

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT
SYSTEM**

BOARD OF ADMINISTRATION

Rules and Guidelines for the Conduct of Meetings

100. Introduction

The Board of Administration (Board) of the California Public Employees' Retirement System (CalPERS) ~~has embraced the parameters of~~ subject to the Bagley-Keene Open Meeting Act (the Act), ~~except in those rare instances when the Act effectively prevents the Board from fulfilling its constitutionally mandated fiduciary responsibilities.~~ As such, the Board and its committees must generally conduct their business in meetings that must be pre-noticed, and in which the scope of discussions is ~~generally~~ limited by a published agenda.

The purpose of these Rules and Guidelines is to establish the manner in which these meetings are to be conducted, respecting the Act, the Public Employees' Retirement Law (PERL), and the overarching fiduciary duties of CalPERS fiduciaries. Nothing within this document should be construed as limiting the Board's ability to determine that, to best meet its fiduciary duties, variance from ~~either the Act or~~ these Rules and Guidelines is necessary.

200. Rules of Order

201. Roberts' Rosenberg's Rules of Order

201.1. Unless otherwise indicated in the Act, the PERL or these Rules and Guidelines, the Board and its committees shall operate under Robert's-Rosenberg's Rules of Order, ~~Newly Revised (9th ed. Perseus Books) (Roberts).~~⁺

202. Definitions

202.1. **Abstain** means a decision by a member of the body not to vote.

202.2. **Board** means the Board of Administration.

202.3. **Body** means, unless otherwise indicated, the Board, a committee, or a subcommittee, ~~or a committee of the whole.~~

202.4. **Committee** means every committee, standing or ad hoc, established by the Board for the purpose of considering a defined subject matter.

~~202.5. **Committee of the whole** means a committee of the Board consisting of all the members of the Board, and with final authority to take action (i.e., whose action does not require approval by the Board). CalPERS' Investment Committee is a committee of the whole.~~

⁺ Throughout this document, the most significant variances from Roberts (through either a conscious different approach or because Roberts is silent) are noted in blue.

~~202-6-~~**202.5. Decisions** by the body require the presence of a quorum, and unless otherwise indicated in these Rules and Guidelines, require the supportive vote of a majority of those members voting.

~~202-7-~~**202.6. Majority** is 50% plus one of the members of a body.

~~202-8-~~**202.7. Meeting** is a gathering of a quorum of members of the body, conducted according to a pre-noticed agenda. With a posted and public announcement to the public, a meeting may be recessed and later reconvened ~~to a time no more than 24 hours after the initially noticed date and time~~ as provided for in the Act.

~~202-9-~~**202.8. Member** of the Board means a person as described in Government Code section 20090, and includes a person who has been deputized by a Board member who has statutory authority to delegate his/her CalPERS duties and decisions to another. Member also means a member of the Board who has been appointed to a committee or subcommittee.

~~202-10-~~**202.9. Presence** means the physical presence of a member ~~either in the meeting room or in any adjoining rooms to which sound from the meeting room is piped.~~ Presence also includes telephonic participation, provided the member can both hear and be heard by the members physically present in the meeting room.

~~202-11-~~**202.10. Presiding Officer** means the person pre-designated by the Board to be President or (in his/her absence) Vice President, or by each committee or subcommittee to be Chair or (in his/her absence) Vice Chair. **Presiding Officer** also means the person selected by the body, on an ad hoc basis, to preside over a meeting in which all of the pre-designated officers are absent.

~~202-12-~~**202.11. Quorum** is the presence of 50% plus one of the members of a body. If there is a question as to whether a quorum exists ~~(because of the presence of members both within the meeting room and adjoining room(s) [see 202.10, above]),~~ the presiding officer should clarify the issue for the audience and meeting record.

~~202-13-~~**202.12. Recusal** means a statement on the record, provided before the substance of an issue begins to be deliberated, that a member of the body will not participate in the body's decision on that issue. Once a member has recused him/herself as to an issue discussed in open session, the

member may remain on the dais but must not engage in any deliberative discussions. In closed sessions, the recusing member must leave the meeting room.

~~202.14.~~**202.13. Session** is a meeting or series of connected meetings devoted exclusively to a single and specific order of business.

~~202.15.~~**202.14. Subcommittee** means a committee, standing or ad hoc, that has been formed jointly by the Board President and related-subject matter committee chair and that reports to the committee rather than the Board.

~~202.16.~~**202.15. Vote** means either an “aye” or “nay” (or comparable designations) vote, but does not include abstentions. Members may vote (according to direction from the presiding officer) by voice, raised hands, or roll call. Members must be present to vote, and only members of the body may vote. Secret ballots are prohibited under the Act.

210. Role of Presiding Officer

In addition to those duties outlined in the Board's Governance Policy Statement of Governance Principles, and any formal delegation from the body to the presiding officer, it is the duty of the presiding officer to:

- 210.1.** Open the meeting at the appointed time by taking the chair and calling the meeting to order, having first confirmed that a quorum is present.
- 210.2.** Committee Chair may, in the absence of the Board President and Vice President, appoint an advisory sub-committee to conduct the business of the Committee if there is an insufficient number of Committee members in attendance to constitute a quorum.
- 210.3.** Announce in proper sequence the business that comes before the body or becomes in order in accordance with the agenda, or where that sequence has been changed affirmatively or through acquiescence by the body, in accordance with the orders of the day.
- 210.4.** Recognize members, CalPERS staff, and public participants who are entitled to the floor.
- 210.5.** Determine whether each proffered motion is in order and, if not, clearly state the reasons for ruling the motion out of order.

- 210.6.** Clearly state and put to vote all questions that legitimately come before the body and are consistent with the meeting's agenda (as pre-published or as modified in a manner consistent with the Act), except matters that involve the presiding officer him/herself. In the case of matters that involve the presiding officer him/herself, the presiding officer has the duty to turn the gavel over to the Vice President/Chair.
- 210.6.1.** Roll call votes are required when making a decision in closed session (excluding decisions concerning pending litigation or rate negotiations).
- 210.6.2.** Roll call votes are also required when one or more Board member is participating in the vote via telephone or teleconference.
- 210.7.** Exercise discretion in voting on a pending question, so as to avoid the appearance of non-neutrality in the conduct of the meeting. The presiding officer, as a member of the body, may vote on any matter before the body, and particularly should vote when his/her view of fiduciary responsibility calls for a vote to change what would otherwise be the outcome of a vote.
- 210.8.** Announce the result of each vote.
- 210.9.** Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- 210.10.** Enforce the rules relating to debate and to order and civility, in an unbiased and fair manner.
- 210.11.** Refrain from being an advocate on a pending question while at the same time acting as presiding officer. Should the presiding officer wish to engage in debate, s/he should pass the gavel to the vice chair/president for the remainder of the body's consideration of the question. Once the vote has been taken, the presiding officer may again take up the gavel.
- 210.12.** Expedite business in every way compatible with the rights of the members and public participants.
- 210.13.** Decide all questions of order, subject to appeal. When in doubt, the presiding officer may submit such a question to the body for decision.

- 210.14. Respond to inquiries of members relating to CalPERS' Rules of Order, or factual information bearing on the business of the body.
- 210.15. Authenticate by his or her signature, when necessary, all acts, orders and proceedings of the body.
- 210.16. Declare the meeting adjourned when the body so votes or the business of the day is otherwise concluded.

220. Motions

- 220.1. ~~To pass~~In general, a motion must receive the affirmative vote of a majority of the members of the body voting to pass. The following motions require the affirmative vote of two-thirds of the members of the body voting: limit debate, object to consideration of the question, and suspend the rules. Except as provided in the Act or 220.2 below, neither the Board nor any of its committees may impose any other super-majority vote requirements.
- 220.2. Decisions by the ~~Investment Committee~~Board to (a) authorize a specific or specific type of investment, or (b) establish the parameters for a delegated decision by another to make an investment on behalf of CalPERS, must be approved by the affirmative vote of seven members.
- 220.3. Up to three motions can be on the floor at the same time. Attachment 1 contains an adapted excerpt from ~~Roberts~~Rosenberg's Rules describing the procedural requirements for specific types of motions. CalPERS incorporates these requirements into these Rules of Order. Except as provided in these Rules of Order, ~~Robert's-Rosenberg's~~ Rules regarding motions shall operate as CalPERS' Rules.
- 220.4. The members that made and seconded a motion that the presiding officer has ruled in order may agree to amend that motion, on their own or at the request of another member. This is known as a "friendly amendment." The ability to make a "friendly amendment," however, does not diminish the presiding officer's responsibility to determine whether the motion as amended is in order.
- 220.5. Reports or recommendations from a committee may, but are not required to be, seconded. When a committee chair offers a committee report or recommendation, s/he is acting on behalf of the committee and is not necessarily presenting his/her own personal views.
- 220.6. A non-procedural motion that is made but defeated at the committee level, and for which a separate motion on the

same subject is not passed at the same committee meeting, must be included in the committee's report to the Board. This report enables the Board to determine whether it will accept the committee's recommended "no action" on the matter.

220.6.1. However, if the committee fails to take any action on a topic (e.g., a motion is made but not seconded, no motion is made), whether procedural or substantive, the committee chair has the discretion to determine whether the matter warrants inclusion in the committee's report to the Board.

230. Reconsideration, ~~Renewal & Rescission~~

~~230.1. **Renewal.** The need for finality generally disfavors motions to renew previous motions or amendments. However, these motions are permitted in limited circumstances.~~

~~230.1.1. A motion to renew may not be made during the same meeting or session in which the underlying motion was decided, unless there is a change in wording or circumstances sufficient to present substantially a new question. In this case, it is technically not a motion to renew but a different motion.~~

~~230.1.2. Determination as to whether there is sufficient difference between a new and previous motion is necessarily fact-based. To guide chairs in making this decision, the following are examples of changes that may be sufficient; each example, however, should be reviewed in the context of the motion as a whole:~~

~~230.1.2.1. In the case of a motion to approve an investment transaction, a change in 25% or more in the CalPERS funds dollars that are requested for investment.~~

~~230.1.2.2. In the case of a motion to approve a contract, changes in terms or conditions that materially affect the scope of services, costs, performance or risk.~~

~~230.1.3. A motion to renew may not be made when it is still possible to make and consider a motion for reconsideration.~~

~~230.1.4. Neither a motion to reconsider nor rescind (see secs. 230.2 and 230.3, below) that has been rejected may be renewed in connection with the same vote.~~

230.2. Reconsideration enables the majority of a body, within a limited time, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added

information or a changed situation that has developed since the taking of the vote.

~~230.2.1. See section 230.1.2 (above) for a discussion as to whether a subsequent motion is actually a new motion, rather than a motion to reconsider a previous motion.~~

230.21.21. A motion to reconsider may only be made by a member who voted with the prevailing side. This requirement does not apply to one who seconds such a motion. When making such a motion, the mover should state for the record the s/he previously voted on the prevailing side.

~~230.21.32. A motion to reconsider must be made at the same meeting where the item was first voted on, ~~no later than the regularly scheduled meeting of the body that immediately succeeds the meeting at which the underlying decision was made, provided this subsequent meeting takes place on a date in which a public notice may be made consistent with law. The member seeking reconsideration must request that the matter be noticed for the subsequent meeting. This request may be directed to either the body's presiding officer, or to CalPERS Chief Executive Officer. Neither the presiding officer nor CEO, however, may decline such a request unless it is determined that the request is untimely or that the action authorized by the motion that is sought to be reconsidered has already been completed in such a way that it cannot be undone.~~~~

230.21.43. The making of a motion to reconsider suspends action on all other pending matters.

230.21.54. In accordance with these rules and guidelines, a committee may reconsider its decision to make a recommendation to the Board, or its decision to decline to make such a recommendation, provided that the Board has not yet taken action on the original recommendation of the committee.

~~**230.3. Rescission.** The effect of this type of motion is to strike out an entire action that has previously been taken. A motion to rescind cancels or countermands the previous decision.~~

~~**230.3.1.** A motion to rescind may be made by any member, without regard to how that member voted on the underlying decision.~~

~~230.3.2. A motion to rescind may be made at any time, so long as action on the underlying decision has not been carried out in a manner so that it cannot be undone.~~

240. Debate

- 240.1. As a general matter, CalPERS does not impose time limitations on debate, or on the number or length of time accorded to speakers.² Reasonable limitations may be imposed on an ad hoc basis, by the presiding officer (without objection from the members) or by the body through a motion to limit debate.
- 240.2. All parties participating in debate – the members, CalPERS staff, and public participants – are expected to conduct themselves with courtesy, respect and civility at all times. The presiding officer shall enforce this rule of decorum. Any person who repeatedly refuses to abide by the presiding officer's directions in this regard, and whose behavior is so disruptive as to prevent the body from conducting its business may be removed from the meeting room until his/her behavior is under control.
- 240.3. Members should generally direct their comments to the presiding officer, or to the body as a whole.
- 240.4. Members should confine their comments to the merits of the pending question, and refrain from questioning another member's motives.
- 240.5. Members should refrain from criticizing previous decisions by the body that are not then pending.
- 240.6. The presiding officer may participate in debate, according to the limits described in section 210.10, above.

250. Records & Minutes

- 250.1. Meetings of CalPERS Board and its committees are generally recorded by audio and/or video equipment. Exceptions include closed sessions for other than consideration of investment matters, some workshops, some offsite sessions, and meetings away from CalPERS headquarters where such audio-recording cannot reasonably be obtained.

² The Board has adopted regulations limiting public comment (Cal. Code Regs. tit. 2, § 552.1) ~~The Board and~~ has adopted speaker limits as part of its rules governing the conduct of hearings held under the Administrative Procedures Act.

250.2. These same types of meetings are also generally transcribed by a retained court reporter. Audio and/or video tapes of transcribed meetings are only retained so long as necessary to ensure accuracy of the transcript and meeting minutes. Transcripts shall be retained for a minimum of 10 years.

250.3. A record of every meeting of the CalPERS Board or its committees, whether open or closed to the public, and whether conducted at CalPERS headquarters or another location, shall be permanently maintained. This record shall consist of:

- (a) the pre-notice and pre-published agenda for the meeting;
- (b) any amendments to the notice or agenda;
- (c) any opinion from legal counsel accompanying a closed session for pending litigation;
- (d) copies of the written materials considered by the body during the meeting; and
- (e) minutes of the meeting.

250.4. Meeting minutes shall minimally include:

- (a) the location of the meeting; the members present (in person or telephonically);
- (b) CalPERS staff members and public participants present and speaking;
- (c) the time at which the meeting was called to order and adjourned; the matters taken up by the body;
- (d) the general issues discussed during deliberations, and significant procedural motions; and
- (e) actions taken by the body, with votes recorded as directed by the presiding officer.

300. Guidelines For Presiding Officers In Facilitating Effective & Productive Debate

301. Purpose

These Guidelines are intended to provide presiding officers during CalPERS Board and committee meetings with general advice as to the most effective means of facilitating productive debate by the body, while also assuring openness to the views of the public. ~~constituencies.~~ These Guidelines do not constitute formal Rules of

Order (see section 200, et seq., above), but instead provide informal suggestions and support.

- 310.** When CalPERS staff (or third party making a recommendation before the Board or its committees) concludes the initial presentation, the presiding officer should ask any questions necessary to ensure members understand the nature and scope of the recommendation. The presiding officer should not engage in the debate until all members have had at least one opportunity to speak. If the presiding officer wishes to be more active in the debate, s/he should give up the gavel for the duration of consideration of the question.
- 320.** For items that may involve significant audience input, the presiding officer should, on his/her own initiative or at the request of any member of the body, direct members at the beginning of the item to follow this sequence. Reserving debate until after questions from all parties helps members maintain open minds.

A sequence of decision-making for particularly controversial items could be:

- Staff/third party presentation
- Questions from members (but not debate)
- Comments/questions from audience
- Motion (sometimes stated earlier)
- Statement of member positions/debate
- Vote

- 330.** If members are repeating their arguments, the presiding officer should gently ask the members to refrain from repeating themselves. This is particularly relevant when an item is controversial and the discussion is expected to be lengthy.
- 340.** As discussed in the Rules of Order, above, presiding officers may engage in debate, but should do so only after all other members wishing to speak have done so. Presiding officers should not be both advocate and presiding officer at the same time.
- 350.** Presiding officers should not use the power of the chair to interrupt other speakers, unless necessary to maintain order.
- 360.** Presiding officers should not use the power of the chair to serially comment upon other speakers, unless necessary to resolve an obvious misunderstanding among speakers. Again, presiding

officers should save their comments/debate until after all other members have had the opportunity to speak.

- 370. If debate is becoming heated or emotional, the presiding officer should consider calling for a recess (being careful not to do so if it would interfere with the tactical flow of one line of argument).
- 380. If further debate appears unlikely to alter positions or clarify the record, the presiding officer should indicate that s/he will entertain a motion (if not already made) or call for the question. The latter is not effective as a formal motion to cut off debate, but is instead a suggestion to the members that debate is no longer productive.
- 390. Breach of Order
 - a. In the event of a breach of order on the part of a Board member, the ~~Chair-presiding officer~~ should call the Board member to order, point out the fault, and advise the Board member to avoid the conduct.
 - b. If a Board member continues to be out of order, or commits a serious breach of order, the ~~Chair-presiding officer~~ normally should warn the Board member, but the ~~Chair presiding officer~~ (or any other Board member) may, with or without advance warning, call the member to order. In this event, the ~~Chairpresiding officer~~ states the member is out of order and shall yield the floor (cease speaking). If the offending member had the floor, the ~~Chair-presiding officer~~ shall state the breach of order and put the following question, in the form of a motion, to the committee: "Shall the member be allowed to continue speaking?" The motion is not debatable.
 - c. In cases of obstinate or grave breaches of order, the ~~Chair presiding officer~~ shall, after warning the Board member, "name" the offender.
 - i. The ~~Chair-presiding officer~~ will ask the ~~Committee committee Secretary-secretary~~ to take down the objectionable or disorderly words used by the offender and then make a declaration to the member, clearly stating the nature of the abuse.
 - ii. If the member withdraws the offensive remarks or offers an apology, the matter may be dropped, if the Committee so chooses.
 - iii. In any event, a member may move, or the ~~Chair presiding officer~~ may ask, that a penalty be imposed. The penalties may include requiring an apology,

imposing a reprimand, or censure. Any penalty must be approved by motion.

TABLE OF RULES RELATING TO MOTIONS

(Except Adapted from Robert's-Rosenberg's Rules of Order, Newly Revised (9th ed.), but modified to adapt to CalPERS Board and committee structure)

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Main-Basic motion or question	No	Yes	Yes	Yes	Yes	<p>"I move that ..."</p> <p>"I move the staff's recommendation..."</p> <p>When intending to make a motion of something that was just said: "I so move."</p>
<u>Amend</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<p><u>"I move to amend by adding..."</u></p> <p><u>"I move to amend by striking out [specific language, e.g., the second paragraph]."</u></p>
<u>Appeal</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>"I appeal from the decision of the chair."²</u>

¹ Motions listed as requiring a second do not need to be seconded when made by recommendation of a committee.

² The appropriate question for the body is then: "Should the decision of the chair be sustained?" An "aye" vote approves the chair's decision.

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
<u>Friendly Amendment</u>	<u>No</u>	<u>No³</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>"I have a friendly amendment to the motion if the maker of the motion and second are amenable..."</u>
<u>Limit Debate⁴</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>"I move that we limit debate." "I move the previous question."</u>
<u>Object to Consideration of the Question⁵</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Yes</u>	<u>"I object to consideration of the question."</u>
<u>Reconsider</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>"I move to reconsider the vote on the motion relating to.... I voted on the prevailing side of that motion."</u>
<u>Substitute</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>"I move a substitute motion that..."</u>
<u>Suspend the Rules⁶</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>"I move that we suspend the rules, which interfere with..."</u>
<u>Table</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>"I move that we table this item."</u>

³ A friendly amendment only requires the agreement of the maker and seconder in order to replace the original motion.

⁴ Requires a 2/3 vote.

⁵ Requires a 2/3 vote.

⁶ Requires a 2/3 vote.

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Motion	In order when another has the floor?	Must be seconded?²	Debatable?	Amendable?	Can be reconsidered?	Sample language
Adjourn	No	Yes	No	No	No	"I move to adjourn."
Adjourn at future specific time ²	No	Yes	Yes	Yes	No	"I move to adjourn at 4:00 p.m." "I move to adjourn."
Adopt, accept or agree to a report	No	Yes	Yes	Yes	Yes	"I move that the report be adopted [or accepted]."
Adopt initial delegation or charter, forming a committee	No	Yes	Yes	Yes	Negative Vote Only	"I move adoption of Resolution Number., which delegates authority to the [name] committee."
Revise existing rule of order, or adopt special rule of order	No	Yes	Yes	Yes	Negative Vote Only	"In accordance with the notice given that this rule may be [adopted/ revised] at this meeting, I move that..."
Adopt ordinary standard rules of order	No	Yes	Yes	Yes	Negative Vote Only	"I move that the following resolution be adopted as a standard rule..."
Adopt meeting agenda	No	Yes	Yes	Yes	Negative Vote Only	"I move adoption of the agenda as printed [or as amended]."

²A motion to adjourn and meet again at a future date or time is subject to the same parliamentary rules, but is difficult to make under the Act (because of the notice requirements). However, a motion to recess and reconvene at a future date and time (no more than 24 hours after the noticed meeting) is permissible under the Act; it is subject to the same parliamentary rules.

CalPERS Rules & Guidelines for the Conduct of Meetings

<i>Motion</i>	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Amend a pending motion⁸ (including amending an amendment of a pending motion⁹)	No	Yes	If pending to be amended is debatable¹⁰<u>Yes</u>	Yes	Yes	“I move to amend by adding...” “I move to amend by striking out [specific language, e.g., the second paragraph].” “I move to substitute the following motion...”
Amend something previously adopted¹¹	No	Yes	Yes	Yes	Negative Vote Only	“I move to amend the resolution adopted by the Board on [date], by [adding, striking or substituting language].”
Appeal ruling of the chair	Yes, at time of appealed ruling	Yes	Yes¹²	n/a	n/a	“I appeal from the decision of the chair.”¹³

~~⁸A motion to amend is only in order if it is germane to the pending motion. A motion to amend may also be characterized as a “substitute motion” (if the language of the pending motion is being replaced with new language, either in whole or in part) or “motion to strike” (if the language of the pending motion is being stricken, in whole or in part). See also CalPERS Rules of Order section 220.4 (concerning “friendly amendments”).~~

~~⁹A motion to amend a pending motion may itself only be amended once.~~

~~¹⁰Debate on a motion to amend must be confined to its merits only, and cannot go into the main question except as necessary for debate of the motion to amend.~~

~~¹¹Only in order if the previous action has not already been performed in a manner so that it cannot be undone, and if the matter cannot be taken upon through reconsideration.~~

~~¹²Debate on appeal must be confined to its merits only, and cannot go into the main question except as necessary for debate of the appeal.~~

~~¹³The appropriate question for the body is then: “Should the decision of the chair be sustained?” An “aye” vote approves the chair’s decision.~~

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Change or depart from adopted agenda, immediately to take up a matter out of its proper order	No	Yes	No	No	No	"I move to suspend the agenda and immediately take up [identify item]."
Commit, refer or recommit a pending question	No	Yes	Yes	Yes	Only if committee to which the matter was referred has not begun work on the matter	"I move to refer the motion to the [name] committee." "I move that the motion be referred to a subcommittee of members appointed specially for this purpose by the President [and committee chair]."
Limit or extend limits on debate on a pending question	No	Yes	No	Yes	Yes, but if vote was affirmative, may only reconsider unexecuted part of order	"I move that debate be limited to [e.g., one speech of three minutes] for each member." [Other variations of limitations possible.]
Limit or extend limits of debate for the duration of a meeting	No	Yes	Yes	Yes	Yes	"I move that this meeting debate be limited to [e.g., five minutes] for each member." "I move the question."

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Discharge a committee	No	Yes	Yes	Yes	Negative Vote Only	"I move that the [name] committee be discharged from further consideration of [issue]." "I move that the [name] committee be discharged."
Divide the question⁴⁴	Yes	No	No	No	No	"I call for a division of the question."
Point of Information⁴⁵	Yes	No	No	No	No	"I rise to a point of information." "Point of information!" "Will [name of member with the floor] yield for a question?"
Minutes—approve or correct before adoption	No	Yes	Yes	Yes	Yes	"I move adoption of the minutes as presented [or as amended]" [If motion to approve already made] "I move that the minutes be amended by..."
Minutes—correct after approval	See Amend Something After Adoption					

⁴⁴ ~~Compelled at the demand of a single member.~~

⁴⁵ ~~Is not voted on.~~

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Nominations to make	No	No	Yes	No	Not if person elected learns of election and has not declined	"I nominate [name]."
Nominations to close	No	Yes	No	Yes	No	"I move that nominations be closed."
Nominations to reopen	No	Yes	No	Yes	Negative Vote Only	"I move that nominations for [office] be reopened."
Nominations other motions relating to	No	Yes	No	Yes	Yes	"I move that candidates for [office] be nominated by [special process]."
Objection to consideration of question	Yes, unless person assigned the floor has not yet begun debate or offered a motion	No	No	No	Negative Vote (sustaining objection) Only	"I object to consideration of the question." [As directed by the presiding officer, follow up with reasons for objection.]
Point of Order	Yes	No	No (but chair can permit full explanation)	No	No	"Point of order!" "I rise to a point of order." [If purpose is to correct indecorum] "I call the member to order."

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Parliamentary Inquiry⁴⁶	Yes	No	No	No	Na	“I rise to a parliamentary inquiry.” “Parliamentary inquiry, Mr./Ms. Chair!”
Postpone Indefinitely	No	Yes	Yes	No	Affirmative Vote Only	“I move that the motion be postponed indefinitely.” [Effect is to kill a motion.]
Postpone to a Certain Time, or Definitely	No	Yes	Yes⁴⁷	Yes	Yes	“I move to postpone the question [or motion, if already made] to the next meeting.” “I move to postpone the question [or motion] to [specific date.]”
Previous Question (immediately closes debate on the pending matter and the making of all subsidiary motions except a motion to Lay on the Table)	No	Yes	No	No	Yes, but if vote was affirmative, only before any vote has been taken under it	“I move the previous question.”

⁴⁶ Is not voted on, but is responded to by the chair.

⁴⁷ Debate on a motion to postpone must be confined to its merits only, and cannot go into the main question except as necessary for debate of the motion to postpone.

CalPERS Rules & Guidelines for the Conduct of Meetings

Motion	In order when another has the floor?	Must be seconded?¹	Debatable?	Amendable?	Can be reconsidered?	Sample language
Rise to a Question of Privilege⁴⁸	Yes, but should not interrupt a person who has begun to speak	No	No	No	No	"I rise to a question of privilege."
Ratify or confirm	No	Yes	Yes	Yes	Yes	"I move that action on [topic] by the [committee] be confirmed [or ratified]."
Reconsider⁴⁹	Yes, if person assigned the floor has not yet begun debate or offered a motion; cannot interrupt a person speaking	Yes	If motion to be reconsidered is debatable, debate can go into that question	No	No	"I move to reconsider the vote on the motion relating to ... I voted on the prevailing side of that motion."
Rescind, repeal or annual	No	Yes	Yes	Yes	Negative Vote Only	"I move that the motion adopted on [date], referring to [topic], be rescinded."
Substitute	----- See Amend a Pending Motion -----					
Suspend the Rules	No	Yes	No	No	No	"I move to suspend the rules, which interfere with..."

⁴⁸ Is not voted on, but admissibility of question is ruled upon by the chair.

⁴⁹ See also CalPERS Rules of Order, section 230.

CalPERS Rules & Guidelines for the Conduct of Meetings

<i>Motion</i>	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Lay on the Table²⁰	No	Yes	No	No	No	"I move that the motion be laid on the table."
Take from the Table	No	Yes	No	No	No	"I move to take from the table the motion relating to..."

²⁰This motion is intended to halt consideration of an issue because there is insufficient time for the body to fully address it. It is not intended to kill a motion (as is the case with a motion to postpone indefinitely), as a motion that has been tabled may be resurfaced (taken up from the table) at any time upon a majority vote. However, because its effect is to immediately cut off all debate (affecting the rights of members to speak), it should be sparingly used.