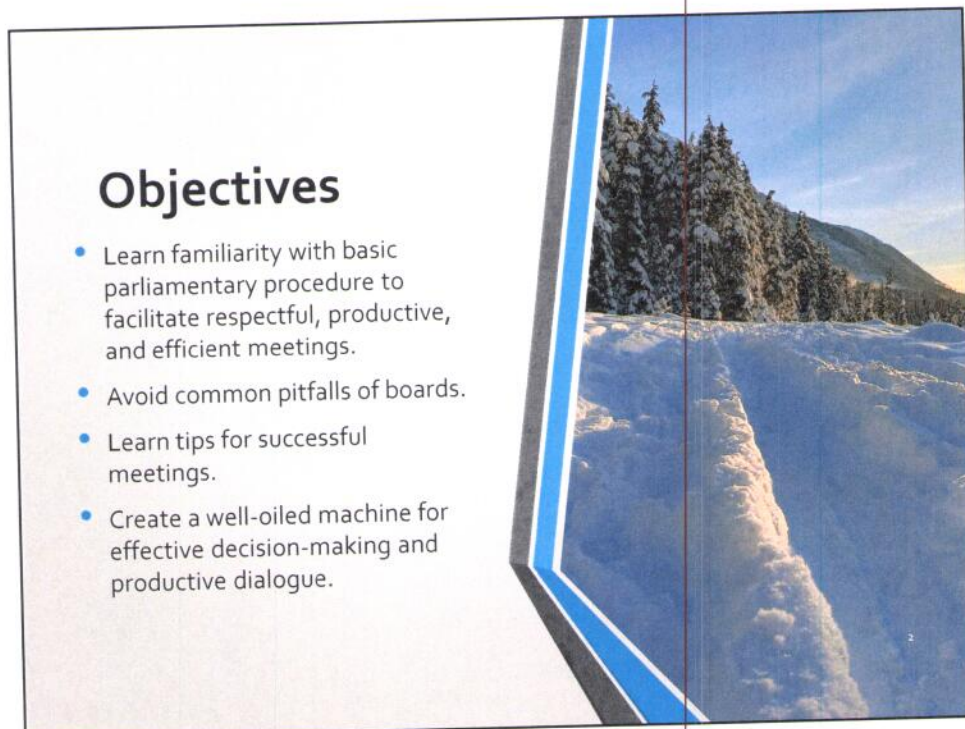


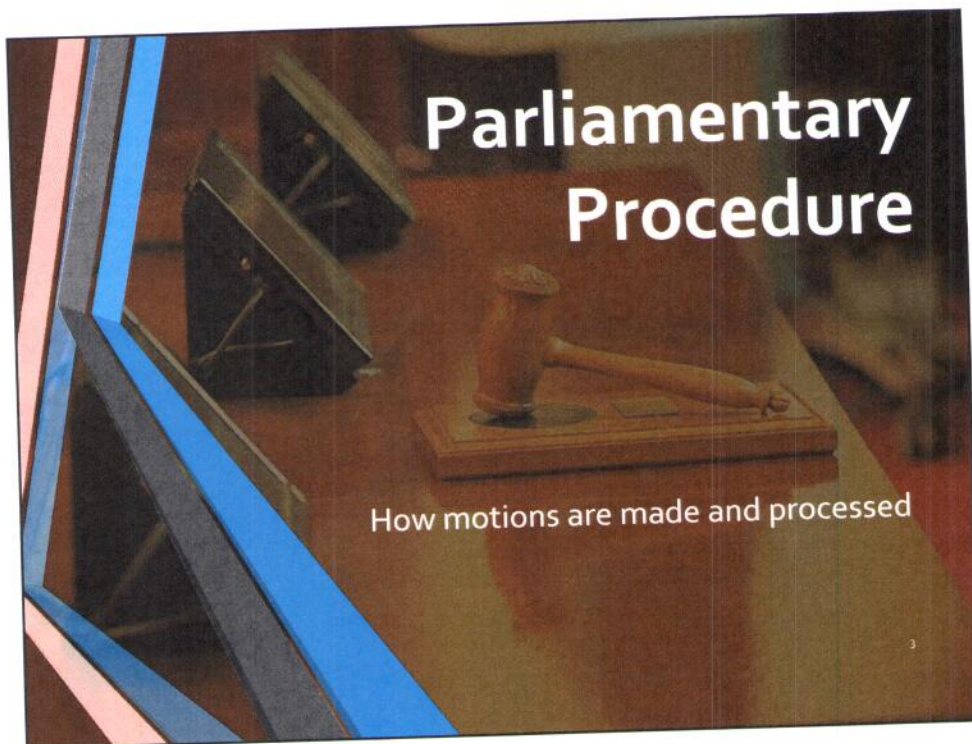
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Objectives

- Learn familiarity with basic parliamentary procedure to facilitate respectful, productive, and efficient meetings.
- Avoid common pitfalls of boards.
- Learn tips for successful meetings.
- Create a well-oiled machine for effective decision-making and productive dialogue.

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What is it?

- **Parliamentary Procedure:**
 - Is a system of conducting business when working in a group.
 - Helps to ensure the rights of individuals (minority) are protected, while the will of the group (majority) is achieved.
- The basic set of guidelines used for conducting orderly and effective meetings.
- Based on
 - The will of the majority
 - The right of the minority to be heard
 - Courtesy for all
 - Consideration of one subject at a time

4

Effective Use of Robert's Rules

- Use as



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Role of the Chair

- Determines whether motions are in order.
- Impartially permits "pro" and "con" debate equally.
- Insists on decorum and order during debate.
- Keeps discussion germane to the motion.
- Promotes effective debate.

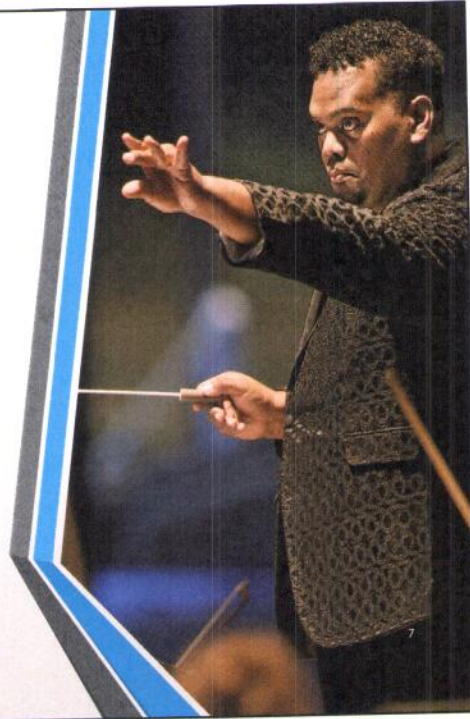


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Role of the Chair (cont.)

- Speaks last in debate and votes last as to not influence the group as the chair.
- Restates the motion clearly so members understand what is before them and what they are voting on.
- Announces the results of the motion (passed or failed).



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Effective Boards: Working Together to Achieve Identified Objectives



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NOT THIS:



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Protocol

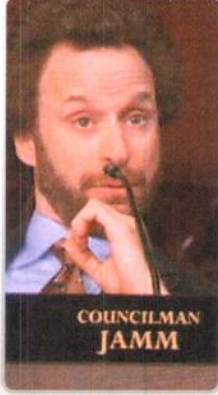
- Until a motion has been stated by the chair, no proposal may be debated.
- The member who made the motion has the right to speak first.
- Debate is limited to the motion immediately pending.
- Only speak when called on by the chair.
- Direct all comments through the chair.
- Members cannot speak more than twice or more than the allotted time. *This rule is not always followed and is designed more for legislative actions not, all decision-making actions.

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Protocol

- Every member has the right to participate and to share equally in the discussion.
- No member may monopolize the discussion.
- Members may not interrupt, except to raise legitimate points of order.
- Motives or personalities may not be attacked during debate.
- Do not draw audience members into debate with questions from the table to the floor.
- Call "point of order" when necessary to get discussion back on track or address specific comments out of turn.




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Debate

- Until a motion has been stated by the chair, no proposal may be debated.
- The member who made the motion has the right to speak first.
- Only speak when called on by the chair.
- Direct all comments through the chair.
- Debate is limited to the motion immediately pending.
- Motives or personalities may not be attacked during debate.
- Do not draw others [staff, shareholders, etc.] into debate with questions from the table to the floor.



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Debate Effectively

- Start your debate with telling the members which side you are speaking on.
- Start with, Madame Chair, I speak in favor of the motion because ...
- Organize your thoughts and cover the major points you want to make.
- At the end of your debate, restate which side you favor and reinforce the main points.



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Drawing on my fine command of the English language, I said nothing.

— Robert Benchley —

AZ QUOTES

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Classes of Motions

- Main Motion
 - Brings forward business to be considered and is necessary before debate can begin.
- Subsidiary Motion
 - Applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.
- Incidental Motion
 - Apply to the method of transacting business rather than to the business itself.
 - Relate to matters of the meeting rather than to a main motion.
- Bring Back Motion
 - Used to bring back a motion that has already been before the body.
- Privileged Motion
 - Not related to the pending business.

**This presentation does not include all motions allowed under Robert's Rules of Order. The motions as discussed today are those commonly used by local governing bodies.*


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Processing a Motion

- A member makes a motion.
 - Only make motions you agree with.
 - Best practice, put your motion in writing.
- Another member seconds the motion.
 - No second – the process ends.
 - The motion dies for a lack of a second and is not included in the minutes.
- The chair states the motion, thereby formally placing it before the body.

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Processing a Motion

- Once the motion is placed before the body, it belongs to the body.
- The members debate the motion.
- After debate, the chair restates the motion and asks for the question to be voted on.
- The chair announces the results of the vote.

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Main Motion

- The purpose of this motion is to bring business before the body.
- Be specific in stating the motion - make sure the motion states exactly what you want.
- The maker of the motion must support the idea and gets the first right to speak on it.
- Use positive words to express a negative thought.
 - Correct motion: I move to deny ...
 - Incorrect motion: I move to not support ...
- Once a motion is made, seconded, and restated by the chair, the motion belongs to the body.


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Main Motion

"I move to approve Board Resolution No. 2024-11."


- Requires a second
- Is debatable
- Is amendable
- Requires a majority vote



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Motion to Amend

- The motion to amend is used to modify the pending motion.
- An amendment to a motion can take three formats:
 - Insert (add)
 - Strike out (delete)
 - Strike and insert



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Motion to Amend

- There can only be one main motion, one primary amendment, and one secondary amendment pending at a time.
- A **primary** amendment amends the pending main motion.
- A **secondary** amendment can only amend the pending primary amendment.
- After a primary amendment has been voted on, if it passed, it becomes part of the motion it was amending.
- At that point a new primary amendment could be offered.
- Same rule applies to secondary amendments.

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Motion to Amend

Example:

- *Main Motion:* "I move to approve Resolution No. 2024-01."
- *Primary Amendment:* "I move a **primary** amendment by inserting Condition No. 5, to read as follows: contract not to exceed amount should be \$100,000."
- *Secondary Amendment:* "I move a **secondary** amendment by striking Section 5 of the agreement."

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Motion to Refer

- The purpose of this motion is to send the main motion (pending question) to a smaller group such as a committee to investigate or refine for a period of time.

"I move to refer Resolution No. 2024-01 to the Executive Committee for 90 days."

- Requires a second
- Is debatable
- Is amendable
- Requires a majority vote

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Postpone to a Certain Time

- The purpose of this motion is to defer action to a definite hour and day.
- The postponement is limited to the remainder of the current meeting and up until the close of the next regularly scheduled meeting.

"I move to postpone Resolution No. 2024-01 to a certain time of December 10, 2024."

(The item would appear on agenda under Unfinished Business.)

"I move to postpone Resolution No. 2024-01 until 6:30 p.m."

(Must be taken up during the meeting at 6:30 p.m.)

- Requires a second.
- Debatable, but limited to the merits of the postponement not the pending motion.
- Is amendable.
- Requires majority vote.

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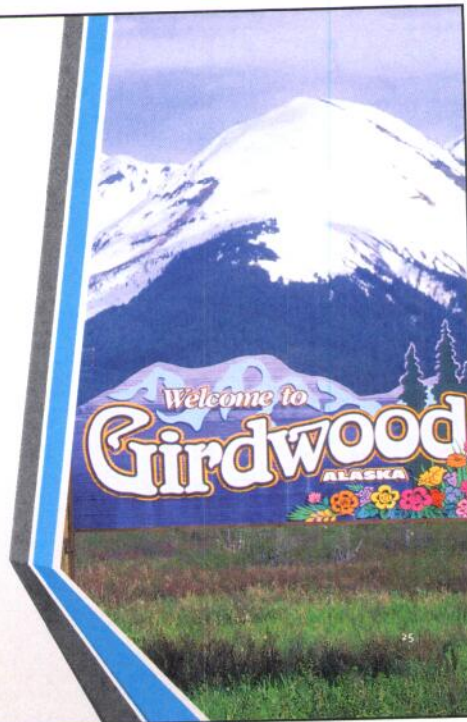
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Motion to Move the Previous Question

- The purpose of this motion is to stop debate and take vote.
- This motion is commonly stated as "call the question."
- No debate can occur once this motion is moved.
- The vote must occur immediately.

"I move the previous question."

- Requires Second
- Is not debatable
- Is not amendable
- 2/3 vote required



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Recess

- This motion is used for short breaks during meetings.
- It is important that the chair state how long the recess will be so the body and staff knows when to return.

"I move for a 10-minute recess."

- Requires a second
- It not debatable
- Is amendable (only the length of the recess)
- Requires majority vote



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Incidental Motion Suspend the Rules

- This motion allows for the orders of the day (agenda) to be taken in a different order or when the body wishes to do something that it cannot do without violating its own rules of procedure.

"I move to suspend the rules to move Audience Comments as the first item of business."

- Requires a second
- Is NOT debatable
- Is NOT amendable
- Requires 2/3 vote to pass
- Cannot be reconsidered

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Incidental Motion Point of Order

- This motion may be moved if a rule is not being followed.
- The chair makes a ruling on the point of order.

"I move a point of order, the debate is not germane to the pending motion."

- Does NOT require a second
- Is NOT debatable
- Is NOT amendable
- Ruled on by the chair

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Incidental Motion Division of the Question

- This motion is used to separate a main motion or an amendment into separate questions.
- This motion can only be used if each part of the question can be taken as separate questions.

"I move to purchase a desk and computer."

"I move to divide the question and take the purchase of the desk and computer separately."

- If the motion to divide the question passes, the question to purchase the desk and computer are taken separately.
 - Requires a second
 - Is amendable
 - Is NOT debatable
 - Requires a majority vote

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Bring Back Motions – Reconsideration

- The effect of the motion to reconsider is to erase the original vote on the motion and put the body in exactly the same place it was in right before the vote occurred.
- If the motion to reconsider passes, all other motions are in order, meaning the motion can be amended, postponed, etc.
- Limitations -
 - Only a member who voted with the prevailing side can make this motion.
 - This motion can be made only during the meeting in which the original vote was taken.

"I move to reconsider the approval of Resolution No. 2024-01."

- Requires a second
- Is only debatable if applied to a debatable question
- Is NOT amendable
- Requires a majority vote

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Meeting Assessment

- Did we act as a deliberate, informed, and principle based decision making body?
- Did we fully understand the issues before voting?
- Did we benefit from the expertise of others?
- Did we respect the opinions of our directors and make a decision in the best interest of the corporation?

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Meeting Assessment

 Did we ask tough questions?	 Were we able to make difficult decisions?
 Did we listen well to all sides or did vocal and well organized groups sway us?	 Did we work together or did we fight one another?


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Meeting Assessment



Was everyone alert and fully engaged in discussions?



How much domination and how much holding back did we have at the meeting?



Did procedure and rules of order constrain, confuse and intimidate us or did they provide the structure to facilitate shared decision making?

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Governing Documents

- A number of codes and documents govern the GBOS.
- Parliamentary authority is a useful tool, but it does not trump Federal Law, State Statute, GBOS policies.
- Remember Robert's Rules of Order, should be used as an advisory guide.
- When in doubt, use common sense, be inclusive, and be respectful!

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Municipal Meetings = Open Meetings

- All municipal meetings (including commissions and committees) are open to the public, except when in Executive Session.
- Polling members through in-person contact, emails, telephone calls, etc. is a violation of the OMA (serial meeting).
- Conduct all business in the open at a meeting.



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Tips for Successful Meetings

- Attend meetings and contribute meaningfully
- Read your packet and be prepared
- Listen and ask questions
- Be independent and informed
- Make a difference
- Recognize and declare conflicts of interest
- Familiarize yourselves with Corporate policies
- Be respectful, recognize and value diverse opinions.



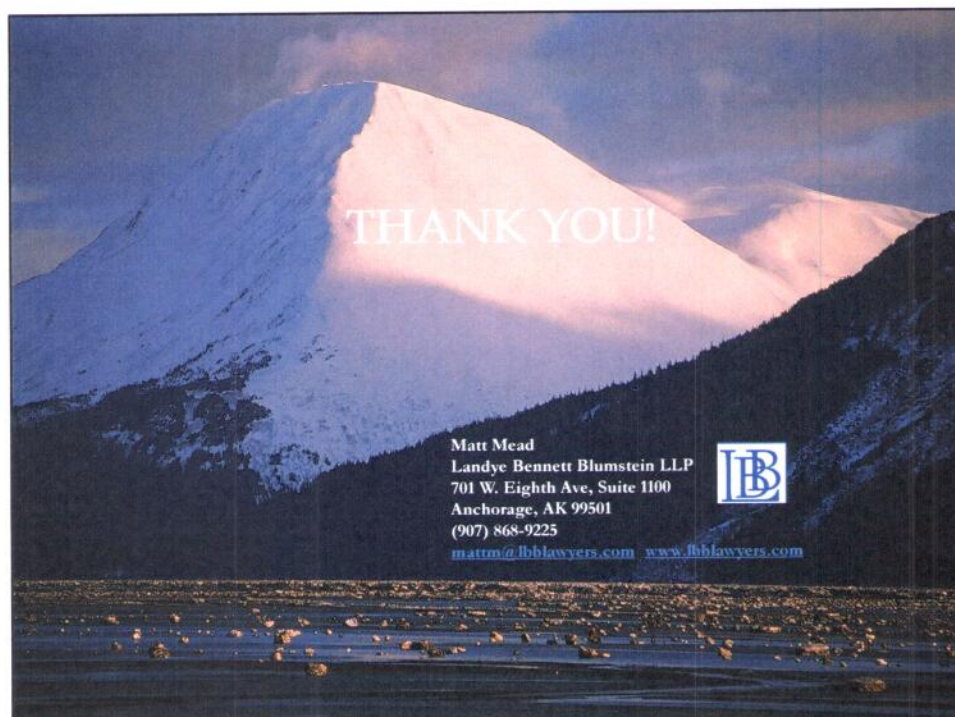
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Meetings in General - Public Participation? Comments?

- Public comments and participation can be challenging.
- Designate a specific period for public comments.
- Comments don't need to be answered.
- Enough to let speaker share concern and acknowledge comment.
- Public comments should be related to the topic under consideration unless part of general comment period.
- Limit dialogue with person making comment.


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THANK YOU!

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