a motion, which shall not be subject to debate, and take a formal vote.
- A Trustee with the floor may direct questions to other Trustees, staff, or other persons during their remarks, in which case the Chair shall have the discretion to request the appropriate person’s microphone be unmuted. The Trustee with the floor shall retain the floor and may ask follow up questions for the remainder of their time.

- Trustees and staff may direct questions, through a Zoom chat with the Chair, to a speaker with the floor, in which case the Chair shall have the discretion to request that the speaker yield to questions and, if so, request that the appropriate person's microphone be unmuted. Upon conclusion of the question, the Trustee shall retain the floor for the remainder of their time as determined from the point the speaker was interrupted.
- The Chair shall not recognize a Trustee to speak a second time on any matter before all other Trustees who wish to be recognized have spoken. The Chair shall not recognize a Trustee more than two times on any issue. A Trustee who has spoken twice on an issue may ask by Zoom chat for the Chair to allow the Trustee to raise a point previously not raised or to answer a question previously posed.
- No person with the floor may unilaterally yield to another person as the Chair has the sole privilege of recognizing speakers.
- Debate must be germane to the issue before the Board, so Trustees may not raise tangential issues during debate.
- All points of Order and questions of parliamentary procedure shall be decided by the Chair. Such questions are not subject to debate, but the Chair may permit Trustees to be heard or solicit advice from counsel or other persons. Two Trustees may appeal the Chair's decision, in which case the question shall be submitted to the Board for a vote.

**Points of Order, Privilege, and Request for Information:**

- A Trustee wishing to raise a Point of Privilege, Point of Order, or Request for Information may do so at any time by typing a brief description of the Point or Request into the Zoom chat. (e.g. "Point of Privilege: Please enlarge the font on their presentation" or "Please do not address me by my first name"; "Point of Order: a motion to close debate is not debatable"; "Request for Information: Will the Chair ask the speaker to yield to a question about the facts supporting the motion?" or "Will staff be able to provide a more detailed report later?") The Chair's designee shall monitor the Zoom chat and promptly make the Chair aware of any such requests.

- The Chair shall determine whether a Point of Privilege, Point of Order, or Request for Information is in order, and, if so, shall address the matter as appropriate, interrupting the speaker if necessary. The Chair shall decide such Points without debate, unless in doubtful cases the Chair submits the question to the Board for decision. Before rendering a decision, the Chair may request the advice of legal counsel or Fund staff. Any two members may appeal the Chair's decision on a Point of Privilege or Point of Order.
- Points of Order must be limited to situations in which a breach of rules or procedural irregularity substantively impacts the rights of Trustees or the transaction of business. Points of Order may not be made for minor irregularities of a purely technical character.
- Points of Privilege and Requests for Information must be limited to matters that are timely and urgent if raised while another person has the floor.

**Motions and Voting:**

- The Chair shall ask for a motion on any agenda item or other matter before any discussion on the merits. However, a consultant or vendor may present a report supporting an action item before the motion is made. Questions of the presenter should be saved until the completion of the presentation.
- If the Chair determines a Trustee's motion is in order, the Chair shall state the question and open the matter for debate, beginning with the Trustee who made the motion.
- A Trustee may, with due respect for the debate, move to close or limit debate to a period certain; a 2/3 vote is required.