

**City of Loveland  
Community Marketing Commission  
Code of Conduct**

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The Community Marketing Commission's Code of Conduct defines the commission's decision-making process, ground rules for meeting participation, and standards for commission member interaction.

**Decision-Making Process**

The commission will use parliamentary procedure to facilitate the transaction of business and to promote cooperation and harmony as follows:

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question of the motion.
4. The members debate the motion (unless no member claims the floor for that purpose).
5. The chair puts the question to a vote.
  - A. The chair restates the question.
  - B. The chair takes the vote:  
All in favor of the motion, say aye."  
"Those opposed, say no."
  - C. All abstentions are considered a no vote.
  - D. Any recusals need to state the reason for the recusal.
6. The Chair announces the result of a vote. A complete announcement should include:
  - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - B. Declaration that the motion is adopted or lost.
  - E. Statement indicating the effect of the vote or ordering its execution.
  - F. Where applicable, announcement of the next item of business or stating the questions of the next motion that consequently comes up for a vote.
7. Only one question at a time can be considered at any given time.
8. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
9. When considering motions, no member can speak until recognized by the chair.
10. No one can speak a second time on the same question as long as another wants to speak a first time.
11. The chair may participate in discussion, make motions, and vote on all questions
12. Full and free discussion of every motion considered is a basic right.

## **Meeting Participation and Standards for Conduct**

Commission members agree to:

1. Listen to what others at the meeting have to say.
2. Actively engage in the discussion.
3. Be on time to meetings.
4. Communicate with staff when an absence is anticipated.
5. Prepare in advance of commission meetings and be familiar with issues on the agenda.
6. Fully participate in commission meetings while demonstrating respect, kindness, consideration and courtesy to others.
7. Do not interrupt other speakers.
8. Honor the role of the Chairperson in maintaining order and equity.
9. Recognize that staff is there to help.
10. Demonstrate honesty and integrity in every action and statement.
11. Practice civility and decorum in discussions and debate.
12. Demonstrate effective problem-solving approaches.
13. Give and receive constructive feedback.
14. Be hard on the problem and easy on the people.

Commission members will strive to adhere to the code of conduct and will be responsible for their enforcement.

### **Amendments to the Code of Conduct**

Any member of the commission may propose amendments to the code of conduct at any time. Amendments will become effective at the time approved by a majority vote of the commission.