

BOARD POLICY RESOLUTION No. 4 (“BP 4”) ROBERT’S RULES of ORDER

WHEREAS Article V, Section 6.3 of the [Corporate Bylaws](#) empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt Policies (“BP” or “Policies”) not in conflict with the [Restated Articles of Incorporation](#) (“Articles”) or the [Corporate Bylaws](#) (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies shall be titled, numbered and indexed for easy reference and use.

WHEREAS the Restated Articles of Incorporation and the Corporate Bylaws shall take precedence over Board Policies and that the following Board Policy on Robert’s Rules of Order shall provide instruction, direction and guidelines regarding Board Meetings and shall remain in effect until such time it is amended or removed by the Board.

NOW, THEREFORE BE IT RESOLVED that the Corporation shall adhere to the following policy for Robert’s Rules of Order Special Rules of Order at its Board and Membership meetings:

RCSC SPECIAL RULES OF ORDER:

Robert’s Rules of Order allows users to establish specific ways to apply the rules. The following will be the application of Robert’s Rules for Board and Membership meetings.

SECTION 1: MEMBERSHIP MEETINGS

Unless otherwise approved by a majority vote of the assembly, each Member may speak once, on each amendment during debate for a period of 3 minutes. A member wishing to speak a second time may do so only after all Members have spoken once.

SECTION 2: MEETINGS OF THE BOARD

A. Consent Agenda:

A consent agenda may be presented. The matters listed may be taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

B. Procedures for Small Boards:

The Board shall function under the following Procedures for Small Boards:

- 1) Board Members raise their hand when seeking to obtain the floor.
- 2) There is no limit to the number of times a member can speak to a debatable question.
- 3) Informal discussion of a subject is permitted while no motion is pending.
- 4) The chairman is a member and may speak in informal discussions, debate, and vote on all questions.

C. Special Orders of Business: After Roll Call and quorum met:

- 1) Approval of the Agenda
- 2) Reading and Acceptance of Minutes

- 3) Treasurer's Report
- 4) Management Report
- 5) Committee Reports
- 6) Recreation Center Update Report by General Manager
- 7) President Comments
- 8) Announcements
- 9) Committee Recommendations
- 10) Unfinished Business
- 11) New Business

Six Stages of a Motion:

1. Make Motion
2. Seconding the Motion
3. Chair *states* the Motion, which may be read by the maker – The motion: ***Withdrawal of a motion***. The “maker” cannot withdraw his/her motion once the motion has been *stated* by the chair. The motion can be withdrawn by unanimous consent or a majority vote.
4. Members Debate the Motion
5. Chair *puts* the Motion to a vote
6. Announcement of Results of Vote

Understanding the precedence of motions

Only one main motion is allowed on the floor at a time. But many secondary motions can be on the floor at the same time. Precedence of Motion is like a ladder. The bottom rung is the Main Motion. When any motion on the below list is pending, any motion above it on the list is in order and any motion below it on the list is out of order.

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of that day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone to a certain time
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion

Adopted and signed this 31st day of October, 2024 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

Kat Fimmel, President

Connie Jo Richtmyre, Secretary