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|          | <p align="center"><b>Policy Number</b><br/><b>3-2019</b></p> |
| <p align="center"><b>Administrative Policy</b><br/>GUIDELINES FOR COMMISSION MEETINGS</p> | <p align="center"><b>Issued:</b> June 20, 2019</p>           |

**I. Purpose**

The objective of this policy is to establish guidelines for participants and attendees during meetings of the commission. These guidelines are intended to insure positive interaction and timely resolution of any issues that may occur during the course of debate. They are not intended to circumvent or stifle debate but to ensure agenda items are addressed efficiently.

**II. Authority**

*Article VI, Section 4. Procedure* of the Military Interstate Children’s Compact Commission’s (MIC3) bylaws establishes *Robert’s Rules of Order* as the procedural guide for conducting commission meetings unless otherwise prescribed by bylaws or rules adopted by the commission. This policy is consistent with *Robert’s Rules of Order*.

**III. Applicability**

This policy applies to the National Office staff, the Commissioners of all member states, proxies for Commissioners, ex-officio organization representatives, and members of the public attending meetings of the Commission. This policy refers to the term “Commissioner” as defined in *Article II Membership* of the Compact Bylaws.

This policy is intended for use during all commission meetings including: the annual business meeting; standing and ad hoc committee; task force; and tier groups meetings. And will apply to meetings conducted in-person, and by telephone or web-based conferencing.

**IV. General Information**

All Commission meetings are open to the public. Commissioners, ex-officio representatives, or public participants may attend meetings, however may only speak when recognized by the Chair in accordance with *Article VIII, Section 4 Public Participation* of the Compact Bylaws,. It is expected that all discussion, remarks, and comments made during commission meetings will be courteous, respectful, and professional. Comments of a personal nature or that are intended to insult, belittle, or otherwise denigrate any individual are not acceptable.

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**V. Policy**

Meetings of the Commission will uphold the following practices:

- Commissioners may have the floor to speak after being recognized by the Chair.
- Commissioners are not to interrupt the individual who has the floor.
- The Chair will present a draft agenda after the start of the meeting. Members may move for changes to the agenda before voting to adopt it.
- To discuss or debate an agenda item, the Commissioner shall make a motion. The discussion will be opened after the motion has been seconded by another Commissioner.
- No Commissioner may speak twice about the same issue until everyone else wishing to speak has been allowed to do so.
- The Chair may establish reasonable limits to the debate in order to expedite matters and accomplish Commission business.
- The Chair has the same rights to speak and vote on questions as do other Commissioners.

**VI. Maintaining and Restoring Order for all Meeting Attendees**

The Chair is responsible for maintaining and restoring order during the meetings. The Chair shall employ the following steps progressively to maintain order:

1. Remind Commissioners and meeting attendees of the proper procedures and expectations for discussion and debate.
2. Call the meeting back to order.
3. An offending individual:
  - a. Shall be admonished by name and the minutes of the meeting shall reflect the unacceptable behavior, words, or actions at the direction of the Chair.
  - b. Can be removed from the meeting.
    - i. Commissioners may be removed from the meeting by a two-thirds vote of the body. A Commissioner has the right to appeal the decision.
    - ii. The Chair has the power to remove a meeting attendee, non-voting representative, or public participant at any time during a meeting, and this individual has no right to appeal the Chair's decision.
    - iii. Each of these actions shall be recorded in the minutes of the meeting at the direction of the Chair.

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**VII. Penalties for Commissioners, Ex Officio Representatives, and Meeting Attendees**

Once a quorum is established, disciplinary action may be imposed for inappropriate behavior by a vote of the Commissioners present. A Commissioner may ask to be recognized and move to propose a penalty, or the Chair may ask what penalty should be imposed.

Possible penalties include:

- An apology by the offending individual
- Formal censure or reprimand
- Removal of the offending individual for the remainder of the meeting
- Suspension of the offending individual's rights for a designated period of time
- Expulsion of the offending individual from the organization
- Any penalty other than expulsion requires a majority vote to adopt; expulsion takes a two-thirds vote. At the request of a single member, the vote on a penalty motion must be taken by ballot.

Commissioners may vote to have the offending individual leave the meeting while they discuss the penalty. This action must also be presented in the form of a motion. If the Commission does not ask the offending individual to leave during the discussion, they shall allow the offending individual to speak briefly in his or her defense. If the offending individual denies the charges, the Secretary can read back what he or she has said or done.

**VIII. Ex Officio Representatives**

The Commission Rules, Article 2, Section 3 defines the ex officio representative as *“non-voting representatives who are members of interested organizations. Military-oriented, military family, education-oriented, and parent and teacher organizations are welcome to petition the Commission for inclusion as an ex-officio member.”*

- Ex officio representatives may participate in debate and discussion if recognized by the Chair, after Member comments have been concluded.
- Non-voting representatives, may not move, second, or vote on any motion.