

**PORTLAND WATER DISTRICT  
BOARD OF TRUSTEES  
STANDING RULES**

Adopted by the Board of Trustees, March 23, 1998.  
Amended by the Board of Trustees, July 27, 1998.  
Amended by the Board of Trustees, April 26, 1999.  
Amended by the Board of Trustees, January 24, 2000.  
Amended by the Board of Trustees, October 23, 2000.  
Amended by the Board of Trustees, April 23, 2001.  
Amended by the Board of Trustees, May 29, 2001.  
Amended by the Board of Trustees, February 23, 2004.  
Amended by the Board of Trustees, November 23, 2015

**Section 1. Regular Meetings.** The regular meetings of the Portland Water District Board of Trustees shall be held at the principal office of the District, 225 Douglass Street, Portland, Maine, or such other facilities as the Board may designate from time to time, at 6:00 p.m., on the fourth Monday of each month. When said day falls on a holiday, the regular meeting shall be held on the following Tuesday, at the same time and place. The date of any regular meeting may be changed by an order or resolve passed at the previous meeting upon the vote of seven members of the Board, provided, however, that said change in date will still provide for one regular meeting each month. When a weather or other emergency requires the cancellation of any meeting, notice of such cancellation shall be given and new notice and publication shall be given of a rescheduled meeting.

**Section 2. Special Meetings.** Special Meetings may be called by the President, and in case of the President's absence, disability or refusal, may be called by five members of the Board. Notice of such meeting shall be served in person or delivered to the residence of each trustee at least three days before the time for holding said special meeting.

**Section 3. Workshops: Committee Meetings.** Workshops for the Board of Trustees are regularly scheduled on the second Monday of each month, at the principal office of the District, at 6:30 p.m. When said day falls on a holiday, the Workshop is held on the following Tuesday, at the same time and place. Committee meetings are held at the principal office of the District, and are generally scheduled as follows:

1. Administration & Finance Committee: Precedes the regular monthly Workshop at 5:30 PM.

2. Operations Committee: Precedes the regular monthly Workshop at 5:30 PM.
3. Planning Committee: Precedes the regular monthly Workshop at 5:30 PM.

Workshops are held for the Board to receive more detailed information on particular matters, and to devote more time to those matters than is generally available at a regular meeting. No votes or action are to be taken at any workshop and public comment opportunities are not assured.

Committee meetings are held to allow smaller groups of trustees to more thoroughly consider matters before the Board in order to develop recommendations for action by the full Board. Recommendations reflect the majority view of the committee.

All meetings of the Board of Trustees shall be open to the public and public comments will be allowed as provided for in Section 23.

**Section 3-A.** Regular Meetings and Special Meetings of the Board of Trustees shall convene with a pledge of allegiance to the flag of the United States, and a moment of silence.

**Section 4.** Enactment Form. The Board of Trustees shall act only by ordinance, order or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title.

**Section 5.** Ordinances. All By-Laws passed by the Board of Trustees shall be termed "ordinances" and the enacting style shall be: "Be it ordained by the Board of Trustees of the Portland Water District, assembled".

**Section 6.** Orders and Resolves. In all votes of command, the form of expression shall be "Ordered"; and of opinions, principles, facts, or purposes, the form shall be "Resolved".

**Section 7.** Waiver of Full Reading. The President, with consent of the Board, may waive the full reading of an ordinance, order or resolve, in which case reading shall be by title only.

**Section 8.** Record of Votes. The yeas and nays shall be taken upon the passage of all ordinances and entered upon the record of the proceedings of the Board of Trustees by the Clerk. The yeas and nays shall be taken on the passage of any order or resolve when called for by any member of the Board. Every ordinance, order and resolve shall

require, on passage, the affirmative vote of the majority of the trustees present unless a higher standard is otherwise required.

**Section 9. Filing of Agenda Items.** No ordinance, order, or resolve shall be in order for action at any meeting of the Board of Trustees unless it is filed in the office of the Clerk on or before noon seven days prior to the regular meeting, and three days prior to a special meeting. Any item added to the agenda for a Regular Meeting or Workshop after the deadline shall not be in order for Board consideration unless seven trustees vote to waive this rule.

Any item to be placed on the agenda of the Board or recommended for consideration by the Board must be sponsored by a trustee or by the General Manager. Those items sponsored by the Manager shall normally be restricted to routine District administration.

**Section 10. Presiding Officer.** The President shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be taken, and, a quorum being present, shall proceed with the order of business.

**Section 11. Questions of Order.** The President shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Board by motion regularly seconded, and no other business shall be in order until the question on appeal is decided. The Vice President shall exercise all the powers of the President during the temporary absence or disability of the President.

**Section 12. Declaration of Votes.** The President shall declare all votes, but if any member doubts a vote, the President shall cause a return of the members voting in the affirmative and in the negative without debate.

**Section 13. Rules of Debate.** When a question is under debate, the President shall receive no motion but to:

- (1) adjourn
- (2) table
- (3) for the previous question
- (4) postpone to a day certain
- (5) refer to a committee or some administrative official
- (6) amend
- (7) postpone indefinitely

which several motions shall be precedence in the order in which they stand arranged.

**Section 14. Motions to Adjourn or Table.** The President shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, and the motion for the previous question, shall be decided without debate.

**Section 15. Reconsideration.** When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next regular meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote passed at a previous meeting shall be in order for consideration at the next regular meeting unless an item to that effect is contained on the agenda for such next regular meeting or unless a majority of the members present consent to such reconsideration. An agenda item once presented to and acted upon by the Board shall not again be received by the Clerk for presentation to the Board in the same or substantially the same form for a period of one year next succeeding the Board's action on the original item.

**Section 16. Motion for Previous Question.** Upon the motion for the previous question being made and seconded, the President shall put the question in the following form: "Voting is now on whether there shall be further debate on (state the motion)." All debate shall then be suspended. If the motion for the previous question is adopted by a majority of the Board present, the motion to which it applied shall be voted at once. No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion.

**Section 17. Trustee Excused from Voting.** Every trustee present when a question is put shall give their vote, unless the Board, for special reasons, shall excuse that trustee. Application to be so excused must be made before the Board is divided, or before the calling of the yeas and nays, and decided without debate.

**Section 18. Motion in Writing.** A motion shall be reduced to writing, if the President shall so direct.

**Section 19. Division of Question.** Any trustee may require the division of a question when the sense will admit it.

**Section 20. Motion for Referral.** A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

**Section 21. Priority of Business.** All questions relating to priority of business to be acted upon shall be decided with discussion limited to Board members, but any trustee may solicit information from any other person.

**Section 22. Suspension of Rules and Amendment.** The rules shall not be dispensed with or suspended unless seven of the members of the Board consent thereto. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.

**Section 23. Procedure for Addressing the Board.** Any person wishing to address the Board of Trustees at a Regular or Special Meeting will be given the opportunity to do so in accordance with the following procedures:

1. Persons wishing to address the Board on an item not appearing on the agenda shall do so at the times allotted for general Public Comment.
2. Persons wishing to address the Board on an item which appears on the agenda shall wait until the consideration of such item is announced, or until the public hearing is opened on the particular item, if there is a public hearing, at which time they may address the Board on that particular item. Public comment on an agenda item or during a public hearing is encouraged to be limited to no more than five minutes by any one speaker. The President is granted the discretion to allow an extension of time if deemed necessary.

The public shall be encouraged to limit their comments to items directly relating to the actual agenda item, and not to repeat statements made by prior speakers. The President may decide questions of relevance. The President shall not allow comments of a personal or derogatory nature, as they relate to the sponsor of the agenda item, a trustee, or other speakers.

Once the public comment period, or public hearing, has been closed, the Board shall begin its deliberation and no further public comment will be taken. The President may, at his or her discretion, allow additional clarification of the facts adduced at the public hearing and individual trustees may ask specific questions through the President of either the public or staff to further inform themselves prior to completing their deliberations.

3. Any person wishing to address the Board shall so signify by raising a hand and/or standing. After being recognized by the President and giving adequate identification he or she may address the Board. When, in the opinion of the President, their identity has not been adequate for those assembled, the President shall request further information before permitting the person to speak.

4. Persons present at Board of Trustees meetings are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.
5. Public Comment is not taken at workshop sessions of the Board unless permission is specifically granted by the President or by majority vote of the Trustees present.
6. Public Comment at Committee meetings shall be at the discretion of the Committee Chair.

**Section 24. Parliamentary Proceedings.** In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Robert's Rules of Order" shall be taken as authority to decide the course of proceedings.

**Section 25. Committees.** The President shall appoint at least three trustees, who shall elect from among themselves a Chair, to each of the following standing committees of the Board:

1. Administration & Finance Committee
2. Operations Committee
3. Planning Committee

The President may assign items to any committee, and is the arbiter on issues of proper jurisdiction. Each committee shall review and make recommendations, by majority vote, to the Board on the matters referred to it. The President shall be an ex-officio member of each committee, having no vote.

**Section 26. Record of Meetings.** A summary copy of the record of Board decisions taken at a formal meeting shall be attested and posted by the Clerk at the principal office of the District. Minutes shall constitute the official record of the actions on all Ordinances, Resolutions, Orders and Votes taken by the Board. The Clerk shall prepare minutes for acceptance by the Board of Trustees at the next regular meeting. Posting of the minutes on the agenda shall constitute publication.

**Section 27. Appeals to the Board of Trustees** regarding service standards and water main extension service line rules. An appeal to the Board of Trustees shall be appellate in nature. The Board shall conduct the appeal by reviewing the record of proceedings which occurred before the review panel. In addition, the appellant may provide an additional written statement to the Board explaining the appellant's position on the appeal. New testimony will not be taken by the Board. The Board of Trustees shall hear the appeal at a special meeting to be scheduled as approved by the President of the

Board. The appeal proceeding will be open to the public and recorded. The Board may either grant or deny the appeal. The written decision of the Board shall be issued within five (5) business days of the decision of the Board.