



## Aim Ideas Summit Rules and Procedures

### Part I. DEFINITIONS

**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 the Aim Constitution, its elected officers, and its Board of Directors or “Aim Board.”

The **Aim Constitution** is the association’s governing document.

The **Ideas Summit** or **Summit** is the annual conference for members provided for in the Aim Constitution. The Ideas Summit may be held as an in-person conference or as a virtual conference using a web-based application for attendees to meet via electronic means versus meeting in person.

The **Summit Rules** are these rules and procedures written herein which have been established by the Aim Board to conduct the Summit.

The **Summit Committee** is a committee of one (1) or more delegate(s) with a Chairman or “Chair” appointed by the Aim President. The Summit Committee’s duties are to determine by a majority vote of committee members present whether a person is a delegate and eligible to vote; the settlement of any questions regarding Summit Rules; a person’s eligibility to participate in Aim business sessions, including the Policy Platform Hearing.

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The **Summit Chair** for 2023 is Richard Hickman, Mayor, City of Angola, or if otherwise, as announced.

The **Policy Platform** is Aim's guiding document of 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.

The **Policy Platform Hearing Chair** is the Chair of the Summit Committee or a designee who receives requests from voting delegates for changes to the Policy Platform or Aim Constitution. The Policy Platform Hearing Chair for 2023 is Richard Hickman, Mayor, City of Angola, or if otherwise, as announced.

**Times** listed in the Summit Rules are Eastern Daylight Time (EDT).

## II. VOTING

### Voting Delegates

Pursuant to the Aim Constitution, all voting delegates must be designated as a delegate to vote. The following criteria determines a person's delegate status and eligibility to vote at the Opening Business Session, Policy Platform Hearing, Closing Business Session, and any additional voting opportunities provide by the Summit Rules:

- A. The person must be registered 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 member 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

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- 5) A person who is appointed to serve in a position created by ordinance or state law (not merely a contractor of the municipality), whose service to the member municipality was declared upon registration, and whose declared member municipality is the predominate local government entity with which the person serves.

Voting delegate designations will be preliminarily determined following registration for the Ideas Summit by Aim staff. A registrant that qualifies as a voting delegate per the aforementioned and will receive his/her credentials at the Conference Registration Desk. The credentials will be in the 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.

Note: The Aim staff can assist delegates with information regarding the list of people who are registered delegates for the Ideas Summit by emailing [aim@aimindiana.org](mailto:aim@aimindiana.org).

Voting delegate designations will become final after August 22 at 1:15 p.m., unless there is a challenge to a person's delegate status by a valid voting delegate. If a person's delegate status is challenged, he or she may not vote until the challenge is resolved. A written challenge may be filed to the Summit Committee Chair (*or designee as announced*) on or before 11:10 a.m. EDT on August 24, 2023. A decision on the person's delegate status will be made in conjunction with the Summit Rules by 11:30 a.m. EDT on August 24, 2023.

### Credentials Challenges

Upon receipt of a written challenge filed with the Summit Chair, the Summit Chair shall call and convene a Summit Committee meeting at a reasonable time during the Ideas Summit. The delegate who is challenged and the challenger will have the opportunity to appear at the meeting as well as such others as allowed by the Summit Committee. Considering the Summit Rules, the Aim Constitution and the facts and circumstances of the situation and acting on behalf of the best interest

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of Aim, the Summit Committee will decide all questions of eligibility as to whether a person qualifies to be a delegate and is eligible to participate at the Policy Platform Hearing and in other conference business matters including the Closing Business Session. The Summit Committee may review 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

Voting shall be by voice vote unless a roll call or written ballot is requested by either a majority of those present and entitled to vote or by Aim staff. A voice vote shall be signified by voice and/or the *hand-raising* feature on the web-based application (if virtual conference) for a gross number count of ayes and nays. A roll call vote may be conducted by calling the names of the delegates present. A written ballot vote (which enables auditing) may be conducted by utilizing the *Poll Question* feature on the web-based application (if virtual conference). 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.

### 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 AND POLICY PLATFORM HEARING**

The proposed Policy Platform shall be prepared and recommended by the Aim Legislative Committee and formally submitted to the delegates at the Opening Business Session on August 22, 2023. Any Amendments to the Aim Policy Platform and the Aim Constitution will be considered at a Policy Platform Hearing held between the Opening Business Session and the Closing Business session. (At the beginning of the Policy Platform Hearing, the Chair or his/her designee will instruct attendees how to participate in the meeting as a voting delegate.)

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### Amendments to Proposed Policy Platform

The Aim Board will consider amendments to the proposed Policy Platform at the Policy Platform Hearing at 5:05 p.m. EDT on August 23, 2023, in the French Lick Springs Resort Event Center in the Ford conference room. For delegates (other than those who also serve on the Aim Board or Aim Legislative Committee) who wish to propose the limit of one (1) amendment to the proposed Policy Platform, the proposed amendment must be presented in writing, on an Aim Policy Platform amendment form available upon request at the conference registration desk, by a delegate, who is not a member of the Legislative Committee or the Aim Board, to either the Aim Government Affairs Director or Aim Chief Legal Counsel (*or designee as announced*), at least six (6) hours prior to the hearing or by 11:05 a.m. EDT. To be considered by the Aim Board, the Aim Policy Platform amendment form must contain delegate's full name, affiliated municipality, position, contact information and the proposed amendment, not to exceed one page. 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 will be presented for adoption at the Closing 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.

### Floor Amendments at the Closing Business Session

Amendments to the proposed Policy Platform properly presented at the Policy Platform Hearing but rejected by the Aim Board during the Policy Platform Hearing, may be offered "on the floor" at the Closing 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 and presented to the Summit Committee Chair (*or designee as announced*) prior to 11:10 a.m. EDT on August 24, 2023. Amendments not properly presented will not be eligible for presentation on the floor.

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### Adoption

The proposed Policy Platform will be considered at the Closing Business Session, which will be held on August 24, 2023. Pursuant to the Aim Constitution, the Chair of the Closing Business Session shall be the Aim 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 Policy 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 Policy 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 sure 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.

#### Committee Report

The Nominating Committee Report shall be submitted to the delegates at the Opening Business Session on August 22, 2023. The report shall include the nominations of the Nominating Committee.

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### Floor Nominations

Nominations in addition to the nominations included in the Nominating Committee Report will be accepted as floor nominations. Floor nominations must be received in writing, signed by ten (10) voting delegates, and presented to the Summit Committee Chair (*or designee as announced*), prior to 11:10 a.m. on August 24, 20201

### Consideration

The report of the Nominating Committee will be considered at the Closing Business Session on August 24, 2023. If there is more than one (1) 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 by a delegate 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 same manner as amendments to the Policy Platform. No amendment to the Aim Constitution shall be finally adopted upon the day which it is proposed.

### Committee Report

The Aim Board by its representative may submit a Constitutional Amendment Resolution(s) Report to the delegates at the Opening Business Session on August 22, 2023. 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 5:05 p.m. EDT on August 23, 2023, in the French Lick Resort Conference Center in the Ford conference room. This portion of the meeting will be chaired by the Summit Committee Chair. For

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delegates (other than those who also serve on the Aim Board) who wish to propose an amendment to a proposed constitutional amendment resolution, the proposed amendment must be received in writing, who is not a member of the Aim Board, to the Summit Committee Chair (or designee as announced) by 4:05 p.m. EDT on August 23, 2023. A delegate may present only one (1) amendment per resolution. If the amendment is accepted by a majority of members of the Aim Board present at the hearing, the amendment will be eligible for consideration on the floor as a part of the Aim Board Report at the Closing Business Session on August 24, 2023.

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 (1) amendment per resolution. The Chair is empowered to rule out-of-order any amendment that is inconsistent with the Aim Constitution or the Summit Rules and make such other reasonable rulings necessary for a fair hearing but without redundancy.

### New Resolutions

In addition to those recommended by the Aim Board, new resolutions proposing to amend the Aim Constitution will be considered at the Policy Platform Hearing. This portion of the meeting will be chaired by the Summit Committee Chair. A voting delegate, including an Aim Board member, may submit a proposed new resolution to the Aim Constitution by submitting in writing at least one (1) hour prior to the hearing, or by 4:05 p.m. on August 23, 2023, to the Summit Committee Chair (or designee as announced). In addition, a member of the Aim Board may offer an amendment orally for a new resolution to the Aim Constitution without providing prior notice to the Chair. A voting delegate, including an Aim Board member, may present only one (1) new resolution. The Aim Board will consider the proposed new resolution at the Policy Platform Hearing at 5:05 p.m. EDT on August 23, 2023. The Chair is empowered to rule out-of-order any amendment that is inconsistent with the Aim Constitution or the Summit Rules and make such other reasonable rulings necessary for a fair hearing but without redundancy. If accepted by a majority of the Aim Board members present, the new resolution will be eligible for consideration on the



floor as a part of the Aim Board Constitutional Amendment Resolution(s) Report at the Closing Business Session on August 24, 2023.

#### Floor Amendments and New Resolutions

Amendments to resolutions or new resolutions properly presented to the Aim Board 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 (10) voting delegates and presented to the Summit Committee Chair (*or designee as announced*) by 11:10 a.m. EDT on August 24, 2023. 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 Business Session on August 24, 2023. 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 proposing the amendment or resolution that he/she has three (3) 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-thirds vote of all the qualified

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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 shall be included in the *Aim Municipal Dispatch* electronic newsletter at least twenty (20) days before the beginning of the Ideas Summit.

#### Voting Packet

Each designated delegate will receive a pre-conference email from Aim prior to the Ideas Summit. This email will include a Voting Packet consisting of the Summit Rules, the Nominating Committee Report with the slate of officers to be elected, the proposed Policy Platform and any proposed Constitutional Amendments.