



## Aim Ideas Summit Rules and Procedures

### Part I. DEFINITION

**Aim** means the Indiana Association of Cities and Towns doing business as Accelerate Indiana Municipalities, Aim, and is an unincorporated association of member municipalities governed by its Constitution, its elected officers and its Board of Directors or “Aim Board”.

The **Ideas Summit** or “**Summit**” is the annual conference for members provided for in the Aim Constitution.

The **Summit Committee** is a committee of one or more delegate(s) with a Chairman or “Chair” appointed by the Aim President who will serve to determine whether a person is a delegate and eligible to vote, to interpret these conference rules and procedures or Summit Rules and to participate in the Aim business sessions including the Policy Platform Hearing at the Ideas Summit as provided in these Summit Rules and Procedures by a majority vote of those committee members present.

The **Policy Platform Hearing Chair** is the Chair of the Summit Committee or designee as announced to the Ideas Summit attendees. The Summit Registration Desk will have the ability to locate the Summit Committee and its Chair.

**Times** listed in the Summit Rules are the current local time at the Ideas Summit.

## II. VOTING

### Voting Delegates

Pursuant to the Aim Constitution, all voting delegates must be designated as a delegate in order to vote. The Aim Board has the duty to establish rules and procedures to conduct the annual membership meeting of Aim member cities and towns. The following criteria determines a person's delegate status and eligibility for voting at the Ideas Summit Closing Lunch and Business Session and to participate at the Policy Platform Hearing, the Opening Business Session and as otherwise provided by these Summit Rules:

- A. The person must be registering for and as a representative of the member municipality and not primarily as a corporate member. A member municipality is a city or a town that has paid Aim membership dues for the current calendar year. A corporate partner holds membership of Aim that is a non-voting class of membership.
- B. The person must be representing the Aim member from one of these categories:
  - 1) An elected official or
  - 2) A selected official following a vacancy in an elected position or
  - 3) An appointed official such as a municipal board or commission member or
  - 4) A full time employee of the municipality or
  - 5) A person who is appointed to serve in a position created by ordinance or state law and not just a contractor of the municipality and whose service to the member municipality was declared upon registration and the declared member municipality is the predominate local government entity with which the person serves.

Voting delegate designations will be preliminarily determined at the time of registration for the Ideas Summit by Aim staff. Each designated delegate will receive his/her credentials at the Conference Registration Desk. The credentials will be in a form that is readily recognizable as a designation on the delegate's conference name badge. The Aim staff at the Conference Registration Desk can make reasonable accommodations when advisable so that other conference delegates are known if not readily apparent.

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Voting delegate designations will become final, unless and until challenged by another valid voting delegate, after the opening of the Aim Registration Desk and before the challenged voting delegates participates as a delegate or votes under the Summit Rule but in no event later than one (1) hour before the scheduled start of the Closing Business Session or 10:30 a.m. A written challenge may be filed with the Summit Chair Mayor Ted Ellis of Bluffton or his designee as announced.

### Credentials Challenges

Upon receipt of a written challenge filed with the Summit Chair Mayor Ted Ellis of Bluffton, or his designee as announced, the Summit Chair shall call and convene a Summit Committee meeting at a reasonable time and location at the Ideas Summit with the opportunity of the delegate who is challenged and the challenger to appear in person and such others as allowed by the Summit Committee. The Summit Committee will decide all questions of eligibility and credential challenges reasonably and with fairness to determine whether a person is a delegate, eligible to participate at the Policy Platform Hearing or other conference business of the membership and to vote at the Closing Lunch and Business Session, in accordance with these Summit Rules and Procedures, the Aim Constitution, the facts and circumstances and the best interests of Aim promptly. The Summit Committee may review any and all sources of information or documents it finds necessary and reliable, make inquiries as necessary and determine the voting delegate's eligibility.

### Manner of Voting

Pursuant to the Aim Constitution, voting shall be by voice vote unless a roll call or written ballot is requested by a majority of those present and entitled vote. Voting by proxy is prohibited. All committee meetings and hearings held on matters related to or occurring at the Ideas Summit will follow the manner of voting rules to the extent the Aim Constitution or Aim Board Resolution does not provide otherwise. The Chair may require properly credentialed delegates to be seated in a separate section.

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### Voting Occurrence

Voting on adoption of the proposed Policy Platform, election of officers or constitutional amendments will take place at the close of debate and at the call of the Chair or upon a duly passed motion from the floor, whichever occurs first. The Chair, at his or her discretion, may invoke Roberts Rules of Order when questions of parliamentary procedure arise.

### **Part III. POLICY PLATFORM**

The proposed Policy Platform shall be prepared by the Legislative Committee and submitted to the delegates at the Opening Business Session on October 2, 2018. The proposed platform contains the policy positions on various legislative and policy issues related to municipal government. The purpose of the Policy Platform is to provide guidance for work with the Indiana General Assembly, the agencies of the State of Indiana and the federal government.

### Amendments to Proposed Policy Platform

The Aim Board of Directors will consider amendments to the proposed Policy Platform at the Policy Platform Hearing at 4:45 p.m. on October 3, 2018, in French Lick Hotel and Conference Center in the Roosevelt room. Proposed amendments must be presented in writing by a delegate, who is not a member of the Legislative Committee or the Aim Board, to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*), at least one (1) hour prior to the hearing or by 3:45 p.m. A delegate, who is not a member of the Legislative Committee or the Aim Board, may present only one amendment to the proposed Policy Platform. If the amendment is accepted by a majority of members of the Aim Board present at the hearing, the amendment will be incorporated into the proposed Policy Platform that was recommended by the Legislative Committee for adoption at the Closing Lunch and Business Session. A member of the Legislative Committee or Aim Board may offer amendments orally to the proposed Policy Platform at the Policy Platform Hearing without providing prior notice to the Chair. The Policy Platform Hearing Chair is empowered to rule out-of-order any amendment that is inconsistent with the purpose of the proposed Policy Platform and make such other reasonable rulings necessary for a fair hearing but without redundancy.

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### Floor Amendments

Amendments to the proposed Policy Platform properly presented at the Policy Platform Hearing, but rejected by the Aim Board as a part of the report, may be offered on the floor of the Closing Lunch and Business Session. To be eligible for consideration on the floor, the Amendment must be signed by ten (10) voting delegates and presented to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*) prior to 11:20 a.m. on October 4, 2018. Amendments not properly presented will not be eligible for presentation on the floor.

### Adoption

The proposed Policy Platform will be considered at the Closing Lunch and Business Session on October 4, 2018. Pursuant to Aim's Constitution, the Chair of the business session shall be the President. The Chair shall announce that the proposed Policy Platform is submitted for approval. The Chair will set aside any language necessary for the proposed amendment or position contained in the platform for which a floor amendment has been properly submitted. The Chair will also set aside any language necessary for a proposed amendment or position contained in the platform for which a voting delegate requests further discussion. The Chair shall seek a motion and second for adoption of the proposed Policy Platform, except for the language necessary for those amendments or positions that were set aside for discussion. The Chair will then return to each proposed amendment or position that has been set aside for further discussion. The Chair will provide an opportunity for voting delegates wishing to speak for or against a particular proposed amendment or position, and may expand or limit debate at his or her discretion and make such other reasonable rulings as necessary for a fair proceeding but without redundancy.

## **Part IV. NOMINATIONS**

### Eligibility

Nominations will be accepted for the Aim Board, including the offices of President, 1st Vice President and 2nd Vice President. Each nomination shall identify the specific position being sought (e.g. member of the Aim Board, representing third class cities). The person nominated must meet the requirements for office specified in the Aim Constitution.

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### Committee Report

The Nominating Committee Report shall be submitted to the delegates at the Opening Business Session on October 2, 2018. The report shall include the nominations of the Nominating Committee.

### Floor Nominations

Nominations in addition to the nominations included in the Nominating Committee Report will be accepted as floor nominations. Floor nominations must be in writing, signed by ten voting delegates, and presented to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*), prior to 11:20 a.m. on October 4, 2018.

### Consideration

The report of the Nominating Committee will be considered at the Closing Lunch and Business Session on October 4, 2018. If there is more than one person nominated for any position, the Chair may call for seconding speeches as he or she deems expedient and appropriate and may limit the number and length of said speeches.

## **Part V. CONSTITUTIONAL AMENDMENTS**

The Constitutional Amendment Report includes the proposed Constitutional Amendment Resolution(s) as approved by the Aim Board and the Floor Resolution(s) or Amendments to Constitutional Amendment Resolution(s) that are eligible for introduction. Proposed Amendments of the membership to an Aim Constitutional Amendment Resolution(s) or a New Constitutional Amendment Resolution will be considered by the Aim Board at the Policy Platform Hearing during the Ideas Summit in the same manner as the Policy Platform. The Aim Constitution is the guiding document of the organization. No amendment to the Aim Constitution shall be finally adopted upon the day which it is proposed.

### Committee Report

The Aim Board or its designee may submit a Constitutional Amendment Resolution(s) Report to the delegates at the Opening Business Session on

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October 2, 2018. The Report shall include the proposed Constitutional Amendment Resolution(s) as approved by the Aim Board.

### Amendments to Proposed Constitutional Amendment Resolution(s)

The Aim Board will consider the proposed Constitutional Amendment Resolution(s) at the Policy Platform Hearing at 4:45 p.m. on October 3, 2018, in French Lick Hotel and Conference Center in the Roosevelt room. Proposed Amendments to the Constitutional Amendment Resolution(s) Report must be presented in writing by a delegate, who is not a member of the Aim Board, to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*), at least one (1) hour prior to the hearing or by 3:45 p.m. Said delegate may present only one Amendment per Resolution. If accepted by a majority of Aim Board members present at the meeting, the amendment will be eligible for consideration on the floor as a part of the Aim Board Report at the Closing Lunch and Business Session on October 4, 2018. A member of the Aim Board may offer an Amendment orally to the proposed Constitutional Amendment Resolution(s) at the Policy Platform Hearing without providing prior notice to the Chair. An Aim Board member may offer only one Amendment per Resolution. The Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*) shall also chair this Policy Platform Hearing component. The Summit Committee Chair is empowered to rule out-of-order any amendment that is inconsistent with the Aim Constitution or these rules and make such other reasonable rulings necessary for a fair hearing but without redundancy.

### New Resolutions

New Resolutions proposing to amend the Aim Constitution, in addition to those recommended by the Aim Board, will be considered at the Policy Platform Hearing and must be submitted in writing at least one (1) hour prior to the hearing, or by 3:45 p.m., to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*). A voting delegate, including an Aim Board member, may present only one New Resolution. If accepted by a majority of the Aim Board members present, the New Resolution may be considered on the floor as a part of the Aim Board Constitutional Amendment Resolution(s)

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Report. A member of the Aim Board may offer an Amendment orally to a New Resolution properly presented at the Policy Platform Hearing.

### Floor Amendments and New Resolutions

Amendments to Resolutions or New Resolutions properly presented to the Board members at the Policy Platform Hearing but rejected as a part of its report may be proposed again and offered on the floor of the conference. To be eligible for consideration on the floor, the Amendment or New Resolution must be signed by ten voting delegates and presented to the Summit Committee Chair, Mayor Ted Ellis of Bluffton (*or designee as announced*), prior to 11:20 a.m. on October 4, 2018. Constitutional Amendments or New Resolutions not properly presented will not be eligible for presentation on the floor.

### Consideration

The Constitutional Amendment Resolution(s) Report will be considered at the Closing Lunch and Business Session on October 4, 2018. Pursuant to the Aim Constitution, the Chair of the business meeting shall be the President. Constitutional Amendment Resolution(s) proposed by the Aim Board at the Policy Platform Hearing will be considered prior to Amendments or Floor Resolutions. The Chair shall seek a motion and second for the adoption of the Constitutional Amendment Resolution(s) contained in the Report and ask for discussion. The Chair will set aside any Resolution in the Report for which discussion has been requested or a floor action is properly proposed, and then asks for a vote, by Resolution number and title, of those Resolutions not set aside for discussion. The Chair will then return to each Resolution that has been set aside for further discussion. The Chair will provide an opportunity for those wishing to speak for or against a particular amendment or Resolution. The Chair will call the Resolutions and will inform the delegate sponsoring the amendment or Resolution that he/she has three minutes to explain the amendment or new constitutional amendment resolution. Eligible voting delegates shall make all explanations and statements. After this point, the Chair may expand or limit debate at his or her discretion and make such other reasonable rulings necessary for a fair proceeding but without redundancy. The Aim Constitution provides that the Aim Constitution may be amended by a two-



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thirds vote of all the qualified municipalities voting and no amendment shall be finally adopted upon the day which it is proposed.

### **PART VI. OTHER**

#### Notice of Summit Rules and Procedures

A copy of the Summit Rules and Procedures shall be included in the Aim Municipal Dispatch at least 30 days before the beginning of the Ideas Summit and be the subject of an email blast to all members to the email pulled from the Aim database at least 20 days before the beginning of the Ideas Summit.

#### Voting Packet

Each designated delegate will receive along with his/her credentials at the Ideas Summit Registration Desk upon check-in a Voting Packet consisting of the Summit Rules and Procedures, the Nominating Committee Report with the slate of officers to be elected, the proposed Policy Platform and any proposed Constitutional Amendments.