

RULES GOVERNING THE GREATER HILLTOP AREA COMMISSION

I. Reimbursement for expenses related to Greater Hilltop Area Commission (GHAC) business.

- a. In addition to the bylaw requirement (Article II, Section (D)(4)) that the chairperson approve all expenditures above \$20, any expenditure above \$50, with the exception of those items listed in (b) of this section, must be approved by a majority vote of the commissioners. Commissioners who spend more than \$50 may do so at their own peril prior to approved by the GHAC and the GHAC is under no obligation to reimburse for any portion of such expenditures, including the first \$50 of such expenditures.
- b. The following expenditures are permitted and do not require advance approval by the GHAC. Adoption of this section constitutes prior approval of the chairperson, consistent with Article II, Section (D)(4) of the bylaws.
 - i. The secretary, or their designee, may purchase stamps, envelopes, paper, or copying services for the purpose of providing advance copies of the GHAC minutes and any appropriate attachments to Commissioners.
 - ii. The chairperson, or their designee, may pay to the United States Postal Service a fee covering the cost of the GHAC's post office box.
 - iii. The chairperson of the Government and Legislation Selection Subcommittee, or their designee, may purchase any materials necessary to conduct the selection of commissioners.
- c. The Treasurer shall not provide reimbursement for any expenditure for which proper proof of purchase is not provided by the purchaser. If such proof is not in the form of a receipt, the Treasurer shall use his or her discretion as to whether or not reimbursement is appropriate.
- d. Consistent with city policy, the Treasurer shall not reimburse for any payment of sales tax. Commissioners purchasing materials or services should not pay sales tax and the Treasurer shall provide information to commissioners about making purchases which are tax exempt from payment of sales tax.
- e. No member of the GHAC shall request reimbursement for more than the cost of the item or service for which reimbursement is being sought. No commissioner shall request payment for the cash equivalent of an in-kind contribution.

II. **Number of hearings required for consideration of main motions.**

- a. For purposes of this section, there shall be two types of main motions: (1) policy motions and (2) administrative motions.
 - i. Policy motions are those motions which require the GHAC to endorse a position, a proposal, or a goal. Policy motions include, but are not limited to, motions which require a letter of support, motions which endorse an expenditure of funds, and motions concerning zoning matters.
 - ii. Administrative motions are those motions which pertain to the organizational functions of the GHAC. Administrative motions include, but are not limited to, motions which allow for the reimbursement of GHAC related expenses, motions pertaining to the minutes of the GHAC meetings, and motions to hold special meetings.
- b. All policy motions shall require at least two separate hearings on the subject prior to consideration by the GHAC. All policy motions shall be submitted to the GHAC in writing at a regular or special meeting and such submission shall constitute a first hearing on the motion.
 - i. For purposes of this section, a “separate hearing” is defined as a regular or special meeting of the GHAC, except as specified in (b)(ii) of this section.
 - ii. A meeting of the Zoning Committee shall constitute a separate hearing for purposes of zoning matters.
- c. All administrative motions require one hearing on the subject prior to consideration by the GHAC. A vote on an administrative motion may take place at the same meeting in which it is introduced.
- d. In cases where there is disagreement over whether a main motion is a policy motion or an administrative motion, the decision shall be left to the discretion of the chair.
- e. Consistent with Robert’s Rules of Order, this rule may be suspended by an affirmative vote of two-thirds of the members present at an authorized regular meeting of the GHAC.