Administrative Services Committee Meeting Commission Chamber - 11/8/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Davis, member.
Absent: Hon. Lockett, member.

ADMINISTRATIVE SERVICES

1. Request the Commission approve the purchase of 9 F-150 4X4 Trucks for Engineering-Storm Water Division, supporting Maintenance Coordinators, using Storm Water Capital, fund 581. Bid Item 16-235

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on October 25, 2016.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

3. Motion to approve proposed changes to the Augusta Commission's Rules of Procedures as recommended from the Rules Subcommittee. (Referred from October 25 Administrative Services Committee)

Item Action: Approved

Motions

Motion	Motion Text	Made By	Seconded By	Motion

Type				Result
Approve	Motion to approve.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

Administrative Services Committee Meeting
11/8/2016 1:15 PM
Attendance 11/8/16

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

2017 6,000 GVW PICKUP TRUCK

Bid 16-235	Allan Vigil Morrow, GA	Fairway Ford Columbia County	Langsdale Chevrolet	Master Buick, GMC
YEAR	2017	2017	2017	2017
MAKE	Ford	Ford	Chevrolet	GMC
MODEL	F-150	F-150	1500	Sierra
DELIVERY	90 days	90-120 days	60-70 days	90 days
6,000 GVW 4X4 EC 5.0L	**$ 24,891.00**	**$ 25,094.00**	**$ 26,538.00**	**$ 32,518.00**
Skid Plate Package	$ 150.00	$ 148.00	$ 105.00	$ 295.00
Running Boards	$ 235.00	$ 231.00	$ 534.00	$ 780.00
Electric Windows & door locks	$ 1,235.00	$ 1,077.00	$ 640.00	$ 700.00
Trailer Tow Package	$ 400.00	$ 548.00	$ 380.00	$ 375.00
Fire Extinguisher	$ 65.00	$ 50.00	$ 82.00	N/A
Bed Liner	$ 355.00	$ 375.00	$ 453.00	$ 575.00
Toolbox	$ 450.00	$ 259.00	$ 467.00	$ 500.00
Class VI Trailer Hitch	$ 505.00	$ 144.00	$ 405.00	$ 380.00
2" Trailer Ball	incl	incl	$ 51.00	$ 150.00
Window Tint	$ 150.00	$ 150.00	$ 200.00	$ 200.00
Back up alarm	$ 115.00	$ 75.00	$ 71.00	$ 175.00
LED service light	$ 555.00	$ 542.00	$ 504.00	N/A
TOTAL	$ 29,166.00	**$ 28,693.00**	$ 30,431.00	$ 36,648.00

Invitation to Bid

Sealed bids will be received at this office until Friday, September 23, 2016 @ 11:00 a.m. for furnishing:

Bid Item #16-235 6,000 GVW Series Pickup Truck – Augusta Central Services Department – Fleet Management

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid.** Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, September 9, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	August 18, 25, September 1, 8, 2016
Metro Courier	August 24, 2016

Bid #16-235
6,000 GVW Series Pickup Truck
for Augusta, Georgia - Central Services Department-
Fleet Management Division
Bid Opening Date: Friday, September 23, 2016 @ 11:00 a.m.

Total Number Specifications Mailed Out: 20
Total Number Specifications Download (Demandstar): 1
Total Electronic Notifications (Demandstar): 95
Mandatory Pre-Bid/Telephone Conference: NOT APPLICABLE
Total packages submitted: 4
Total Noncompliant: 0

Vendors	ALLAN VIGIL FORD 6790 MT. ZION BLVD MORROW, GA 30260	FAIRWAY FORD OF AUGUSTA 4333 WASHINGTON RD EVANS, GA 30809	LANGDALE CHEVOLET P. O. BOX 770 SYLVESTER, GA 31791	MASTER BUICK GMC 3710 WASHINGTON RD AUGUSTA, GA 30907
Attachment B	Yes	YES	Yes	Yes
E-Verify Number	94460	689687	523776	KROS8437/ 665555
SAVE Form	Yes	YES	Yes	Yes
5.00 Vehicle and Options Required				
5.01 Fullsize Truck, Rg Cab 2 wheel drive	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Fullsize Truck, Rg Cab 4 wheel drive	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Fullsize Truck, Ext Cab 2 wheel drive	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Fullsize Truck, Ext Cab 4 wheel drive	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Fullsize Truck, Ext Cab 2 wheel drive, 8 cyl	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Fullsize Truck, Ext Cab 4 wheels door, 8 cyl	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Fullsize Truck, Crew Cab 2 wheel drive	$23,997.00	$25,038.00	CC15743/ No Bid	$33,228.00
5.08 Fullsize Truck, Crew Cab 4 wheel drive	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed control/tilt steering	$215.00	$207.00	Standard	n/a
5.10 Skid Plate package (4x4)	$150.00	$148.00	$106.00	$295.00

Bid #16-235
6,000 GVW Series Pickup Truck
for Augusta, Georgia - Central Services Department-
Fleet Management Division
Bid Opening Date: Friday, September 23, 2016 @ 11:00 a.m.

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5.11 Minimum 8 Foot Bed	$300.00/ $950.00	$265.00	$614.00	$300.00
5.12 Black platform Run Bd	$235.00	$231.00	$534.00	$780.00
5.13 Elec Windows & Door Locks	$1,235.00	$893.00/ $1077.00	$640.00	$700.00
5.14 Trailer Tow package	$460.00	$548.00	$380.00	$375.00
5.15 CNG Package	$290.00	$1,758.00	n/a	n/a
5.16 Heavy duty payload package	$1,400.00	$3,304.00	Standard	n/a
5.17 XL Chrome appearance package	$300.00	$713.00	$220.00	$510.00
5.18 XL power equipment package	$1,235.00	$893.00/ $1077.00	n/a	n/a
5.19 XL sport appearance package	$300.00	n/a	n/a	n/a
6.00 Outfitter's Specialty Items				
6.01 Fire Extinguisher	$65.00	$50.00	$82.00	n/a
6.02 Outlet receptacle	$70.00	$60.00	$189.00	n/a
6.03 Bedliner	$355.00	$375.00	$453.00/ $529.00	$575.00
6.04 Toolbox	$450.00	$259.00	$467.00	$500.00
6.05 Trailer hitch	$505.00	$144.00	$405.00	$380.00
6.06 Trailer wiring	included	included	$51.00	$150.00
6.07 Trailer Ball	$40.00	$12.00	$30.00	$50.00
6.08 Window tint, reg cab	$125.00	$125.00	$158.00	$150.00

Bid #16-235
6,000 GVW Series Pickup Truck
for Augusta, Georgia - Central Services Department-
Fleet Management Division
Bid Opening Date: Friday, September 23, 2016 @ 11:00 a.m.

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6.09 Window tint, ext cab	$150.00	$150.00	$200.00	$200.00
6.10 Window tint, crew cab	$160.00	$175.00	$220.00	$200.00
6.11 Add on step-driver and passenger side drs	$250.00	$159.00	$246.00	no bid
7.00 Alert Warning Systems				
7.01 Backup alarm	$115.00	$75.00	$71.00	$175.00
7.02 LED topmount light	$555.00	$542.00	$504.00	n/a
2017 6,000 GVW PICKUP TRUCK:				
Year	2017	2017	2017	2017
Make	Ford	Ford	Chevrolet	GMC
Model	F150	F150	Silverado	Sierra
Approximate Delivery Date	10-12 weeks	90-120 days	60-70 days	8-12 weeks

The following vendor did not respond:
GERALD JONES FORD / 3480 WRIGHTSBORO RD / AUGUSTA, GA 30919

Augusta
GEORGIA

Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Ms. Geri Sams, Procurement Director

THROUGH: Ms. Takiyah A. Douse, Central Services Director

FROM: Ron Crowden, Fleet Manager

SUBJECT: Bid Award Request – Bid 16-235

DATE: October 5, 2016

This memo is to request the award for bid 16-235, 6,000 GVW Series Trucks, which opened on Friday, September 23rd[h], be awarded per the attached compilations for various configurations of the bidded vehicle as follows:

Sheets 1, 3, 4, 5, 6, & 8 – Fairway Ford of Evans, Georgia

Sheet 2 & 7– Allan Vigil Ford of Morrow, Georgia

Since no local vendor submitted a bid, there will be no Local Vendor Preference option.

Please notify us when the vendor paperwork is completed so we can move forward with the purchase.

If you have any questions or concerns, please contact me.

Best Personal Regards,

Ron Crowden
Fleet Manager

2017 6,000 PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.01	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	893.00	640.00	700.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.08	125.00	125.00	158.00	150.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$22,701.00	$22,320.00	$22,614.00	$27,980.00

Sheet 1

2017 6,000 GVW PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.02	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.10	150.00	148.00	106.00	295.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	893.00	640.00	700.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.08	125.00	125.00	158.00	150.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$24,183.00	$25,168.00	$25,641.00	$31,951.00

Sheet 2

2017 6,000 GVW PICKUP TRUCKS

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
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5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.03	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.06	inc	inc	51.00	150.00
6.09	150.00	150.00	200.00	200.00
	115.00	75.00	71.00	175.00
	555.00	542.00	504.00	n/a
Total	$24,823.00	$24,290.00	$26,115.00	$31,619.00

Sheet 3

2017 6,000 GVW PICKUP TRUCKS

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.04	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.10	150.00	148.00	106.00	295.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.06	inc	inc	51.00	150.00
6.09	150.00	150.00	200.00	200.00
	115.00	75.00	71.00	175.00
	555.00	542.00	504.00	n/a
Total	$27,859.00	$27,461.00	$29,379.00	$35,596.00

Sheet 4

2017 6,000 GVW PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.05	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.09	150.00	150.00	200.00	200.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$26,009.00	$25,521.00	$27,116.00	$32,521.00

Sheet 5

2017 6,000 GVW PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.06	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.10	150.00	148.00	106.00	295.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.06	inc	inc	51.00	150.00
6.09	150.00	150.00	200.00	200.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$29,166.00	**$28,693.00**	$30,431.00	$36,648.00

Sheet 6

2017 6,000 GVW PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.07	$23,997.00	$25,038.00	No Bid	$33,228.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.06	inc	inc	51.00	150.00
6.10	160.00	175.00	220.00	200.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$28,132.00	$28,514.00	No Bid	$37,063.00

Sheet 7

2017 6,000 GVW PICKUP TRUCK

FOR ALL DEPARTMENTS-6,000 GVW TRUCKS-BID OPENING 9/23/16 @ 11:00

BID 16-235	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
Year	2017	2017	2017	2017
Brand	Ford	Ford	Chevrolet	GMC
Model	F150	F150	1500	Sierra
Delivery Date	90 Days	90-120 Days	60-70 Days	90 Days
5.01 Model -6,000-RC-4x2 (3.7L)	$19,566.00	$19,770.00	$19,705.00	$25,100.00
5.02 Model -6,000-RC-4x4 (3.7L)	$20,898.00	$22,470.00	$22,626.00	$28,776.00
5.03 Model -6,000-EC-4x2 (3.7L)	$20,698.00	$20,839.00	$22,328.00	$27,784.00
5.04 Model - 6,000-EC-4x4 (3.7L)	$23,584.00	$23,862.00	$25,486.00	$31,466.00
5.05 Model - 6,000-EC-4x2 (5.0L)	$21,884.00	$22,070.00	$23,380.00	$28,836.00
5.06 Model - 6,000-EC-4x4 (5.0L)	$24,891.00	$25,094.00	$26,538.00	$32,518.00
5.07 Model - 6,000-CC-4x2 (5.0L)	$23,997.00	$25,038.00	No Bid	$33,228.00
5.08 Model - 6,000-CC-4x4 (5.0L)	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.09 Speed Control/Tilt Steering	215.00	207.00	inc	n/a
5.10 Skid Plate Package 4x4	150.00	148.00	106.00	295.00
5.11 Minimum 8 Foot Bed	950.00	265.00	614.00	300.00
5.12 Black Platform Run Boards	235.00	231.00	534.00	780.00
5.13 Elect Windows & Door Locks	1,235.00	893 / 1077	640.00	700.00
5.14 Trailer Tow Package	460.00	548.00	380.00	375.00
5.15 CNG/LPG Engine Prep Pkg	290.00	1,758.00	n/a	n/a
5.16 Heavy Duty Payload Pkg	1,400.00	3,304.00	inc	n/a
5.17 XL Chrome Appearance Pkg	300.00	713.00	220.00	510.00
5.18 XL Power Equipt Group	1,235.00	893 / 1077	n/a	n/a
5.19 XL Sport Appearance PKg	300.00	n/a	n/a	n/a
6.00 OUTFITTER'S SPECIALTY ITEMS				
6.01 Fire Extinguisher	65.00	50.00	82.00	n/a
6.02 Three Plug Outlet Receptacle	70.00	60.00	189.00	n/a
6.03 Bed Liner	355.00	375.00	453.00	575.00
6.04 ToolBox	450.00	259.00	467.00	500.00
6.05 Class IV Trailer Hitch	505.00	144.00	405.00	380.00
6.06 Trailer Wiring	inc	inc	51.00	150.00
6.07 2" Trailer Ball	40.00	12.00	30.00	50.00
6.08 Window Tint-RC	125.00	125.00	158.00	150.00
6.09 Window Tint-EC	150.00	150.00	200.00	200.00
6.10 Window Tint-CC	160.00	175.00	220.00	200.00
6.11 Add on Step	250.00	159.00	246.00	No Bid
7.00 ALERT WARNING SYSTEMS				
7.01 Backup Alarm	115.00	75.00	71.00	175.00
7.02 Cab Mount LED Flashing Light	555.00	542.00	504.00	n/a

	Allan Vigil Morrow	Fairway Ford	Langsdale Chevrolet	Master Buick, GMC
5.08	$27,094.00	$27,335.00	$29,078.00	$36,142.00
5.10	150.00	148.00	106.00	295.00
5.12	235.00	231.00	534.00	780.00
5.13	1,235.00	1,077.00	640.00	700.00
5.14	460.00	548.00	380.00	375.00
6.01	65.00	50.00	82.00	n/a
6.03	355.00	375.00	453.00	575.00
6.04	450.00	259.00	467.00	500.00
6.05	505.00	144.00	405.00	380.00
6.06	inc	inc	51.00	150.00
6.10	160.00	175.00	220.00	200.00
7.01	115.00	75.00	71.00	175.00
7.02	555.00	542.00	504.00	n/a
Total	$31,379.00	$30,959.00	$32,991.00	$40,272.00

Sheet 8

User: **Mills, Phyllis** Organization: **City of Augusta, GA (Augusta Commission)** Logout | Help

DEMANDSTAR by ONVIA

My DemandStar **Buyers** Account Info

Log Bid **[View Bids]** **Log Quote** **View Quotes** **Supplier Search** **Build Broadcast List** **Reports**

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-235-0-2016/nw

Bid Name 6,000 GVW Series Pickup Truck

1 Document(s) found for this bid

4 Planholder(s) found.

Add Planholder

Supplier Name	Phone	Fax	Doc Count	Attributes	Programs	Actions
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MACOLM CUNNINGHAM CHEVROLET
ATTN: FLEET MANAGER
2031 GORDON HIGHWAY
AUGUSTA, GA 30909

FIVE STAR C/DODGE/JEEP
ATTN: CLARK LAMBERT
3068 RIVERSIDE DRIVE
MACON, GA 31210

JACKY JONES FORD, INC
ATTN: CLINT LAPRADE
P O BOX 1080 HWY 129S
CLEVELAND, GA 30528

HENNA CHEVROLET
ATTN: JIMMY SCOTT
3625 RICHLAND AVENUE W.
AIKEN, SC 29801

THOMSON CHRYSLER
ATTN: MAC MCALLISTER
2158 WASHINGTON ROAD
THOMSON, GA 30824

LEGACY FORD MERCURY, INC.
ATTN: BENNIE WALDROP
413 INDUSTRIAL BLVD
P.O. BOX 248
MCDONOUGH, GA 30253

FAIRWAY FORD OF AUGUSTA
ATTN: LARRY WILLIAMS
4333 WASHINGTON ROAD
EVANS, GA 30809

ALLAN VIGIL FORD
ATTN: BOB BURTNER
6790 MT. ZION BLVD.
P.O. BOX 100001
MORROW, GA 30260

BUTLER CHRYSLER DODGE JEEP
1555 SALEM ROAD
BEAUFORT, SC 29902

AKINS FORD CORP
ATTN: FLEET SALES
220 WEST MAY STREET
WINDER, GA 30680

LANGDALE CHEVROLET
1006 W FRANKLIN ST
SYLVESTER GA 31791

WADE FORD GOVERNMENT SALES
ATTN: ROGER MOORE
3860 SOUTH COBB DRIVE
SMYRNA, GA 30080

LOVE CHEVROLET
ATTN: DON WEAVER
P.O. BOX 8387
COLUMBIA, SC 29033

GERALD JONES FORD
ATTN: FLEET SALES
3480 WRIGHTSBORO ROAD
AUGUSTA, GA 30919

CARL BLACK BUICK-GMC
ATTN: ROBERT M. KLEPAK
1110 ROBERTS BLVD
KENNESAW, GA 30144

MILTON MARTIN HONDA
2420 BROWNS BRIDGE RD
GAINESVILLE, GA 30504

BRANNEN MOTOR CO.
ATTN: BOBBY REED
P. O. BOX 746
UNEDILLA, GA 31091

MASTERS OF AUGUSTA – GMC
ATTN: BUICK– FRANK WARD
ATTN: GMC – BERNARD HUGHES
3710 WASHINGTON ROAD
MARTINEZ, GA 30907

TAKIYAH DOUSE
CENTRAL SERVICES

BID ITEM 16-235
6,000 GVW SERIES PICKUP TRUCK
FOR FLEET MANAGEMENT
BID DUE: FRI., 09/23/16 @ 11:00 A.M.

BID ITEM 16-235
6,000 GVW SERIES PICKUP TRUCK
FOR FLEET MANAGEMENT
MAILED 18 AUGUST 2016

RON CROWDEN
FLEET MANAGEMENT

TAMLAR WALTON
LSBOP

RUSSELL SANDERS
FLEET MANANGEMENT

Administrative Services Committee Meeting
11/8/2016 1:15 PM
2016- Storm Water Pickup Trucks

Department: Central Services - Fleet Management

Presenter: Ron Crowden

Caption: Request the Commission approve the purchase of 9 F-150 4X4 Trucks for Engineering-Storm Water Division, supporting Maintenance Coordinators, using Storm Water Capital, fund 581. Bid Item 16-235

Background: The Augusta Engineering Department has organized the Storm Water Division. An essential part of this Division will be 9 Maintenance Coordinators with each responsible for a "basin" which is a specific area of responsibility. Each coordinator will be managing/overseeing any contractor work or employee work in their respective basin. Engineering Department indicates that their travel requirements will be off the right of way a large part of the time and is requesting they be in 4x4 trucks to facilitate their work.

Analysis: The Procurement Department published competitive bids using the Demand Star application for the 2017 4x4 trucks with 6,000 GVW (F-150, GMC 1500, Chevrolet 1500, Dodge 1500 or equivalent). The results are as follows: Bid 16-235: (1) Allan Vigil Ford = $29,166.00 each; (2) Fairway Ford = $28,693.00 each; (3) Langsdale Chevrolet = $30,431.00 each; (5) Master Buick GMC = $36,648.00 each.

Financial Impact: The trucks will be purchased through the use of 2016 Storm Water Capital Outlay funds (581-04-4320/54.22210). The total cost of the 9 new trucks is $258,237.00.

Alternatives: (1) Approve the request; (2) Do not approve the request. (3) Approve the request in part.

Recommendation: Approve the request to purchase 9 pickup trucks for the Storm Water program at a cost of $258,237.

Funds are Available in the Following Accounts: Storm Water Capital Outlay funds.

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

Augusta
GEORGIA

Administrative Services Committee Meeting Commission Chamber - 10/25/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

ADMINISTRATIVE SERVICES

1. Discuss the Abandon Property Task Force. **(Requested by Commissioner Marion Williams)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to ask Housing & Community Development, the Marshal's Department, Code Enforcement and Environmental Services to meet with representatives from Mt. Calvary Baptist Church, Liberty Baptist Church and the House of Prayer at the Planning Commisson meeting regarding the cleanup of abandoned properties near Wrightsboro Road. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. A motion to approve the twenty-four (24) policies submitted by the PPPM subcommittee as developed by the consultant and to replace the current Personnel Policies and Procedures Manual (PPPM). **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the sub-committee for further discussion of items. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

3. Motion to approve the minutes of the Administrative Services Committee held on October 11, 2016.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

4. Motion to **approve** proposed changes to the Augusta Commission's Rules of Procedures as recommended from the Rules Subcommittee.

Item Action: Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

5. Motion to approve the award of the RFP for PBM (RFP #16-236) to Magellan and authorize the Mayor to execute the approved contract for a period of three years.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

Administrative Services Committee Meeting
11/8/2016 1:15 PM
Minutes

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 25, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Summary of Changes Proposed by the Rules Sub-Committee

1. Code sections addressing items closely related to items addressed in rules to be merged with rules for improved continuity and readability. Term "Commission-Council" changed to "Commission" to be consistent with amendments to Consolidation Act.

2. Rule 1.04. Changed to reflect that the term of the Mayor Pro Tempore is now two years.

3. Rule 1.07.01. Clarification that all supporting documentation for agenda items is to be included with the agenda item.

4. Rules 1.07.02 and 1.07.05. Restricting those who may place an item on the regular agenda to: Administrator, any member of the Commission and any elected official.

5. Rules 1.07.02, 1.07.04, 1.07.05, 1.10.02(b). Clarifying that the deadline to submit agenda items is 9 a.m. on Thursday and agenda items shall be submitted to the Clerk of Commission (not the Administrator).

6. Rule 1.07.02. Clarifying that the requirement to have an item added to the agenda after the 9 a.m. Thursday deadline is unanimous consent of the commission members in attendance.

7. Rule 1.07.02. Clarifying that unanimous consent of committee members present is required to add an item to a committee after the 9 a.m. Thursday deadline.

8. Rule 1.07.08. Added to state that if an item has appeared on the Commission Agenda and been defeated, or if no action is taken on an item, it shall not be considered again by the Commission until it has been discussed at the committee level.

9. Rule 1.10.02. Changed the public participation rule to provide that complaints about employees and business solicitations are to go to the Administrator.

10. Rule 1.01.08. Changed to state that in the event there is no quorum at a committee, all such items on such agenda shall be placed on the agenda of the next regular meeting of the full Commission.

RULES OF PROCEDURE

for the

AUGUSTA, GEORGIA COMMISSION

CONTENTS

Section 1.01 Meeting- Time and place; Committees

Section 1.01.01 Regular, Meetings, Special Meetings, Committee Meetings

Section 1.01.02 Adjourned Meetings

Section 1.01.03 Executive Session Meetings

Section 1.02 Quorum

Section 1.03 Chairman-Mayor

Section 1.04 Vice Chairman-Mayor Pro Tempore

Section 1.05 Absence of Chairman-Mayor and Vice Chairman-Mayor Pro Tempore

Section 1.06 Minutes

Section 1.06.01 Content of Minutes

Section 1.06.02 Approval of Minutes

Section 1.07 Regular Agenda

Section 1.08 Consent Agenda

Section 1.08.01 Voting on Consent Agenda

Section 1.08.02 Non-agenda Items

Section 1.09.01 Voting

Section 1.09.02 Roll Call Vote

Section 1.09.03 Voting "*en gross*"

Section 1.09.04 Discussion Following Vote

Section 1.09.05 Tie Votes

Section 1.10 Public Participation in Commission Meetings

Section 1.11 Appointments by the Commission

Section 2.00 Decorum of Debate

Section 2.01 Adherence to Agenda

Section 2.02 Discussion of the Issue

Section 2.03 Call to Order, Remarks

Section 2.04 Discussion Through the Chair

Section 2.05 Disruptions

Section 2.06 Call to Order, Action

Section 2.07 Call "Out of Order"

Section 3.00 Procedure in Meetings

Section 3.01 Motions

- Section 3.01.01 Motions in General
- Section 3.01.02 Divide the Motion
- Section 3.01.03 Discuss by Paragraphs
- Section 3.01.04 Withdrawal of Motion
- Section 3.01.05 Considered *en Gross*
- Section 3.01.06 "Filling in the Blank"

Section 3.02 Main Motions

Section 3.03 Ranking of Motions

Section 3.04 Subsidiary Motions

- Section 3.01.01 Postpone Indefinitely
- Section 3.04.02 Amend
- Section 3.04.03 Refer to a Committee
- Section 3.04.04 Postpone to a time Certain

Section 3.04.05 Limit or Extend Limits of Debate

Section 3.04.06 Vote Immediately

Section 3.04.07 Lay on the Table

Section 3.05 Privileged Motions

Section 3.05.01 Question of Privilege

Section 3.05.02 Recess

Section 3.05.03 Adjourn

Section 3.06 Incidental Motions

Section 3.06.01 Appeal

Section 3.06.02 Parliamentary Inquiry

Section 3.06.03 Point of Order

Section 3.06.04 Point of Information

Section 3.07 Supplementary Main Motions

Section 3.07.01 Reconsider

Section 3.07.02 Rescind

Section 3.07.03 Resume Consideration

Section 4.00 Actions of the Commission

Section 4.01 Ordinances and Resolutions

Section 4.02 Signing, Authentication, and Records

Section 4.03 Publication of Ordinances, Notices, etc.

Section 5.00 Parliamentarian

Section 6.00 Parliamentary Authority

Section 7.00 Amendments

APPENDIX Parliamentary Definitions

OPERATIONAL PROCEDURE

1.01 MEETING-Time and place; committees.

1.01.01 Except for the months of April and July, Regular Commission meetings shall be held on the first and third Tuesday of each month at 2:00 p.m. in the Commission Chambers on the second floor of the Municipal Building. Except as otherwise provided by law, all meetings of the Commission shall be public meetings.

1.01.01(a) The first meeting in April of each year shall be held on the last week of the preceding March.

1.01.01(b) The first meeting in July of each year shall be held on the last week of the preceding June.

1.01.02 Regular Commission meetings for Executive Session matters and matters requiring urgent approval shall be held on the second and last Tuesday of every month at 11:00 a.m. in the Commission Chambers on the second floor of the Municipal Building.

1.01.02(a) Executive Session meetings shall be conducted in accordance with the Georgia Open Meetings Act.

1.01.03 Except for the months of April and July, all regular committee meetings shall be held on the second and last Tuesday of every month in the Lee N. Beard Commission Chamber beginning at 1:00 p.m. with the Public Services Committee starting first every time followed by an alphabetic rotation of the following committees Administrative Services, Engineering Services, Finance, Public Safety on a two-month rotation cycle.

1.01.03(a) The last committee meetings in March of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in March.

1.01.03(b) The last committee meetings in June of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in June.

1.01.04 Other called meetings of the Commission and Committees and the subject, dates and time of these meetings may be scheduled as needed and notification of such meetings shall be provided to the public in advance as required by law.

1.01.05 If there is a necessity to change the time and date of the regular meeting of the Commission or Committees or of any specially called meetings or any executive session meeting, this shall be done by request of the Mayor or a majority of the members of the Commission, provided a majority of the Commissioners can attend the meeting which shall be held on a different day. Notice of the time and date change shall be provided to the Mayor and Commission.

1.01.06 The Commission may hold such additional meetings as shall be deemed necessary when called by the Mayor or a majority of the members of the Commission, provided all members shall have been notified at least twenty-four (24) hours in advance of the special meeting. Provided, further, that a majority of the Commission may convene the same in extraordinary session for emergency business, such a natural disaster or civic disturbance, whenever in their judgment it may be necessary.

1.01.07 An adjourned meeting is a continuation of the meeting immediately preceding, whether a regular or special meeting.

1.01.07(a) If a scheduled meeting of the Commission is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or to a specific day scheduled by the Commission to allow for the completion of pending business.

1.01.07(b) In an adjourned meeting (regular or special), only business which would have been proper to consider at the immediately preceding meeting may be considered and acted upon at the adjourned meeting.

1.01.07(c) Adjourned meetings resume business under the same rules, limitations and rights as the immediately preceding meeting.

1.01.08Any action taken at any committee meeting (other than to postpone the agenda item to the next, or a future, committee meeting) shall be placed on the agenda of the regular meeting, regular called meeting, or special meeting of the full Commission for approval of the action of the committee. In the event there is no quorum at a committee, all such items on such agenda shall be placed on the agenda of the next regular meeting of the full Commission.

1.02 QUORUM

1.02.01 Seven (7) members of the Commission shall constitute a quorum for any meeting of the Augusta-Richmond County Commission.

1.02.02 If a quorum is not present thirty (30) minutes following the scheduled hour for convening the meeting, the Chairman-Mayor or the Vice Chairman-Mayor Pro Tempore, or in their absence, the Administrator (or his/her designee), may adjourn the meeting until the next day. By unanimous consent of those Commissioners present, the meeting may be adjourned to another hour and day.

1.02.03 If during the meeting there ceases to be a quorum, all business must stop except that the Commission, by majority vote to be recorded in the minutes (naming those present at the time of the vote) may:

1.02.03(a) fix another day at which to reconvene;

1.02.03(b) adjourn and return at the next regular meeting;

1.02.03(c) recess to determine if a quorum will be present within a short period of time.

1.03 Chairman-Mayor.

1.03.01 The Chairman-Mayor shall have the rights and privileges of the other Commissioners with respect to debate, but shall have the right (but is not obliged) to vote on any matter (excluding appointment of any Commissioner to a committee and excluding voting as a member of any Committee as provided in the Consolidation Act) only to break a tie or to create a tie. Additionally, his/her duties during meetings shall include:

1.03.0l(a) presiding over meetings of the Commission;

1.03.0l(b) calling the meeting to order at the scheduled hour;

1.03.0l(c) determining that a quorum is present;

1.03.0l(d) preserving decorum and order at all meetings,

1.03.0l(e) making the Commissioners aware of the substance of each motion;

1.03.0l(f) calling for each vote;

1.03.0l(g) announcing the results of each vote;

1.03.0l(h) calling for a recess at such times as deemed advisable.

1.03.02 The Chairman-Mayor shall exercise such other duties as prescribed in Consolidation Act or by ordinance.

1.04 Vice Chairman-Mayor Pro Tempore. A Vice Chairman-Mayor Pro Tempore shall be elected from among the district Commissioners at the first regular meeting in January of each odd-numbered year as provided in the Consolidation Act. The Vice Chairman-Mayor Pro Tempore shall serve for a period of two years and shall have all rights, privileges and duties of the chair in the absence of the chair (excluding the right to vote to create or break a tie), and in addition shall have the right to make motions and vote on any issue, including matters coming before any Committee of which he is a member. The Vice Chairman-Mayor Pro Tempore may succeed himself/herself, subject to the two consecutive term limitation contained in the Consolidation Act.

1.05 Absence of Chairman-Mayor and Vice Chairman-Mayor Pro Tempore. In the absence of the Chairman-Mayor and Vice Chairman-Mayor Pro Tempore, the Administrator shall determine whether a quorum is present. If a quorum is present, the Administrator shall call for the election of a temporary chair. The temporary chair shall preside over that meeting or until the

conclusion of the business immediately pending at the time the Chairman-Mayor or Vice Chairman-Mayor Pro Tempore arrives.

1.06 Minutes.

1.06.01 All actions of the Commission, except for actions described in O.C.G.A. § 50-14-3 and § 50-14-4, (or as these sections may be amended from time to time), shall be accurately recorded by the Clerk (or his/her designee) in the minutes which minutes shall include:

1.06.0l(a) all main motions, exactly as worded when adopted (including amendments or stipulations);

1.06.0l(b) the name of the maker of all important motions;

1.06.0l(c) disposition of all main motions, Whether

1.06.0l(c)(l) adopted;

1.06.0l(c)(2) defeated;

1.06.0l(c)(3) referred to committee or to staff for further information or recommendations;

1.06.0l(c)(4) held until a definite time;

1.06.0l(c)(5) the vote of each Commissioner; and 1.06.0l(c)(6) comments of Commissioners verbatim.

1.06.02 The minutes of meetings of the Commission shall, at a minimum, briefly describe all statements made and shall record the actions taken by the Commission. Any statement shall be recorded in full at the request of a member of the Commission. A member of the Commission may incorporate an additional statement when the minutes are read. The minutes shall be read before they are approved as soon as is possible or feasible but in no case later than the next regular meeting of the Commission.

1.06.03 The responsibility for correcting and approving the minutes shall be vested only in the members of the Commission. The minutes of each meeting shall indicate their subsequent approval/ correction. The minutes may be corrected whenever an error is noticed upon approval of the Commission regardless of the time which has elapsed since recording of the minutes.

1.06.04 The minutes shall be attested to by the Clerk or his/her designee.

1.07 Regular Agenda.

1.07 .01 All agenda items shall include all supporting documentation and such shall be submitted to the Clerk for inclusion on the agenda for all meetings of the Commission.

1.07.02 Subject to the limitation of Rule 1.07.08, the Administrator, any elected official and any member of the Commission shall have the right to have an item placed on the regular agenda of the Commission provided said item is submitted to the Clerk of Commission no later than 9:00 a.m. on the Thursday prior to the Tuesday of the regular Commission meeting or any regular Committee meeting. An item may be added to the regular agenda after the 9:00 a.m. Thursday deadline with the unanimous consent of the commission members in attendance. Unanimous consent of the committee members present shall be required to add and item to a committee agenda after the 9:00 a.m. Thursday deadline.

1.07.03 The Clerk shall be responsible for assembling the agenda and distributing it to all Commissioners no later than Friday in advance of the scheduled meeting.

1.07.04 An item may be removed from the agenda after 9:00 a.m. on the Thursday prior to the Tuesday of the regular Commission meeting with unanimous approval of the members of the Commission attending the regular meeting.

1.07.05 An item may be removed from the agenda prior to 9:00 a.m. on the Thursday prior to the Tuesday of the regular Commission meeting upon the request of the individual who was responsible for placing the item on the agenda.

1.07.06 No item pertaining to alcoholic beverage application shall be placed on the agenda within one (1) year from the date of the denial of the application by the Commission.

1.07.07 No item pertaining to zoning shall be placed on the agenda for the same zoning classification within one (1) year from the date of the denial of the application by the Commission.

1.07.08 If an item has appeared on the Commission Agenda and been defeated, or if no action is taken on an item, it shall not be considered again by the Commission until it has been discussed at the committee level.

1.08 Consent Agenda.

1.08.01 All items contained in the consent agenda may be voted on *en gross*. Prior to the vote on the consent agenda, any Commissioner may withdraw an item from the consent agenda so that it shall be voted on individually.

1.08.02 A non-agenda item shall be defined as that which is deemed by a Commissioner to require urgent attention, but which has not been placed on the published agenda.

1.08.02(a) If a Commissioner requests that a non-agenda item be added to the consent agenda, he/she must provide the specific item, and the reasons immediate attention is required, to the Commission.

1.08.02(b) The unanimous consent of the Commissioners present at the meeting shall be required to add an item to the consent agenda.

1.09 Voting.

1.09.01 All votes shall be taken by raised hand, except those which the chair handles through unanimous consent (i.e., "If there are no objections ... "), and unless there is a request for a roll-call vote. A single objection will require that a counted vote be taken. An affirmative vote of at least six (6) members of the Commission shall be required to adopt a motion, except where otherwise indicated.

1.09.02 Any Commissioner shall have the right to request a roll call vote on any issue, in which event the chair shall direct the Clerk to call the roll in alphabetical order, except that the Chairman-Mayor's name shall be called last and only when his vote will create or break a tie. As each Commissioner's name is called, such Commissioner shall vote either "yes" or "no" to the question presented. To verify the vote and to correct possible errors, the Clerk repeats the vote after each member responds to his name. At the conclusion of the roll call, the Chairman-Mayor can ask if anyone entered the room after his name was called. Changes of the vote are also permitted before the result is announced.

1.09.03 When an entire agenda "tab" has been moved to be voted upon by an *en gross* vote (see Section 3.01.05 herein), a Commissioner may, without discussion state that he/she is voting in the affirmative on all of the agenda items on that "tab" except certain ones which he/she will name by number. In such cases, the votes of the Commissioner(s) will be recorded as negative for the items named, unless the Commissioner abstains as provided in Section 1.09.06.

1.09.04 If a motion has been voted on without discussion and a Commissioner feels that it is necessary to explain his/her vote, he/she may have no more than one minute to give public reasons for his/her vote. The chair will not allow the Commissioner to repeat discussion that has already taken place at the same meeting, however.

1.09.05 A tie vote shall cause all procedural motions to be defeated. A tie vote on a main motion shall keep the motion as pending before the Commission and the motion shall be rescheduled for another time; Provided, however, the Chairman-Mayor shall have the right to vote to create or break a tie.

1.10 Public Participation in Commission Meetings.

1.10.01 Persons wishing to address the Commission shall do so during the Public Comment portion of the agenda.

1.10.02 Subject to the limitations provided for herein, speakers will be allowed to appear before the Commission at the public comment session prior to the regular agenda with each speaker allotted a maximum of five (5) minutes for their presentation.

1.10.02(a) Persons seeking to complain about the performance or lack thereof of an employee of Augusta, Georgia shall submit such requests to the Administrator for resolution. Such requests for public comment will not be heard by the Commission or any committee.

1.10.02(b) Persons or businesses seeking to do business with Augusta, Georgia shall submit such requests to the Administrator for consideration in accordance with the requirements of the Procurement Code. Requests to make presentations for products or services will not be heard by the Commission or any committee except as permitted by the Procurement Code.

1.10.03 Each speaker must submit a request in writing, including his/her address, which will state the topic of discussion, to the Clerk's office no later than 9:00 a.m. on the Thursday preceding the next regularly scheduled Commission.

1.10.04 An extension of the five (5) minute limit per person may be granted upon the affirmative vote of six (6) members of the Commission.

1.10.05 If deemed advisable by the Chairman- Mayor, a written response to a speaker may be provided by the appropriate County staff within thirty (30) days. The Commission may respond verbally at the completion of any speaker's presentation.

1.10.06 After each individual speaker's remarks have concluded, the Chairman Mayor may, but shall not be required to, briefly respond, either personally or through another member of the Commission whom the Chairman-Mayor shall designate. In addition, when a request for special action or a grievance has been heard the matter will be referred to the Administrator (or his/her designee) who will prepare a response to the matter. If necessary, action on the matter for consideration of the Commission will be placed on the agenda for the second regular meeting following the date of the comment.

1.10.07 No speaker will be allowed to return on public comment on the same issue within a period of ninety (90) days; however a speaker may return on another issue following the policy and procedure.

1.10.08 All speakers, other than salaried members of the Augusta-Richmond County staff, shall address the Commission in the following manner:

1.10.08(a) Stating name and address (address is required only if individual has not previously provided address to Clerk).

1.10.08(b) Stating whether he/she is speaking for himself/herself or for another;

1.10.08(c) Stating if he/she represents an organization and whether he/she is being compensated by the organization for whom he/she speaks;

1.10.08(d) Stating whether he/she or any member of his/her immediate family has a personal interest in the pending matter.

1.10.08(e) Stating his/her comments.

1.10.09 All remarks shall be to the Commission as a body and addressed through the chair. Remarks shall not be made to a particular Commissioner.

1.10.10 Questions from Commissioners, the Administrator, and/or the Augusta Richmond County Attorney may be made for clarification. However, no person shall be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the chair.

1.10.11 All remarks must be related to the issue on which the speaker has requested to be heard. No person shall be allowed to make impertinent, derogatory, offensive or slanderous remarks while addressing the Commission.

1.10.ll(a) A person may be barred from further speaking before the Commission in that meeting if his/her conduct is deemed "out of order";

1.10.ll(b) Once barred for improper conduct, a speaker shall not be permitted to continue or again address the Commission in that meeting unless a majority vote of the Commission allows;

1.10.ll(c) In the event a speaker who is barred fails for improper conduct to obey the ruling, the chair may take such action as is deemed appropriate, including the removal of such person from the assembly;

1.10.ll(d) The Commission may bar a person from addressing Commission meetings for up to sixty (60) days for improper conduct. A person barred by the Commission for this period may request a hearing by written request to the chair, which request shall state the reason(s) for a reversal of the decision. All requests for hearings shall be placed on the agenda and heard by the Commission. An affirmative vote of six (6) members of the Commission shall be required to overturn the previous decision to bar the persons.

1.10.ll(e) If not otherwise recognized by the Chair, upon motion and the affirmative vote of six (6) members of the Commission, the Commission may allow public comment on an agenda item at the time the item is being considered by the Commission. These comments must be limited to the subject that is being debated. Members of the public may speak for five minutes and may only speak once. These limits can be waived by the affirmative vote of six (6) members of the Commission.

1.10.ll(f) The Commission may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the Commission. Hearings may be held immediately prior to or following a meeting of the Commission or at such other places and times as the Commission may determine. No official action shall be taken at any such public hearing.

1.11 Appointments by the Commission.

1.11.01 Appointments shall be made as necessary. When it is has been determined, by the Consolidation Act or other rule or manner, that it is the "right" or "turn" of a particular Commissioner to nominate a candidate for a position, such nominee must be elected by a majority of the Commission. If any nominee, however nominated, fails to receive a majority vote, alternate candidate(s) may be nominated until the position is filled by majority vote.

1.11.02 Any appointment to fill an expired or a new term on any board or commission, which appointment is made by the Commission, shall not have less than six (6) votes of approval.

2.00 Decorum of Debate. The following practices shall be followed in debate on motions and matters presented to the Commission.

2.01 Adherence to Agenda.

2.01.01 In discussion, the remarks made by the Commissioners shall be confined to the motion or matters immediately before the Commission.

2.01.02 All Commissioners must conduct themselves in a professional and respectful manner. All remarks should be directed to the Chairman-Mayor and not to individual Commissioners, staff or citizens in attendance. Personal remarks are inappropriate. A Commissioner may not speak at a meeting until he has been recognized by the Chairman-Mayor. All comments made by a Commissioner shall address the motion that is being discussed.

2.01.03 During these remarks a Commissioner must observe the same rules of decorum as those set forth in Section 2.02 below, and may be called to order by the Chairman-Mayor or another Commissioner if there is a breach of those rules.

2.01.04 A Commissioner may not interrogate another Commissioner, staff or citizens. No one shall attempt to enter into discussion with a Commissioner who has chosen to avail himself/herself of this opportunity to share his/her opinions with the public.

2.02 Discussion of the Issue. In discussion, a Commissioner may condemn the nature of likely consequences of the proposed measure in strong terms, but must avoid a discussion of personalities, and under no circumstances may he/she attack or question the motives of another Commissioner or staff. The issue, and not a person, shall be the item under discussion. Any

Commissioner wishing to discuss an issue shall be allowed to do so; however, discussion of any particular issue by any particular Commissioner shall be limited to two (2) minutes of discussion and one (1) minute of rebuttal, unless debate is extended by the chair or by motion as provided in Section 3.04.05 hereof.

2.03 Call to Order, Remarks. The chair shall immediately call as "out of order" any remarks made outside the issue being addressed. Additionally, another Commissioner may call this breach of procedure to the attention of the chair and other Commissioners. In either case, the speaking Commissioner shall be required to continue with his/her remarks confined to the issue.

2.04 Discussion Through the Chair. All discussion shall be made through the chair, and one Commissioner may not interrogate another Commissioner or person speaking from the public except through the chair (or with the permission of the chair).

2.05 Disruptions. During discussion or voting, no Commissioner shall disturb the other Commissioners in any way that may be considered disruptive to the proceedings or that may hamper the transaction of business by the Commission.

2.06 Call to Order, Action. The chair may rule as "out of order" any action deemed inappropriate or dilatory and may interrupt a speaker for reasons deemed necessary by the chair. The Chairman-Mayor shall say, "Commissioner/speaker, those remarks are out of order. Please cease this line of comment and make appropriate comment to the issue.

2.07 Call of "Out Of Order".

2.07.01 If a member of the Commission refuses to comply with these Rules of Procedure the following procedure shall be used:

2.07.0l(a) The Commissioner shall be "called to order" by the chair, who shall say, "Commissioner _____ [using name], you are now out of order. If you persist a reprimand will be entered into the record."

2.07.0l(b) If a Commissioner defies the ruling of the chair, the Chairman Mayor shall state, "Commissioner, you are personally out of order. Let the record indicate a reprimand against Commissioner _____Commissioner _____, you have a right at this time to appeal the ruling of the chair by asking that a roll call vote of the Commissioners present be taken and a statement by each Commissioner be recorded as to why he/she is for or against the ruling of the chair. A majority vote of the members of the Commission present shall govern."

3.00 Procedure in Meetings.

3.01 Motions.

3.01.01 In order for the Commission to take any official action on any subject, a Commissioner must propose a Main Motion or there must be an Recommended Main

Motion, as provided in Section 3.01.02(a). A proposed Main Motion must be seconded before there will be discussion on the motion. A second does not require the Commissioner seconding the motion to support the motion. A Commissioner may withdraw a Main Motion that he has made as provided in Section 3.01.04 hereof, at any time before the Commission has voted on that motion. Prior to taking a vote, the chair shall state the motion (or resolution) or its substance, or he/she may call upon the Clerk or secretary to do so.

3.01.02 If the motion presented contains two (2) or more parts capable of standing as separate motions, a Commissioner may move to "Divide the Motion." This motion shall require a second and discussion shall be allowed only on why it should or should not be divided. A majority vote shall be required to adopt the motion to "divide the motion."

3.01.03 If a main motion is in the form of a resolution or document containing several paragraphs or sections which are not separate motions but could be discussed more efficiently if discussed in sections, a motion to Discuss by Paragraphs, Sections, or Numbered Agenda Items under a "tab," may be made. A second shall be required and discussion shall be brief as to the necessity for the action. A majority vote shall be required to "consider by paragraphs, sections, or numbered agenda items under a 'tab'."
3.01.04 Once a motion has been moved and seconded, it belongs to the entire Commission and not to the maker of the motion; therefore, if a Commissioner wishes to Withdraw a motion that is officially before the Commission, action of the Commission must be taken in either of the following ways:

> 3.01.04(a) The chair may ask the Commission if there are any objections to the motion being withdrawn. If there are no objections, the motion shall be withdrawn by unanimous consent, without the need for the seconder to withdraw his/her second;
>
> 3.01.04(b) If there is an objection to the motion being withdrawn, then the chair shall take an official vote on the "motion to withdraw the motion", a second being required. A majority vote shall be required to adopt the motion to "withdraw the motion."

3.01.05 If a Commissioner feels that time could be saved by acting on all of the agenda items under a "tab," he/she may move that it be "Considered *en Gross*." (See Section 1.08.02.)

3.01.06 When several alternatives need to be considered (such as staff recommendations that propose various options for the Commission to consider), unlimited choices may be considered by "Filling the Blank" in the motion:

> 3.01.06(a) No Commissioner may suggest more than one proposal for filling the blank without unanimous consent from the other Commissioners;

3.01.06(b) Each proposal shall be debatable and shall be treated as an independent item to be voted on separately until one has been approved by a majority. As soon as one proposal has received a majority, no others shall be considered;

3.0l.06(c)Alternatives (from staff recommendations and/or suggestions by Commissioners) are listed in logical order for voting:

3.0l.06(c)(l) Names are listed in the order in which they were proposed,

3.0l.06(c)(2) Other proposals are listed in the order of their probable acceptability, beginning with the least popular choice.

3.02 Main Motions.

3.02.01 A main motion is a motion whose introduction brings business before the Commission.

3.02.0l(a) Recommended Main Motions- A recommendation from staff, or another item published in the agenda for action, shall be handled as an Recommended Main Motion by the chair. That is, the chair shall, upon the conclusion of a report, state, "The question (or motion) before you is ... " (stating the motion in the affirmative). No second will be required in these instances and the chair, in assuming such motion, is not presumed to be in favor of the motion and may speak against it if he/she so wishes.

3.03 Ranking of Motions.

3.03.01 Each subsidiary and privileged motion is assigned a specific rank. A motion of higher precedence can interrupt motion of lower precedence. The higher motion must be decided before the Commission returns to consider the motion of lower precedence.

3.03.02 A main motion has the lowest rank and does not take precedence over any other motion. A motion to adjourn has the highest rank and will take precedence over all other subsidiary and privileged motions. The order of precedence of motions shall be in accordance with this Section. Motions at the top of the following list take precedence over motions at the bottom of the list.

HIGHEST RANK:
PRIVILEGED MOTIONS (Undebatable)
1. Adjourn
2. Recess
3. Question of Privilege

SUBSIDIARY MOTIONS (Undebatable)
4. Lay on the Table (Postpone Temporarily)

5. Vote Immediately (Previous Question)
6. Limit Debate or Extend

SUBSIDIARY MOTIONS (Debatable)
7. Postpone to a Time Certain (Postpone Definitely)
8. Refer to Committee (Commit)
9. Amend
10. Postpone Indefinitely

OTHER MOTIONS
LOWEST RANK-
11. Main Motion

3.04 Subsidiary Motions. During the course of debate, Commissioners may introduce motions that propose that the Commission take a particular action on a main motion. These motions are called subsidiary motions and they allow the Commission to reach a conclusion on the main motion. Subsidiary motions require a second before they can be voted on or debated. Three subsidiary motion, Amend, Limit Debate, and Vote Immediately, also can apply to other subsidiary motions.

3.04.01 Postpone indefinitely. If a Commissioner believes that the main motion should not be considered by the Commission, that Commissioner may move to postpone the consideration of the main motion indefinitely. If the motion is successful, consideration of the main motion stops and the main motion is tabled for the duration of the meeting. A motion to postpone indefinitely can be debated, but it can be amended. A majority vote of the Commission is required for the motion to pass.

3.04.02 Amend. If a Commissioner believes that a main motion that is on the table should be changed in order to make it more acceptable, he can move to amend the motion. Amendments must be closely related to the original motion and must not change the nature of the motion that they amend. Motions to refer, amend, postpone to a time certain and the motion to recess can also be amended. A motion cannot be amended more than two times. Debate is allowed on a motion to amend only if the original motion is debatable. Debate is limited to the proposed amendment. A majority vote is required for the Commission to adopt an amendment. If the amendment is adopted then the Commission shall consider the amended version of the motion. Concerning the amending of particular motions:

3.04.02(a) If a Commissioner feels that the main motion might be more acceptable stated other than as presented, the Commissioner may amend through substitution, insertion of stipulations, striking out portions, or striking out and inserting portions. A substitute motion shall be treated as a motion to amend. Such proposed amendments shall be handled in one of the following ways:

3.04.02(a)(l) by unanimous consent of the Commissioners; the chair, or another Commissioner, through the chair, may suggest changes or stipulations, and if there are no objections from the Commissioners, the motion shall be amended by unanimous consent.

3.04.02(a)(2) with a second, discussion and a majority vote on the proposed amendment.

3.04.02(b) If a proposed amendment fails to obtain unanimous consent or a majority vote, the main motion considered shall be the one originally presented.

3.04.02(c) An amendment must be germane (relating to the substance of the main motion) and may not introduce an independent question.

3.04.02(d) Improper amendments shall be:

3.04.02(d)(l) one(s) which are not germane,

3.04.02(d)(2) one(s) which would make the adoption of the amended motion equivalent to a rejection of the motion;

3.04.02(d)(3) one(s) which are, in the opinion of the Chairman Mayor, frivolous or absurd.

3.04.03 Refer to A Committee (Commit). If a Commissioner believes that further information is needed before the Commission can act on a main motion, he may propose that the motion be referred to a specific committee or department for further study. If an appropriate committee does not already exist, then a committee may be formed as a part of the motion. A motion to commit should specify the date that the committee or department will report back to the Commission. A motion to refer shall require a second and shall be debatable only as to whether or not it shall be referred, to whom it shall be referred, or when the person to whom it is referred shall report back. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to refer. This motion is amendable. A majority vote is required for the motion to pass.

3.04.04 Postpone to a Time Certain (Postpone Definitely). A motion to postpone to a certain time may be proposed if a Commissioner believes that the main motion should not be considered until a future time. This motion shall set a particular time for the main motion to be considered again. It is debatable and can be amended. A motion to hold to a time certain shall require a second and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold to a time certain. If this motion is passed, the Chairman-Mayor will bring the original motion back to the Commission for consideration at the specified time which may be at the same meeting, at a subsequent meeting, or upon the occurrence of a specified event. A majority vote of the Commission is required for the motion to pass.

3.04.05 Limit or Extend Limits of Debate. A motion to limit debate places a time constraint on the length of debate. The details of such a motion are to be decided by the Commissioner who makes the motion. This motion can also be used to extend the limits of debate if a limit on debate already exists. Debate is not allowed on this motion. A majority vote of the Commission is required for the motion to pass.

3.04.06 Vote Immediately (Call The Question). A Commissioner may move to "call the question" (i.e., move to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall not require a second and no discussion on the motion shall be allowed. If there is no objection, then it will be presumed there is unanimous consent. Should there be an objection, an affirmative vote of a majority of the Commission shall be required.

3.04.07 Lay on the Table (Postpone Temporarily). A motion to lay on the table proposes that the consideration of a main motion be postponed until a later time in the same meeting. The main motion can be brought back for consideration only if a motion to Resume Consideration is accepted by the Commission during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion and the motion is not amendable. A majority vote of the Commission is required for the motion to pass.

3.05 Privileged Motions. Privileged motions facilitate the running of the meeting. They do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on these motions.

3.05.01 Question of Privilege. A formal question addressed to the chair concerning the rights of a Commissioner or of the Commission as a whole is referred to a question of privilege. It does not require a second and cannot be debated or amended. The chair is required to make a ruling on the question, and no vote is required unless a motion arises out of the privilege.

3.05.0l(a) If any matters occur which impede the Commission's completion of its business (e.g., noise, mechanical difficulties with equipment, matters that affect the safety, orderliness, or comfort of the Commissioners, or affecting the honor of an individual Commissioner) any Commissioner may state to the Chairman Mayor that he/she has a question of privilege and the matter must be addressed before the pending business of the Commission continues.

3.05.02 Recess. A motion to recess proposes that the meeting be suspended for a particular amount of time when business is still pending. It is a temporary intermission of the proceedings. A recess may be taken as it appears on the agenda or as it is declared by the chair when he/she deems it advisable or by a motion from a Commissioner. The motion must specify the length of the recess. The motion must also be seconded. Debate is not

allowed on this motion, but the motion can be amended. A majority vote is required for the motion to pass.

3.05.03 Adjourn. The highest ranking motion shall be the motion to adjourn, requiring a second and a majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chair may assume the motion and, without a second, obtain unanimous consent to adjourn.

3.06 Incidental Motions. Incidental motions allow Commissioners to exert their rights as a member of the Commission. Incidental motions can be introduced at any time during a meeting.

3.06.01 Appeal. Whenever a Commissioner believes that the chair is mistaken in a ruling, a Commissioner may Appeal the Chair's Decision. An appeal shall require a second and shall be debatable with the chair speaking first to explain his/her ruling. The chair may also close out the debate with a statement defending the ruling. An appeal may be made only on a ruling and may not be made:

3.06.0l(a) in response to a parliamentary inquiry or point of information; or

3.06.0l(b) in areas that challenge verifiable rulings of a factual nature.

3.06.0l(c) The chair shall state the motion as Shall the Chair's decision be sustained? A tie vote shall sustain the chair, because a majority vote of the Commission shall be required to overturn the chair's ruling. An Appeal is high in precedence and can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.02 Parliamentary Inquiry. A Parliamentary Inquiry is a question directed to the chair to obtain information on a matter of parliamentary law or the rules of the Commission. This question should take the form of a parliamentary inquiry and should relate to the current business of the Commission. The chair will answer such questions or may ask the Augusta-Richmond County Attorney or parliamentarian for an opinion. The chair's reply, whether or not he/she has requested advice from the Augusta Richmond County Attorney or parliamentarian, is an opinion, not a ruling. If a Commissioner does not agree with the chair's opinions he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chair's ruling. The chair is not obligated to respond to hypothetical questions.

3.06.03 Point of Order (Question of Order). If a Commissioner believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chair can make a ruling on the question or can allow the Commission to debate and then rule on the question by majority vote. A point of order can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.04 Point of Information (Request for Information). If a Commissioner has a question about the facts of a particular issue that is being considered, he may ask a point of

information. A Point of Information is a request, directed to or through the chair, for information relevant to the business at hand, but not related to parliamentary procedure. This motion is addressed first to the appropriate person. A second is not required, and the motion is not debatable or amendable.

3.07 Supplementary Main Motions. Three motions allow the Commission to act on a main motion that has either been passed or tabled by the Commission. These motions are considered to be main motions but differ from usual main motions in the ways specified.

3.07.01 Reconsider. The motion to reconsider allows the Commission to debate whether or not to overturn a decision made at the meeting that is in progress. It allows the Commission to consider new information that may affect the decision that has already been made. Any Commissioner can make a motion to reconsider and any Commissioner may second the motion. The motion is debatable, but it cannot be amended. A majority vote of the Commission is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided, and the Commission will return to debate and revote the original motion.

3.07.02 Rescind. A motion to rescind proposes that the Commission overturn a motion passed at a previous meeting. A motion to rescind can be made by any Commissioner. It is in order as long as the original motion has not been implemented, but the motion to rescind shall not be in order if:

3.07.02(a) the motion to rescind is made, at the same meeting in which the action was taken;

3.07.02(b) a motion to reconsider was taken and lost;

3.07.02(c) the matter is routine and only part of the action needs to be changed, in which case the motion to "amend a previously adopted action" shall be used;

3.07.02(d) something has been done as a result of the vote to implement the earlier action adopted. An announcement of the intention to rescind a motion may be made at the meeting where the decision was made, or the Commissioner seeking to rescind may place the matter on the agenda for the next meeting. The motion to rescind will then be placed on the agenda for the next meeting. At the next meeting, the motion to rescind will formally be made. If it is seconded, then the Commission shall debate and vote on revision. A majority vote of the Commission is required for the motion to pass. If a motion to rescind is passed, the original decision will be voided.

3.07.03 Resume Consideration. The motion to resume consideration allows the Commission to consider a motion that has been temporarily postponed. This motion requires a second and is not debatable or amendable. It is a main motion but ranks higher than any debatable motion. A majority vote is required for the motion to pass.

4.00 Actions of the Commission. All communications to persons, firms or corporations affected by actions taken at a called or regular meeting of the Commission shall be made by the Administrator for Augusta-Richmond County, informing them of the action taken.

4.01 Ordinances and Resolutions.

4.01.01 Every ordinance or resolution proposed for adoption by the Commission shall be introduced in writing and the caption of each ordinance shall be read previous to the adoption of the ordinance, unless some member of the Commission shall then and there demand that the entire ordinance be read. Upon such demand being made, the clerk shall read the entire ordinance. No ordinance or resolution shall pass which refers to more than one subject matter or contains matter different from that expressed in the title thereof, except ordinances or resolutions adopting the annual operating and capital budgets and general codification and revisions of ordinances and resolutions of the Commission.

4.01.02 Except for emergency ordinances under subsection 4.01.03 of this section or ordinances amending the Zoning Map for Augusta-Richmond County, or upon a unanimous vote of the Commission, no ordinance shall be adopted until it has been read or presented in written form at two meetings held not less than one week apart. A resolution may be adopted at the same meeting at which it is introduced. The affirmative vote of at least six (6) members of the Commission shall be required for the adoption of any ordinance or resolution; Provided, however, a vote of two-thirds of the Commission, excluding the Chairman Mayor, shall be required to change any provision of the Consolidation Act as required by said Consolidation Act. The passage of all ordinances or resolutions shall require the recording of "ayes" and "nays" and the names of the members of the Commission voting for and against each proposed ordinance or resolution or amendment thereto shall be entered in the minutes of the proceedings of the Commission.

4.01.03 To meet a public emergency threatening life, health, property, or public peace, the Commission may adopt emergency ordinances or resolutions, but such ordinances or resolutions may not be enacted to levy taxes, or to grant, renew or extend a franchise, or to regulate the rate charged for any public utility or service, or to authorize the borrowing of money. An emergency ordinance or resolution shall be in the form prescribed for ordinances or resolutions generally, except that it shall be plainly designated as an emergency ordinance or resolution and shall contain a declaration stating what emergency exists. An emergency ordinance or resolution may be adopted with or without amendment or may be rejected at the meeting at which it is introduced, but the affirmative vote of at least six (6) members of the Commission shall be required for its adoption. It shall become effective upon adoption or at such later time as it may specify.

4.01.04 The caption of each ordinance shall be read once previous to the adoption of the ordinance. All readings of every ordinance shall be by reading the caption of such ordinance only, unless some member of the Commission shall then and there demand that the entire ordinance be read. Upon such demand being made, the clerk shall read the entire ordinance.

4.02 Signing, Authentication, and Recording. Every ordinance or resolution adopted by the Commission shall be submitted to the Chairman-Mayor for his/her signature as promptly as practicable following its adoption. The Clerk of the Commission shall authenticate by the Clerk's signature and cause to be recorded in full all ordinances and resolutions adopted by the Commission and signed by the Chairman Mayor or otherwise becoming law in a properly indexed book kept for such purpose which shall be a public record and open to public inspection. The Commission shall further provide for the periodic updating, revision, codification, and printing of all ordinances or resolutions of a general and permanent nature, together with such codes of technical regulations and other rules and regulations as the Commission may require.

4.03 Publication of Ordinances, Notices, etc. It shall be the duty of the Chairman-Mayor to have published in the official gazette or newspaper of Augusta-Richmond County the ordinances of the Commission, the proclamations of the Chairman-Mayor and all other official notices of either the Commission or the Chairman-Mayor ordered to be published by them, respectively; also, such other matters as the Chairman-Mayor may deem advisable to publish. The ordinances of the Commission shall be published one time; all other matters shall be published such number of times as the Commission or the Chairman-Mayor may direct. The Chairman Mayor shall have published in such official gazette or newspaper only the captions of the ordinances of the Commission and shall not have the bodies of such ordinances published.

5.00 Parliamentarian. The Augusta-Richmond County Attorney or his/her designee shall serve as parliamentarian and shall advise and assist the chair and the Commission in matters of parliamentary law. A professional parliamentarian may be consulted as deemed necessary.

6.00 Parliamentary Authority. The latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern meetings of the Augusta-Richmond County Commission in all areas in which it is applicable and in which it is not inconsistent with these rules adopted by the Commissioners, or with higher law.

7.00 Amendments. These Rules may be amended by a majority of the entire Commission at a regular meeting or special meeting of the Augusta Richmond County Commission, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s).

APPENDIX

Parliamentary Definitions

The following parliamentary definitions apply to the RULES OF PROCEDURE FOR THE Augusta-Richmond County Commission

adjourn - to officially terminate a meeting

adjourned meeting - a meeting that is a continuation at a later time of a regular or special meeting

adopt - to approve or pass by whatever vote is required for the motion affirmative vote - a vote in favor of the motion as stated

agenda - the official list of items of business planned for consideration during the meeting

approval of minutes - formal acceptance of the record at a meeting, thus making this record the official minutes of the Commission

chair - the Chairman-Mayor or Vice Chairman- Mayor Pro Tempore

Code of Conduct - The Richmond County Code of Conduct

Commission - the Augusta-Richmond County Commission

Commissioner - any of the ten members serving on the Commission elected from the ten (10) districts established by the Consolidation Act

Commission parliamentary rules- the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization does not include statutory law or particular rules adopted by any organization or Commission

Consolidation Act - the Act consolidating the City Council of Augusta and Richmond County found in 1995 Ga. Laws p. 3648

convene - to open a meeting

debate - formal discussion of a motion under the rules of parliamentary law and more often herein referred to as discussion

defer or hold - to delay action by referring the motion to staff (or an agency, committee, etc.) for more information, or by postponing a vote to a certain time

demand - an assertion of a parliamentary right by a Commissioner dilatory motions or tactics - misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting

floor - when a person receives formal recognition from the chair, he/she "has the floor" and is the only person entitled to speak

germane amendment - an amendment relating directly to the motion to which it is applied

germane discussion - discussion relating directly to the matter involved

hearing - a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject in order - permissible and right from a parliamentary standpoint

majority vote - an affirmation vote of at least six (6) Commissioners or the vote of five (5) Commissioners and the vote of the Chairman-Mayor in the event of a tie

minutes - the legal record of the action of the Commission after the record has been approved by vote of the body

motion - a proposal submitted to the Commission for its consideration and decision; it is introduced by the words, "I move that ... "

objection - the formal expression of opposition to a proposed action

order of business - the adopted order in which the business is presented to the meeting of the Commission

out of order - not correct, from a parliamentary standpoint, at the particular time

parliamentary authority - the code of procedure adopted by the Commission as its parliamentary guide, governing in all parliamentary situations not otherwise provided for in the Consolidation Act, the Code of Richmond County, the Code of the City of Augusta, or other governing Bodies

pending motion - sometimes referred to as pending question; a motion that has been proposed and stated by the chair for the Commission's consideration and that is awaiting decision by vote

precedence - the order or priority governing the motion

precedent - a course of action that may serve as a guide or rule for future similar situation

procedural motion - motion to assist the Commission in treating or disposing of a main motion; or, motion relating to the pending business otherwise at hand

proposal or proposition - a statement of a motion of any kind for consideration and action

O.C.G.A. - Official Code of Georgia Annotated

quorum - the number of persons that must be present at a meeting of the Commission to enable it to act legally on business; seven (7) members of the Commission shall constitute a quorum for any meeting of the Richmond of the Augusta-Richmond County Commission

recognitions - acknowledgement by the chair, giving a person sole right to speak

reconsider - to review again a matter previously disposed of and to vote on it again; must be made on the same day of business

request - a statement to the chair asking a question or some "right"

rescind - to nullify or cancel out a previous action, cannot be made if action has already been taken to implement the motion it wishes to rescind

resolution - a formal motion, usually in writing, and introduced by the word "resolved" that is presented to the

Commission for a decision ruling - the chair's decision as it relates to the procedure of the Commission

second - a Commissioner's statement that he/she is willing to have the motion considered

seriatim - consideration by sections or paragraphs

statute - a law passed by the Georgia legislature

technical inquiry - request for information relevant to the business at hand

tie vote - a vote in which the affirmative and negative votes are equal on a motion

unanimous consent - deciding on a motion without voting on it but where no Commissioner voices objection, with a single objection a vote must be taken

unfinished business - any business that is postponed definitely to a time certain

Note-The Rules of Procedure for the conduct of parliamentary business coming before the Augusta, Georgia Commission were first adopted by the Commission in 1996.
Secs. 1-2-14-1-2-25. Reserved.

RULES OF PROCEDURE

for the

AUGUSTA, GEORGIA COMMISSION

~~ADOPTED July 3, 1996~~
~~RE-ADOPTED November 18, 2003~~

Redline

CONTENTS

Section 1.01 Meetings~~s~~ Time and place; Committees

Section 1.01.01 Regular, Meetings ~~and~~ , Special Meetings, Committee Meetings

Section 1.01.02 Adjourned Meetings

Section 1.01.03 Executive Session Meetings

Section 1.02 Quorum

Section 1.03 Chairman-Mayor

Section 1.04 Vice Chairman-Mayor Pro Tempore

Section 1.05 Absence of Chairman-Mayor and Vice Chairman-Mayor Pro Tempore

Section 1.06 Minutes

Section 1.06.01 Content of Minutes

Section 1.06.02 Approval of Minutes

Section 1.07 Regular Agenda

Section 1.08 Consent Agenda

Section 1.08.01 Voting on Consent Agenda

Section 1.08.02 Non-agenda Items

Section 1.09.01 Voting

Section 1.09.02 Roll Call Vote

Section 1.09.03 **Voting** "*en gross*"

Section 1.09.04 Discussion Following Vote

Section 1.09.05 Tie Votes

Section 1.10 Public Participation in Commission ~~Council~~ Meetings

Redline

Section 1.11 Appointments by the Commission ~~Council~~

Section 2.00 Decorum of Debate

Section 2.01 Adherence to Agenda

Section 2.02 Discussion of the Issue

Section 2.03 Call to Order, Remarks

Section 2.04 Discussion Through the Chair

Section 2.05 Disruptions

Section 2.06 Call to Order, Action

Section 2.07 Call "Out of Order"

Section 3.00 Procedure in Meetings

Section 3.01 Motions

Section 3.01.01 Motions in General

Section 3.01.02 Divide the Motion

Section 3.01.03 Discuss by Paragraphs

Section 3.01.04 Withdrawal of Motion

Section 3.01.05 Considered *en Gross*

Section 3.01.06 "Filling in the Blank"

Section 3.02 Main Motions

Section 3.03 Ranking of Motions

Section 3.04 Subsidiary Motions

Section 3.01.01 Postpone Indefinitely

Section 3.04.02 Amend

Section 3.04.03 Refer to a Committee

Redline

Section 3.04.04 Postpone to a time Certain

Section 3.04.05 Limit or Extend Limits of Debate

Section 3.04.06 Vote Immediately

Section 3.04.07 Lay on the Table

Section 3.05 Privileged Motions

Section 3.05.01 Question of Privilege

Section 3.05.02 Recess

Section 3.05.03 Adjourn

Section 3.06 Incidental Motions

Section 3.06.01 Appeal

Section 3.06.02 Parliamentary Inquiry

Section 3.06.03 Point of Order

Section 3.06.04 Point of Information

Section 3.07 Supplementary Motions

Section 3.07.01 Reconsider

Section 3.07.02 Postpone

Section 3.07.03 Resume Consideration

Section 4.00 Actions of the Commission ~~Council~~

Section 4.01 Ordinances and Resolutions

Section 4.02 Signing, Authentication, and Records

Section 4.03 Publication of Ordinances, Notices, etc.

Section 5.00 Parliamentarian

Section 6.00 Parliamentary Authority

Redline

Section 7.00 Amendments

APPENDIX Parliamentary Definitions

Redline

OPERATIONAL PROCEDURE

1.01 MEETING-Time and place; committees.

1.01.01 Except for the months of April and July, Regular Commission meetings shall be held on the first and third Tuesday of each month at 2:00 p.m. in the Commission Chambers on the second floor of the Municipal Building. Except as otherwise provided by law, all meetings of the Commission shall be public meetings.

1.01.01(a) The first meeting in April of each year shall be held on the last week of the preceding March.

1.01.01(b) The first meeting in July of each year shall be held on the last week of the preceding June.

1.01.02 Regular Commission meetings for Executive Session matters and matters requiring urgent approval shall be held on the second and last Tuesday of every month at 11:00 a.m. in the Commission Chambers on the second floor of the Municipal Building.

1.01.02(a) Executive Session meetings shall be conducted in accordance with the Georgia Open Meeting Act.

1.01.03 Except for the months of April and July, all regular committee meetings shall be held on the second and last Tuesday of every month in the Lee N. Beard Commission Chamber beginning at 1:00 p.m. with the Public Services Committee starting first every time followed by an alphabetical rotation of the following committees Administrative Services, Engineering Services, Finance, Public Safety on a two-month rotation cycle.

1.01.03(a) The last committee meetings in March of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in March.

1.01.03(b) The last committee meetings in June of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in June.

1.01.04 Other called meetings of the Commission and Committees and the subject, dates and time of these meetings may be scheduled as needed and notification of such meetings shall be provided to the public in advance as required by law.

1.01.05 If there is a necessity to change the time and date of the regular meeting of the Commission or Committees or of any specially called meetings or any executive session meeting, this shall be done by request of the Mayor or a majority of the members of the Commission, provided a majority of the Commissioners can attend the meeting which shall be held on a different day. Notice of the time and date change shall be provided to the Mayor and Commission.

Redline

1.01.06 The Commission may hold such additional meetings as shall be deemed necessary when called by the Mayor or a majority of the members of the Commission, provided all members shall have been notified at least twenty-four (24) hours in advance of the special meeting. Provided, further, that a majority of the Commission may convene the same in extraordinary session for emergency business, such a natural disaster or civic disturbance, whenever in their judgment it may be necessary.

1.01.07 An adjourned meeting is a continuation of the meeting immediately preceding, whether a regular or special meeting.

1.01.07(a) If a scheduled meeting of the Commission is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or to a specific day scheduled by the Commission to allow for the completion of pending business.

1.01.07(b) In an adjourned meeting (regular or special), only business which would have been proper to consider at the immediately preceding meeting may be considered and acted upon at the adjourned meeting.

1.01.07(c) Adjourned meetings resume business under the same rules, limitations and rights as the immediately preceding meeting.

1.01.08 Any action taken at any committee meeting (other than to postpone the agenda item to the next, or a future, committee meeting) shall be placed on the agenda of the regular meeting, regular called meeting, or special meeting of the full Commission for approval of the action of the committee. In the event there is no quorum at a committee, all such items on such agenda shall be placed on the agenda of the next regular meeting of the full Commission.

1.02 QUORUM

1.02.01 Seven (7) members of the Commission ~~Council~~ shall constitute a quorum for any meeting of the Augusta-Richmond County Commission ~~Council~~.

1.02.02 If a quorum is not present thirty (30) minutes following the scheduled hour for convening the meeting, the Chairman-Mayor or the Vice Chairman-Mayor Pro Tempore, or in their absence, the Administrator (or his/her designee), may adjourn the meeting until the next day. By unanimous consent of those Commissioners present, the meeting may be adjourned to another hour and day.

1.02.03 If during the meeting there ceases to be a quorum, all business must stop except that the Commission ~~Council~~, by majority vote to be recorded in the minutes (naming those present at the time of the vote) may:

1.02.03(a) fix another day at which to reconvene;

Redline

1.02.03(b) adjourn and return at the next regular meeting;

1.02.03(c) recess to determine if a quorum will be present within a short period of time.

1.03 Chairman-Mayor.

1.03.01 The Chairman-Mayor shall have the rights and privileges of the other Commissioners with respect to debate, but shall have the right (but is not obliged) to vote on any matter (excluding appointment of any Commissioner to a committee and excluding voting as a member of any Committee as provided in the Consolidation Act) only to break a tie or to create a tie. Additionally, his/her duties during meetings shall include:

1.03.01(a) presiding over meetings of the Commission ~~Council~~;

1.03.01(b) calling the meeting to order at the scheduled hour;

1.03.01(c) determining that a quorum is present;

1.03.01(d) preserving decorum and order at all meetings,

1.03.01(e) making the Commissioners aware of the substance of each motion;

1.03.01(f) calling for each vote;

1.03.01(g) announcing the results of each vote;

1.03.01(h) calling for a recess at such times as deemed advisable.

1.03.02 The Chairman-Mayor shall exercise such other duties as prescribed in Consolidation Act or by ordinance.

1.04 Vice Chairman-Mayor Pro Tempore. A Vice Chairman-Mayor Pro Tempore shall be elected from among the district Commissioners at the first regular meeting in January of each odd-numbered year as provided in the Consolidation Act. The Vice Chairman-Mayor Pro Tempore shall serve for a period of ~~one~~two years and shall have all rights, privileges and duties of the chair in the absence of the chair (excluding the right to vote to create or break a tie), and in addition shall have the right to make motions and vote on any issue, including matters coming before any Committee of which he is a member. The Vice Chairman-Mayor Pro Tempore may succeed himself/herself, subject to the two consecutive term limitation contained in the Consolidation Act.

1.05 Absence ~~O~~of Chairman-Mayor ~~A~~and Vice Chairman-Mayor Pro Tempore. In the absence of the Chairman-Mayor and Vice Chairman-Mayor Pro Tempore, the Administrator shall determine whether a quorum is present. If a quorum is present, the Administrator shall call for the election of a temporary chair. The temporary chair shall preside over that meeting or until the

Redline

conclusion of the business immediately pending at the time the Chairman-Mayor or Vice Chairman-Mayor Pro Tempore arrives.

1.06 Minutes.

1.06.01 All actions of the Commission ~~Council~~, except for actions described in O.C.G.A. § 50-14-3 and § 50-14-4, (or as these sections may be amended from time to time), shall be accurately recorded by the Clerk (or his/her designee) in the minutes which minutes shall include:

1.06.0l(a) all main motions, exactly as worded when adopted (including amendments or stipulations);

1.06.0l(b) the name of the maker of all important motions;

1.06.0l(c) disposition of all main motions, Whether:

1.06.0l(c)(l) adopted;

1.06.0l(c)(2) defeated;

1.06.0l(c)(3) referred to committee or to staff for further information or recommendations;

1.06.0l(c)(4) held until a definite time;

1.06.0l(c)(5) the vote of each Commissioner; and 1.06.0l(c)(6) comments of Commissioners verbatim.

1.06.02 The minutes of meetings of the Commission shall, at a minimum, briefly describe all statements made and shall record the actions taken by the Commission. Any statement shall be recorded in full at the request of a member of the Commission. A member of the Commission may incorporate an additional statement when the minutes are read. The minutes shall be read before they are approved as soon as is possible or feasible but in no case later than the next regular meeting of the Commission.

1.06.03 The responsibility for correcting and approving the minutes shall be vested only in the members of the Commission ~~Council~~. The minutes of each meeting shall indicate their subsequent approval/ correction. The minutes may be corrected whenever an error is noticed upon approval of the Commission ~~Council~~ regardless of the time which has elapsed since recording of the minutes.

1.06.0~~3~~4 The minutes shall be attested to by the Clerk or his/her designee.

1.07 Regular Agenda.

Redline

1.07 .01 All agenda items ~~The Administrator~~ shall include ~~be responsible for obtaining~~ all supporting documentation ~~related to any item to be placed on the agenda~~ and such shall be ~~submit~~submitted ~~same~~ to the Clerk for~~to~~ include~~de~~sion on the agenda for all meetings of the Commission ~~Council~~.

1.07.02 Subject to the limitation of Rule 1.07.08, the Administrator, any elected official and ~~A~~any member of the Commission~~er~~ shall have the right to have an item placed on the regular agenda of the Commission ~~or department head wishing to have an item placed on an agenda~~ provided~~should submit~~ said item is submitted to the ~~Administrator~~ Clerk of Commission no later than ~~5~~9:00 ~~p~~a.m. on the Thursday~~Wednesday~~ prior to the Tuesday of the regular Commission ~~Council~~ meeting or any regular Committee meeting. ~~No item may be added to an agenda without the consent of the Chairman Mayor or the chairman of the committee responsible for such department; provided, however, any member of the Commission Council shall have the right to have an item placed on the agenda for discussion or action if timely submitted as herein provided.~~An item may be added to the regular agenda after the 9:00 a.m. Thursday deadline with the unanimous consent of the commission members in attendance. Unanimous consent of the committee members present shall be required to add and item to a committee agenda after the 9:00 a.m. Thursday deadline.

1.07.03 The Clerk shall be responsible for assembling the agenda and distributing it to all Commissioners no later than Friday in advance of the scheduled meeting.

1.07.04 An item may be removed from the agenda after ~~5~~9:00 ~~p~~a.m. on the ~~Wednes~~Thursday prior to the Tuesday of the regular Commission ~~Council~~ meeting with unanimous approval of the members of the Commission ~~Council~~ attending the regular meeting.

1.07.05 An item may be removed from the agenda prior to ~~5~~9:00 ~~p~~a.m. on the ~~Wednes~~Thursday prior to the Tuesday of the regular Commission ~~Council~~ meeting upon the request of the ~~commissioner, department head, or other~~ individual ~~party~~ who was responsible for placing the item on the agenda.

1.07.06 No item pertaining to alcoholic beverage application shall be placed on the agenda within one (1) year from the date of the denial of the application by the Commission.

1.07.07 No item pertaining to zoning shall be placed on the agenda for the same zoning classification within one (1) year from the date of the denial of the application by the Commission.

1.07.08 If an item has appeared on the Commission Agenda and been defeated, or if no action is taken on an item, it shall not be considered again by the Commission until it has been discussed at the committee level.

Redline

1.08 Consent Agenda.

1.08.01 All items contained in the consent agenda may be voted on *en gross*. Prior to the vote on the consent agenda, any Commissioner may withdraw an item from the consent agenda so that it shall be voted on individually.

1.08.02 A non-agenda item shall be defined as that which is deemed by a Commissioner to require urgent attention, but which has not been placed on the published agenda.

1.08.02(a) If a Commissioner requests that ~~an~~ non-agenda item be added to the consent agenda, he/she must provide the specific item, and the reasons immediate attention is required, to the Commission ~~Council~~.

1.08.02(b) The unanimous consent of the Commissioners present at the meeting shall be required to add an item to the consent agenda.

1.09 Voting.

1.09.01 All votes shall be taken by raised hand, except those which the chair handles through unanimous consent (i.e., "If there are no objections ... "), and unless there is a request for a roll-call vote. A single objection will require that a counted vote be taken. An affirmative vote of at least six (6) members of the Commission ~~Council~~ shall be required to adopt a motion, except where otherwise indicated.

1.09.02 Any Commissioner shall have the right to request a roll call vote on any issue, in which event the chair shall direct the Clerk to call the roll in alphabetical order, except that the Chairman-Mayor's name shall be called last and only when his vote will create or break a tie. As each Commissioner's name is called, such Commissioner shall vote either "yes" or "no" to the question presented. To verify the vote and to correct possible errors, the Clerk repeats the vote after each member responds to his name. At the conclusion of the roll call, the Chairman-Mayor can ask if anyone entered the room after his name was called. Changes of the vote are also permitted before the result is announced.

1.09.03 When an entire agenda "tab" has been moved to be voted upon by an *en gross* vote (see Section 3.01.05 herein), a Commissioner may, without discussion state that he/she is voting in the affirmative on all of the agenda items on that "tab" except certain ones which he/she will name by number. In such cases, the votes of the Commissioner(s) will be recorded as negative for the items named, unless the Commissioner abstains as provided in Section 1.09.06.

1.09.04 If a motion has been voted on without discussion and a Commissioner feels that it is necessary to explain his/her vote, he/she may have no more than one minute to give public reasons for his/her vote. The chair will not allow the Commissioner to repeat discussion that has already taken place at the same meeting, however.

Redline

1.09.05 A tie vote shall cause all procedural motions to be defeated. A tie vote on a main motion shall keep the motion as pending before the Commission ~~Council~~ and the motion shall be rescheduled for another time; Provided, however, the Chairman-Mayor shall have the right to vote to create or break a tie.

1.10 Public Participation ~~I~~in Commission ~~Council~~ Meetings.

1.10.01 Persons wishing to address the Commission ~~Council~~ shall do so during the Public Comment portion of the agenda.

1.10.02 Subject to the limitations provided for herein, ~~S~~speakers will be allowed to appear before the Commission ~~Council~~ at the public comment session prior to the regular agenda with each speaker allotted a maximum of five (5) minutes for their presentation.

1.10.02(a) Persons seeking to complain about the performance or lack thereof of an employee of Augusta, Georgia shall submit such requests to the Administrator for resolution. Such requests for public comment will not be heard by the Commission or any committee.

1.10.02(b) Persons or businesses seeking to do business with Augusta, Georgia shall submit such requests to the Administrator for consideration in accordance with the requirements of the Procurement Code. Requests to make presentations for products or services will not be heard by the Commission or any committee except as permitted by the Procurement Code.

1.10.03 Each speaker must submit a request in writing, including his/her address, which will state the topic of discussion to the Clerk's office no later than ~~5~~9:00 ~~p~~a.m. on the ~~Wednes~~Thursday preceding the next regularly scheduled Commission ~~Council meeting~~.

1.10.04 An extension of the five (5) minute limit per person may be granted upon the affirmative vote of six (6) members of the Commission ~~Council~~.

1.10.05 If deemed advisable by the Chairman- Mayor, a written response to a speaker may be provided by the appropriate County staff within thirty (30) days. The Commission-~~Council~~ may respond verbally at the completion of any speaker's presentation.

1.10.06 After each individual speaker's remarks have concluded, the Chairman Mayor may, but shall not be required to, briefly respond, either personally or through another member of the Commission ~~Council~~ whom the Chairman-Mayor shall designate. In addition, when a request for special action or a grievance has been heard the matter will be referred to the Administrator (or his/her designee) who will prepare a response to the matter. If necessary, action on the matter for consideration of the Commission ~~Council~~ will be placed on the agenda for the second regular meeting following the date of the comment.

Redline

1.10.07 No speaker will be allowed to return on public comment on the same issue within a period of ninety (90) days; however a speaker may return on another issue following the policy and procedure.

1.10.08 All speakers, other than salaried members of the Augusta-Richmond County staff, shall address the Commission ~~Council~~ in the following manner:

1.10.08(a) Stating name and address (address is required only if individual has not previously provided address to Clerk).

1.10.08(b) Stating whether he/she is speaking for himself/herself or for another;

1.10.08(c) Stating if he/she represents an organization and whether he/she is being compensated by the organization for whom he/she speaks;

1.10.08(d) Stating whether he/she or any member of his/her immediate family has a personal interest in the pending matter.

1.10.08(e) Stating his/her comments.

1.10.09 All remarks shall be to the Commission ~~Council~~ as a body and addressed through the chair. Remarks shall not be made to a particular Commissioner.

1.10.10 Questions from Commissioners, the Administrator, and/or the Augusta Richmond County Attorney may be made for clarification. However, no person shall be permitted to enter into any discussion, either directly or through a member of the Commission ~~Council~~, without permission of the chair.

1.10.11 All remarks must be related to the issue on which the speaker has requested to be heard. No person shall be allowed to make impertinent, derogatory, offensive or slanderous remarks while addressing the Commission ~~Council~~.

1.10.11(a) A person may be barred from further speaking before the Commission ~~Council~~ in that meeting if his/her conduct is deemed "out of order";

1.10.11(b) Once barred for improper conduct, a speaker shall not be permitted to continue or again address the Commission ~~Council~~ in that meeting unless a majority vote of the Commission ~~Council~~ allows;

1.10.11(c) In the event a speaker who is barred fails for improper conduct to obey the ruling, the chair may take such action as is deemed appropriate, including the removal of such person from the assembly;

1.10.11(d) The Commission ~~Council~~ may bar a person from addressing Commission ~~Council~~ meetings for up to sixty (60) days for improper conduct. A person barred by the Commission ~~Council~~ for this period may request a hearing by

Redline

written request to the chair, which request shall state the reason(s) for a reversal of the decision. All requests for hearings shall be placed on the agenda and heard by the Commission ~~Council~~. An affirmative vote of six (6) members of the Commission ~~Council~~ shall be required to overturn the previous decision to bar the persons.

1.10.ll(e) If not otherwise recognized by the Chair, upon motion and the affirmative vote of six (6) members of the Commission ~~Council~~, the Commission ~~Council~~ may allow public comment on an agenda item at the time the item is being considered by the Commission ~~Council~~. These comments must be limited to the subject that is being debated. Members of the public may speak for five minutes and may only speak once. These limits can be waived by the affirmative vote of six (6) members of the Commission ~~Council~~.

1.10.ll(f) The Commission ~~Council~~ may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the Commission ~~Council~~. Hearings may be held immediately prior to or following a meeting of the Commission ~~Council~~ or at such other places and times as the Commission ~~Council~~ may determine. No official action shall be taken at any such public hearing.

1.11 Appointments ~~B~~by ~~T~~the Commission ~~Council~~.

1.11.01 Appointments shall be made as necessary. When it is has been determined, by the Consolidation Act or other rule or manner, that it is the "right" or "turn" of a particular Commissioner to nominate a candidate for a position, such nominee must be elected by a majority of the Commission ~~Council~~. If any nominee, however nominated, fails to receive a majority vote, alternate candidate(s) may be nominated until the position is filled by majority vote.

1.11.02 Any appointment to fill an expired or a new term on any board or commission, which appointment is made by the Commission, shall not have less than six (6) votes of approval.

2.00 Decorum ~~O~~of Debate. The following practices shall be followed in debate on motions and matters presented to the Commission ~~Council~~.

2.01 Adherence ~~T~~to Agenda.

2.01.01 In discussion, the remarks made by the Commissioners shall be confined to the motion or matters immediately before the Commission ~~Council~~.

2.01.02 All Commissioners must conduct themselves in a professional and respectful manner. All remarks should be directed to the Chairman-Mayor and not to individual Commissioners, staff or citizens in attendance. Personal remarks are inappropriate. A Commissioner may not speak at a meeting until he has been recognized by the Chairman-

Redline

Mayor. All comments made by a Commissioner shall address the motion that is being discussed.

2.01.03 During these remarks a Commissioner must observe the same rules of decorum as those set forth in Section 2.02 below, and may be called to order by the Chairman-Mayor or another Commissioner if there is a breach of those rules.

2.01.04 A Commissioner may not interrogate another Commissioner, staff or citizens. No one shall attempt to enter into discussion with a Commissioner who has chosen to avail himself/herself of this opportunity to share his/her opinions with the public.

2.02 Discussion ~~O~~of ~~T~~the Issue. In discussion, a Commissioner may condemn the nature of likely consequences of the proposed measure in strong terms, but must avoid a discussion of personalities, and under no circumstances may he/she attack or question the motives of another Commissioner or staff. The issue, and not a person, shall be the item under discussion. Any Commissioner wishing to discuss an issue shall be allowed to do so; however, discussion of any particular issue by any particular Commissioner shall be limited to two (2) minutes of discussion and one (1) minute of rebuttal, unless debate is extended by the chair or by motion as provided in Section 3.04.05 hereof.

2.03 Call ~~T~~to Order, Remarks. The chair shall immediately call as "out of order" any remarks made outside the issue being addressed. Additionally, another Commissioner may call this breach of procedure to the attention of the chair and other Commissioners. In either case, the speaking Commissioner shall be required to continue with his/her remarks confined to the issue.

2.04 Discussion Through ~~T~~the Chair. All discussion shall be made through the chair, and one Commissioner may not interrogate another Commissioner or person speaking from the public except through the chair (or with the permission of the chair).

2.05 Disruptions. During discussion or voting, no Commissioner shall disturb the other Commissioners in any way that may be considered disruptive to the proceedings or that may hamper the transaction of business by the Commission ~~Council~~.

2.06 Call ~~to~~ Order, Action. The chair may rule as "out of order" any action deemed inappropriate or dilatory and may interrupt a speaker for reasons deemed necessary by the chair. The Chairman-Mayor shall say, "Commissioner/speaker, those remarks are out of order. Please cease this line of comment and make appropriate comment to the issue.

2.07 Call ~~O~~of "Out Of Order".

2.07.01 If a member of the Commission ~~Council~~ refuses to comply with these Rules of Procedure the following procedure shall be used:

2.07.0l(a) The Commissioner shall be "called to order" by the chair, who shall say, "Commissioner _____ [using name], you are now out of order. If you persist a reprimand will be entered into the record."

Redline

2.07.0l(b) If a Commissioner defies the ruling of the chair, the Chairman Mayor shall state, "Commissioner, you are personally out of order. Let the record indicate a reprimand against Commissioner _____Commissioner _____-_____, you have a right at this time to appeal the ruling of the chair by asking that a roll call vote of the Commissioners present be taken and a statement by each Commissioner be recorded as to why he/she is for or against the ruling of the chair. A majority vote of the members of the Commission ~~Council~~ present shall govern."

3.00 Procedure ~~I~~in Meetings.

3.01 Motions.

3.01.01 In order for the Commission ~~Council~~ to take any official action on any subject, a Commissioner must propose a Main Motion or there must be a Recommended Main Motion, as provided in Section 3.01.02(a). A proposed Main Motion must be seconded before there will be discussion on the motion. A second does not require the Commissioner seconding the motion to support the motion. A Commissioner may withdraw a Main Motion that he has made as provided in Section 3.01.04 hereof, at any time before the Commission ~~Council~~ has voted on that motion. Prior to taking a vote, the chair shall state the motion (or resolution) or its substance, or he/she may call upon the Clerk or secretary to do so.

3.01.02 If the motion presented contains two (2) or more parts capable of standing as separate motions, a Commissioner may move to "Divide the Motion." This motion shall require a second and discussion shall be allowed only on why it should or should not be divided. A majority vote shall be required to adopt the motion to "divide the motion."

3.01.03 If a main motion is in the form of a resolution or document containing several paragraphs or sections which are not separate motions but could be discussed more efficiently if discussed by sections, a motion to Discuss by Paragraphs, Sections, or Numbered Agenda Items under a "tab," may be made. A second shall be required and discussion shall be brief as to the necessity for the action. A majority vote shall be required to consider by paragraphs, sections, or numbered agenda items under a 'tab'."

3.01.04 Once a motion has been moved and seconded, it belongs to the entire Commission ~~Council~~ and not to the maker of the motion; therefore, if a Commissioner wishes to Withdraw a motion that is officially before the Commission ~~Council~~, action of the Commission ~~Council~~ must be taken in either of the following ways:

3.0l.04(a) The chair may ask the Commission ~~Council~~ if there are any objections to the motion being withdrawn. If there are no objections, the motion shall be withdrawn by unanimous consent, without the need for the seconder to withdraw his/her second;

3.0l.04(b) If there is an objection to the motion being withdrawn, then the chair shall take an official vote on the "motion to withdraw the motion", a second being

Redline

required. A majority vote shall be required to adopt the motion to "withdraw the motion."

3.01.05 If a Commissioner feels that time could be saved by acting on all of the agenda items under a "tab," he/she may move that it be "Considered *en Gross*." (See Section 1.08.02.)

3.01.06 When several alternatives need to be considered (such as staff recommendations that propose various options for the Commission ~~Council~~ to consider), unlimited choices may be considered by "Filling the Blank" in the motion:

3.01.06(a) No Commissioner may suggest more than one proposal for filling the blank without unanimous consent from the other Commissioners;

3.01.06(b) Each proposal shall be debatable and shall be treated as an independent item to be voted on separately until one has been approved by a majority. As soon as one proposal has received a majority, no others shall be considered;

3.01.06(c)Alternatives (from staff recommendations and/or suggestions by Commissioners) are listed in logical order for voting:

3.01.06(c)(1) Names are listed in the order in which they were proposed,

3.01.06(c)(2) Other proposals are listed in the order of their probable acceptability, beginning with the least popular choice.

3.02 Main Motions.

3.02.01 A main motion is a motion whose introduction brings business before the Commission ~~Council~~.

3.02.01(a) Recommended Main Motions- A recommendation from staff, or another item published in the agenda for action, shall be handled as an Recommended Main Motion by the chair. That is, the chair shall, upon the conclusion of a report, state, "The question (or motion) before you is ... " (stating the motion in the affirmative). No second will be required in these instances and the chair, in assuming such motion, is not presumed to be in favor of the motion and may speak against it if he/she so wishes.

3.03 Ranking ~~O~~of Motions.

3.03.01 Each subsidiary and privileged motion is assigned a specific rank. A motion of higher precedence can interrupt motion of lower precedence. The higher motion must be decided before the Commission ~~Council~~ returns to consider the motion of lower precedence.

Redline

3.03.02 A main motion has the lowest rank and does not take precedence over any other motion. A motion to adjourn has the highest rank and will take precedence over all other subsidiary and privileged motions. The order of precedence of motions shall be in accordance with this Section. Motions at the top of the following list take precedence over motions at the bottom of the list.

HIGHEST RANK:
PRIVILEGED MOTIONS (Undebatable)
1. Adjourn
2. Recess
3. Question of Privilege

SUBSIDIARY MOTIONS (Undebatable)
4. Lay on the Table (Postpone Temporarily)
5. Vote Immediately (Previous Question)
6. Limit Debate or Extend

SUBSIDIARY MOTIONS (Debatable)
7. Postpone to a Time Certain (Postpone Definitely)
8. Refer to Committee (Commit)
9. Amend
10. Postpone Indefinitely

OTHER MOTIONS
LOWEST RANK-
11. Main Motion

3.04 Subsidiary Motions. During the course of debate, Commissioners may introduce motions that propose that the Commission ~~Council~~ take a particular action on a main motion. These motions are called subsidiary motions and they allow the Commission ~~Council~~ to reach a conclusion on the main motion. Subsidiary motions require a second before they can be voted on or debated. The subsidiary motion, Amend, Limit Debate, and Vote Immediately, also can apply to other subsidiary motions.

3.04.01 Postpone indefinitely. If a Commissioner believes that the main motion should not be considered by the Commission ~~Council~~, that Commissioner may move to postpone the consideration of the main motion indefinitely. If the motion is successful, consideration of the main motion stops and the main motion is tabled for the duration of the meeting. A motion to postpone indefinitely can be debated, but it can be amended. A majority vote of the Commission ~~Council~~ is required for the motion to pass.

3.04.02 Amend. If a Commissioner believes that a main motion that is on the table should be changed in order to make it more acceptable, he can move to amend the motion.

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Amendments must be closely related to the original motion and must not change the nature of the motion that they amend. Motions to refer, amend, postpone to a time certain and the motion to recess can also be amended. A motion cannot be amended more than two times. Debate is allowed on a motion to amend only if the original motion is debatable. Debate is limited to the proposed amendment. A majority vote is required for the Commission-~~Council~~ to adopt an amendment. If the amendment is adopted then the Commission-~~Council~~ shall consider the amended version of the motion. Concerning the amending of particular motions:

3.04.02(a) If a Commissioner feels that the main motion might be more acceptable stated other than as presented, the Commissioner may amend through substitution, insertion of stipulations, striking out portions, or striking out and inserting portions. A substitute motion shall be treated as a motion to amend. Such proposed amendments shall be handled in one of the following ways:

3.04.02(a)(l) by unanimous consent of the Commissioners; the chair, or another Commissioner, through the chair, may suggest changes or stipulations, and if there are no objections from the Commissioners, the motion shall be amended by unanimous consent;

3.04.02(a)(2) with a second, discussion and a majority vote on the proposed amendment.

3.04.02(b) If a proposed amendment fails to obtain unanimous consent or a majority vote, the main motion considered shall be the one originally presented.

3.04.02(c) An amendment must be germane (relating to the substance of the main motion) and may not introduce an independent question.

3.04.02(d) Improper amendments shall be:

3.04.02(d)(l) one(s) which are not germane,

3.04.02(d)(2) one(s) which would make the adoption of the amended motion equivalent to a rejection of the motion;

3.04.02(d)(3) one(s) which are, in the opinion of the Chairman Mayor, frivolous or absurd.

3.04.03 Refer ~~T~~to A Committee (Commit). If a Commissioner believes that further information is needed before the Commission ~~Council~~ can act on a main motion, he may propose that the motion be referred to a specific committee or department for further study. If an appropriate committee does not already exist, then a committee may be formed as a part of the motion. A motion to commit should specify the date that the committee or department will report back to the Commission ~~Council~~. A motion to refer shall require a second and shall be debatable only as to whether or not it shall be referred, to whom it shall

Redline

be referred, or when the person to whom it is referred shall report back. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to refer. This motion is amendable. A majority vote is required for the motion to pass.

3.04.04 Postpone ~~T~~to ~~A~~a Time Certain (Postpone Definitely). A motion to postpone to a certain time may be proposed if a Commissioner believes that the main motion should not be considered until a future time. This motion shall set a particular time for the main motion to be considered again. It is debatable and can be amended. A motion to hold to a time certain shall require a second and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold to a time certain. If this motion is passed, the Chairman-Mayor will bring the original motion back to the Commission ~~Council~~ for consideration at the specified time which may be at the same meeting, at a subsequent meeting, or upon the occurrence of a specified event. A majority vote of the Commission ~~Council~~ is required for the motion to pass.

3.04.05 Limit ~~O~~or Extend Limits ~~O~~of Debate. A motion to limit debate places a time constraint on the length of debate. The details of such a motion are to be decided by the Commissioner who makes the motion. This motion can also be used to extend the limits of debate if a limit on debate already exists. Debate is not allowed on this motion. A majority vote of the Commission ~~Council~~ is required for the motion to pass.

3.04.06 Vote Immediately (Call The Question). A Commissioner may move to "call the question" (i.e., move to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall not require a second and no discussion on the motion shall be allowed. If there is no objection, then it will be presumed there is unanimous consent. Should there be an objection, an affirmative vote of a majority of the Commission ~~Council~~ shall be required.

3.04.07 Lay ~~O~~on ~~T~~the Table (Postpone Temporarily). A motion to lay on the table proposes that the consideration of the main motion be postponed until a later time in the same meeting. The main motion can be brought back for consideration only if a motion to Resume Consideration is accepted by the Commission ~~Council~~ during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion and the motion is not amendable. A majority vote of the Commission ~~Council~~ is required for the motion to pass.

3.05 Privileged Motions. Privileged motions facilitate the running of the meeting. They do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on these motions.

3.05.01 Question ~~O~~of Privilege. A formal question addressed to the chair concerning the rights of a Commissioner or of the Commission ~~Council~~ as a whole is referred to a question of privilege. It does not require a second and cannot be debated or amended. The chair is

Redline

required to make a ruling on the question, and no vote is required unless a motion arises out of the privilege.

3.05.0l(a) If any matters occur which impede the Commission's completion of its business (e.g., noise, mechanical difficulties with equipment, matters that affect the safety, orderliness, or comfort of the Commissioners, or affecting the honor of an individual Commissioner) any Commissioner may state to the Chairman Mayor that he/she has a question of privilege and the matter must be addressed before the pending business of the Commission ~~Council~~ continues.

3.05.02 Recess. A motion to recess proposes that the meeting be suspended for a particular amount of time when business is still pending. It is a temporary intermission of the proceedings. A recess may be taken as it appears on the agenda or as it is declared by the chair when he/she deems it advisable or by a motion from a Commissioner. The motion must specify the length of the recess. The motion must also be seconded. Debate is not allowed on this motion, but the motion can be amended. A majority vote is required for the motion to pass.

3.05.03 Adjourn. The highest ranking motion shall be the motion to adjourn, requiring a second and a majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chair may assume the motion and, without a second, obtain unanimous consent to adjourn.

3.06 Incidental Motions. Incidental motions allow Commissioners to exert their rights as a member of the Commission ~~Council~~. Incidental motions can be introduced at any time during a meeting.

3.06.01 Appeal. Whenever a Commissioner believes that the chair is mistaken in a ruling, a Commissioner may Appeal the Chair's Decision. An appeal shall require a second and shall be debatable with the chair speaking first to explain his/her ruling. The chair may also close out the debate with a statement defending the ruling. An appeal may be made only on a ruling and may not be made:

3.06.0l(a) in response to a parliamentary inquiry or point of information; or

3.06.0l(b) in areas that challenge verifiable rulings of a factual nature.

3.06.0l(c) The chair shall state the motion as Shall the Chair's decision be sustained? A tie vote shall sustain the chair, because a majority vote of the Commission ~~Council~~ shall be required to overturn the chair's ruling. An Appeal is high in precedence and can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.02 Parliamentary Inquiry. A Parliamentary Inquiry is a question directed to the chair to obtain information on a matter of parliamentary law or the rules of the Commission-

Redline

~~Council~~. This question should take the form of a parliamentary inquiry and should relate to the current business of the Commission ~~Council~~. The chair will answer such questions or may ask the Augusta-Richmond County Attorney or parliamentarian for an opinion. The chair's reply, whether or not he/she has requested advice from the Augusta Richmond County Attorney or parliamentarian, is an opinion, not a ruling. If a Commissioner does not agree with the chair's opinions he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chair's ruling. The chair is not obligated to respond to hypothetical questions.

3.06.03 Point of Order (Question of Order).
_If a Commissioner believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chair can make a ruling on the question or can allow the Commission ~~Council~~ to debate and then rule on the question by majority vote. A point of order can only be interrupted by a privileged motion or by a motion to lay on the table.

3.06.04 Point of Information (Request for Information). If a Commissioner has a question about the facts of a particular issue that is being considered, he may ask a point of information. A Point of Information is a request, directed to or through the chair, for information relevant to the business at hand, but not related to parliamentary procedure. This motion is addressed first to the ~~to the~~ appropriate person. A second is not required, and the motion is not debatable or amendable.

3.07 Supplementary Main Motions. Three motions allow the Commission ~~Council~~ to act on a main motion that has either been passed or tabled by the Commission ~~Council~~. These motions are considered to be main motions but differ from usual main motions in the ways specified.

3.07.01 Reconsider. The motion to reconsider allows the Commission ~~Council~~ to debate whether or not to overturn a decision made at the meeting that is in progress. It allows the Commission ~~Council~~ to consider new information that may affect the decision that has already been made. A Commissioner can make a motion to reconsider and any Commissioner may second the motion. The motion is debatable, but it cannot be amended. A majority vote of the Commission ~~Council~~ is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided, and the Commission ~~Council~~ will return to debate and revote the original motion.

3.07.02 Rescind. A motion to rescind proposes that the Commission ~~Council~~ overturn a motion passed at a previous meeting. A motion to rescind can be made by any Commissioner. It is in order as long as the original motion has not been implemented, but the motion to rescind shall not be in order if:

3.07.02(a) the motion to rescind is made, at the same meeting in which the action was taken;

3.07.02(b) a motion to reconsider was taken and lost;

Redline

3.07.02(c) the matter is routine and only part of the action needs to be changed, in which case the motion to "amend a previously adopted action" shall be used;

3.07.02(d) something has been done as a result of the vote to implement the earlier action adopted. An announcement of the intention to rescind a motion may be made at the meeting where the decision was made, or the Commissioner seeking to rescind may place the matter on the agenda for the next meeting. The motion to rescind will then be placed on the agenda for the next meeting. At the next meeting, the motion to rescind will formally be made. If it is seconded, then the Commission ~~Council~~ shall debate and vote on revision. A majority vote of the Commission ~~Council~~ is required for the motion to pass. If a motion to rescind is passed, the original decision will be voided.

3.07.03 Resume Consideration. The motion to resume consideration allows the Commission ~~Council~~ to consider a motion that has been temporarily postponed. This motion requires a second and is not debatable or amendable. It is a main motion but ranks higher than any debatable motion. A majority vote is required for the motion to pass.

4.00 Actions ~~O~~of ~~T~~the Commission ~~Council~~. All communications to persons, firms or corporations affected by actions taken at a called or regular meeting of the Commission shall be made by the Administrator for Augusta-Richmond County, informing them of the action taken.

4.01 Ordinances ~~A~~and Resolutions.

4.01.01 Every ordinance or resolution proposed for adoption by the Commission ~~Council~~ shall be introduced in writing and the caption of each ordinance shall be read previous to the adoption of the ordinance, unless any member of the Commission shall then and there demand that the entire ordinance be read. Upon such demand being made, the clerk shall read the entire ordinance. ~~.~~ No ordinance or resolution shall pass which refers to more than one subject matter or contains matter different from that expressed in the title thereof, except ordinances or resolutions adopting the annual operating and capital budgets and general codification and revisions of ordinances and resolutions of the Commission ~~Council~~.

4.01.02 Except for emergency ordinances under subsection 4.01.03 of this section or ordinances amending the Zoning Map for Augusta-Richmond County, or upon a unanimous vote of the Commission ~~Council~~, no ordinance shall be adopted until it has been read or presented in written form at two meetings held not less than one week apart. A resolution may be adopted at the same meeting at which it is introduced. The affirmative vote of at least six (6) members of the Commission ~~Council~~ shall be required for the adoption of any ordinance or resolution; Provided, however, a vote of two-thirds of the Commission ~~Council~~, excluding the Chairman Mayor, shall be required to change any provision of the Consolidation Act ~~which conflict with existing or future state or federal laws,~~ as required by said Consolidation Act. The passage of all ordinances or resolutions shall require the recording of "ayes" and "nays" and the names of the members of the Commission ~~Council~~ voting for and against each proposed ordinance or resolution or

Redline

amendment thereto shall be entered in the minutes of the proceedings of the Commission ~~Council~~.

4.01.03 To meet a public emergency threatening life, health, property, or public peace, the Commission ~~Council~~ may adopt emergency ordinances or resolutions, but such ordinances or resolutions may not be enacted to levy taxes, or to grant, renew or extend a franchise, or to regulate the rate charged for any public utility or service, or to authorize the borrowing of money. An emergency ordinance or resolution shall be in the form prescribed for ordinances or resolutions generally, except that it shall be plainly designated as an emergency ordinance or resolution and shall contain a declaration stating that emergency exists. An emergency ordinance or resolution may be adopted with or without amendment or may be rejected at the meeting at which it is introduced, but the affirmative vote of at least six (6) members of the Commission ~~Council~~ shall be required for its adoption. It shall become effective upon adoption or at such later time as it may specify.

4.01.04 The caption of each ordinance shall be read on the previous day of the adoption of the ordinance. All readings of every ordinance shall be by reading the caption of such ordinance only, unless some member of the Commission ~~Council~~ shall then and there demand that the entire ordinance be read. Upon such demand being made, the clerk shall read the entire ordinance.

4.02 Signing, Authentication, ~~A~~and Recording.

~~4.02.01~~ Every ordinance or resolution adopted by the Commission ~~Council~~ shall be submitted to the Chairman-Mayor for his/her signature as promptly as practicable following its adoption. The Clerk of the Commission ~~Council~~ shall authenticate by the Clerk's signature and cause to be recorded in full all ordinances and resolutions adopted by the Commission ~~Council~~ and signed by the Chairman Mayor or otherwise becoming law in a properly indexed book kept for such purpose which shall be a public record and open to public inspection. The Commission ~~Council~~ shall further provide for the periodic updating, revision, codification, and printing of all ordinances or resolutions of a general and permanent nature, together with such codes of technical regulations and other rules and regulations as the Commission ~~Council~~ may require.

4.03 Publication of Ordinances, Notices, ~~E~~etc. -It shall be the duty of the Chairman-Mayor to have published in the official gazette or newspaper of Augusta-Richmond County the ordinances of the Commission ~~Council~~, the proclamations of the Chairman-Mayor and all other official notices of either the Commission ~~Council~~ or the Chairman-Mayor ordered to be published by them, respectively; also, such other matters as the Chairman-Mayor may deem advisable to publish. The ordinances of the Commission ~~Council~~ shall be published one time; all other matters shall be published such number of times as the Commission ~~Council~~ or the Chairman-Mayor may direct. The Chairman Mayor shall have published in such official gazette or newspaper only the captions of the ordinances of the Commission ~~Council~~ and shall not have the bodies of such ordinances published.

Redline

5.00 Parliamentarian.

~~5.01~~ The Augusta-Richmond County Attorney or his/her designee shall serve as parliamentarian and shall advise and assist the chair and the Commission ~~Council~~ in matters of parliamentary law. A professional parliamentarian may be consulted as deemed necessary.

6.00 Parliamentary Authority.

~~6.01~~ The latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern meetings of the Augusta-Richmond County Commission ~~Council~~ in all ~~cases~~ in which it is applicable and in which it is not inconsistent with these rules adopted by the Commissioners, or with higher law.

7.00 Amendments.

~~7.01~~ These Rules may be amended by a majority of the entire Commission ~~Council~~ at a regular meeting or special meeting of the Augusta Richmond County Commission ~~Council~~, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s).

APPENDIX

Parliamentary Definitions
The following parliamentary definitions apply to the RULES OF PROCEDURE FOR THE Augusta-Richmond County Commission ~~Council~~

adjourn - to officially terminate a meeting

adjourned meeting - a meeting that is a continuation at a later time of a regular or special meeting

adopt - to approve or pass by whatever vote is required for the motion affirmative vote - a vote in favor of the motion as stated

agenda - the official list of items of business planned for consideration during the meeting

approval of minutes - formal acceptance of the record at a meeting, thus making this record the official minutes of the Commission ~~Council~~

chair - the Chairman-Mayor or Vice Chairman- Mayor Pro Tempore

Code of Conduct - The Richmond County Code of Conduct

Commission ~~Council~~ - the Augusta-Richmond County Commission ~~Council~~

Commissioner - any of the ten members serving on the Commission ~~Council~~ elected from the ten (10) districts established by the Consolidation Act

Redline

Commission ~~Council~~ parliamentary rules- the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization does not include statutory law or particular rules adopted by any organization or Commission ~~Council~~

Consolidation Act - the Act consolidating the City Council of Augusta and Richmond County found in 1995 Ga. Laws p. 3648

convene - to open a meeting

debate - formal discussion of a motion under the rules of parliamentary law and more often herein referred to as discussion

defer or hold - to delay action by referring the motion to staff (or an agency, committee, etc.) for more information, or by postponing a vote to a certain time

demand - an assertion of a parliamentary right by a Commissioner dilatory motions or tactics - misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting

floor - when a person receives formal recognition from the chair, he/she "has the floor" and is the only person entitled to speak

germane amendment - an amendment relating directly to the motion to which it is applied

germane discussion - discussion relating directly to the matter involved

hearing - a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject in order - permissible and right from a parliamentary standpoint

majority vote - an affirmation vote of at least six (6) Commissioners or the vote of five (5) Commissioners and the vote of the Chairman-Mayor in the event of a tie

minutes - the legal record of the action of the Commission ~~Council~~ after the record has been approved by vote of the body

motion - a proposal submitted to the Commission ~~Council~~ for its consideration and decision; it is introduced by the words, "I move that ... "

objection - the formal expression of opposition to a proposed action

order of business - the adopted order in which the business is presented to the meeting of the Commission ~~Council~~

Redline

out of order - not correct, from a parliamentary standpoint, at the particular time

parliamentary authority - the code of procedure adopted by the Commission ~~Council~~ as its parliamentary guide, governing in all parliamentary situations not otherwise provided for in the Consolidation Act, the Code of Richmond County, the Code of the City of Augusta, or other governing Bodies

pending motion - sometimes referred to as pending question; a motion that has been proposed and stated by the chair for the Commission ~~Council~~'s consideration and that is awaiting decision by vote

precedence - the order or priority governing the motion

precedent - a course of action that may serve as a guide or rule for future similar situation

procedural motion - motion to assist the Commission ~~Council~~ in treating or disposing of a main motion; or, motion relating to the pending business otherwise at hand

proposal or proposition - a statement or a motion of any kind for consideration and action

O.C.G.A. - Official Code of Georgia Annotated

quorum - the number of persons that must be present at a meeting of the Commission ~~Council~~ to enable it to act legally on business; seven (7) members of the Commission ~~Council~~ shall constitute a quorum for any meeting of the Richmond of the Augusta-Richmond County Commission ~~Council~~

recognitions - acknowledgement by the chair, giving a person sole right to speak

reconsider - to review again a matter previously disposed of and to vote on it again; must be made on the same day of business

request - a statement to the chair asking a question or some "right"

rescind - to nullify or cancel out a previous action, cannot be made if action has already been taken to implement the motion it wishes to rescind

resolution - a formal motion, usually in writing, and introduced by the word "resolved" that is presented to the

Commission ~~Council~~ for a decision ruling - the chair's decision as it relates to the procedure of the Commission ~~Council~~

second - a Commissioner's statement that he/she is willing to have the motion considered

seriatim - consideration by sections or paragraphs

Redline

statute - a law passed by the Georgia legislature

technical inquiry - request for information relevant to the business at hand

tie vote - a vote in which the affirmative and negative votes are equal on a motion

unanimous consent - deciding on a motion without voting on it but where no Commissioner voices objection, with a single objection a vote must be taken

unfinished business - any business that is postponed definitely to a time certain

Note-The Rules of Procedure for the conduct of parliamentary business coming before the Augusta, Georgia ~~Richmond~~ Commission were first adopted by the Commission [illegible]6. ~~and re-adopted Nov. 18, 2003.~~

Secs. 1-2-14-1-2-25. Reserved.

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Administrative Services Committee Meeting
11/8/2016 1:15 PM
Rules of Procedures Subcommittee

Department:	Rules Subcommittee
Presenter:	Rules Subcommittee
Caption:	Motion to approve proposed changes to the Augusta Commission's Rules of Procedures as recommended from the Rules Subcommittee. (Referred from October 25 Administrative Services Committee)
Background:	The Commission Rules Subcommittee was appointed to review the Rules of Procedure and make recommendations for improvement.
Analysis:	See attached
Financial Impact:	None
Alternatives:	
Recommendation:	Approve
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY: