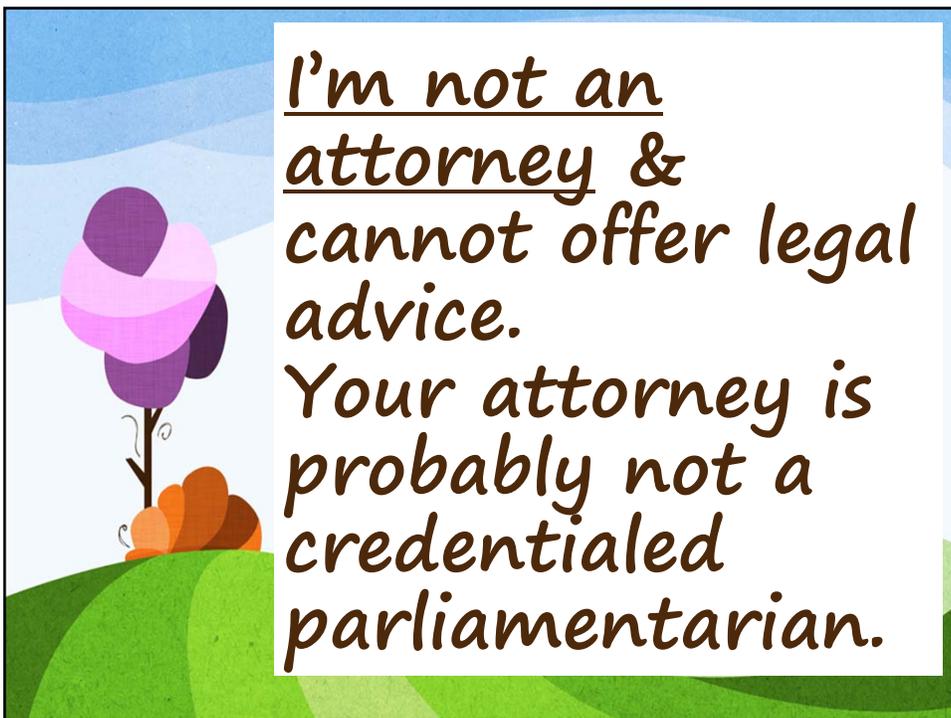




**Preside & Amend
Tips and Tools!**

August 15, 2019
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City of La Porte, City Secretary/PIO



I'm not an attorney & cannot offer legal advice.
Your attorney is probably not a credentialed parliamentarian.

The Texas Open Meetings Act (TOMA) will always take precedence over parliamentary procedure or other procedural guidelines (no secret ballots, items for discussion must be posted, etc.).

Why parliamentary procedure?

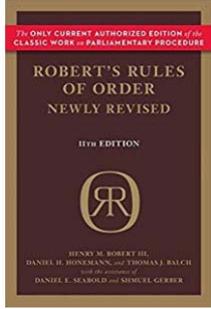
You are part of a group (a deliberative assembly) that is getting together to talk about getting some stuff done. You're not getting paid by the hour and your role is to set policy, not to take on a second job.



In 1774, Edmund Burke described the English Parliament like this: a body of persons meeting to discuss and determine upon common action.



To do so efficiently, it's a good idea to have some guidelines about how you're going to conduct this business. That's what parliamentary procedure is all about!



7th ONLY CURRENT AUTHORIZED EDITION of the
CLASSIC WORK in PARLIAMENTARY PROCEDURE

ROBERT'S RULES
OF ORDER
NEWLY REVISED

11TH EDITION

ROBERT'S RULES OF ORDER
NEWLY REVISED
11th EDITION

BY HENRY M. ROBERT, JR.,
DANIEL H. HONEMANN, and THOMAS J. BAUGH
with the assistance of
DANIEL E. SEABOLD and SIMONE L. GERBER

There are only 716
pages in Robert's
Rules of Order Newly
Revised, 11th ed.!!

Here's
another
option...



1. Parl. proc. is accessible & helpful – promote efficiency!
2. Use of unanimous consent saves time
3. Never again say ‘I so move.’!
4. Amending is editing
5. Move to table on CSPAN or in Great Britain – only!

- Common sense rules
- Each member able to participate
 - make motions
 - debate
 - vote
- Will of the majority or 2/3s
- Rights of the minority (esp. 1/3 or more)
- Rights of the absent
- Rights of the assembly

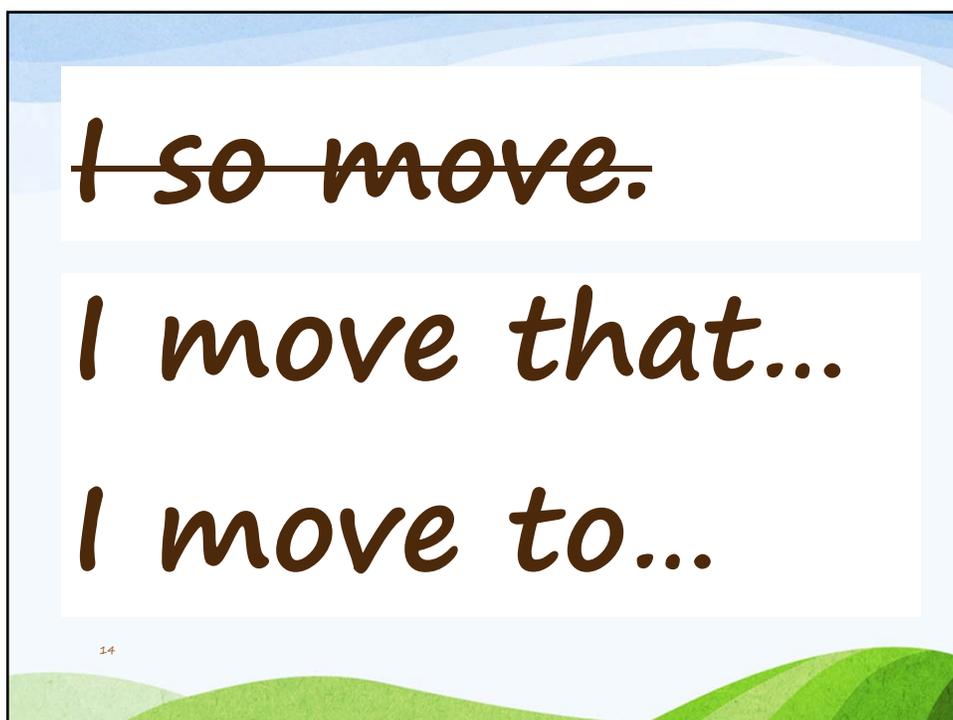
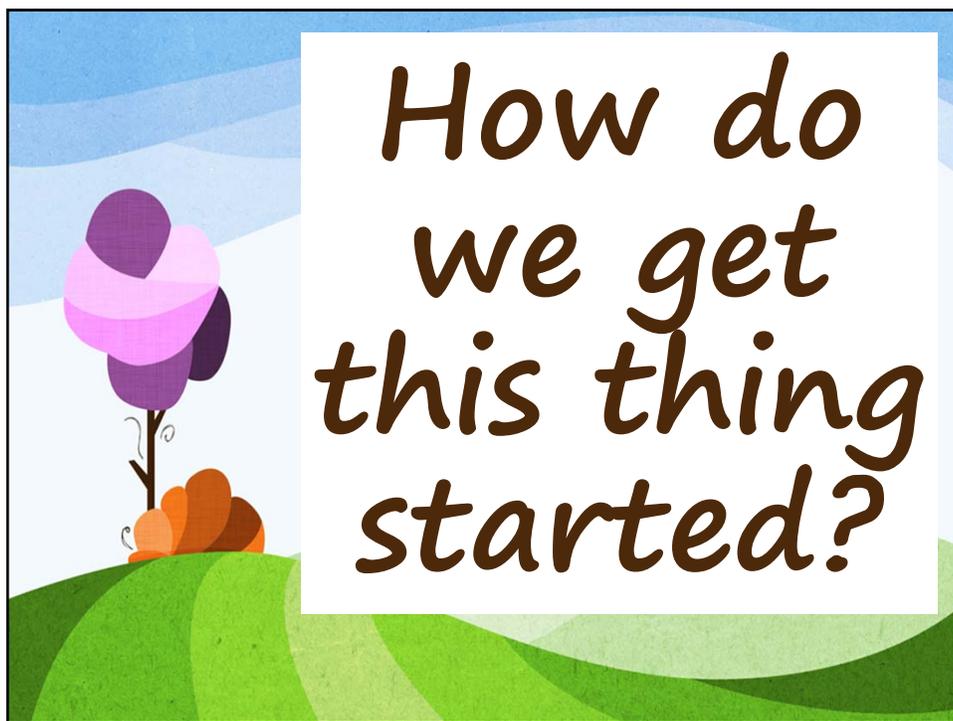
1. What are the rules?
 - Fed./state law, charter/bylaws, Development Code, rules of procedure, Robert's (RONR), custom
2. What is my role?
 - Member, alternate, observer
3. Who's presiding?
4. How can I serve well?
 - Read the packet
 - Get questions answered in advance
 - Think about what you'd like to see done & the best ways to do that



*Precedence of motions -
immediately pending & pending
motions bolded*

14. Fix time to which to adjourn
13. Adjourn
12. Recess
11. Raise a question of privilege
10. Call for orders of the day
9. Lay on the table
8. Previous question
7. Limit/extend limits of debate
6. Postpone to a certain time
5. Commit or refer
4. **Secondary amendment**
3. **Primary amendment**
2. Postpone indefinitely
1. **Main motion**

6



- There should only be a limited amount of discussion before a motion is made (if there's not a motion on the table, why are we still in the meeting?)
- Make motions with positive, active language, not to reaffirm, negate, etc.
- The chair can help w/wording or ask another member to help

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Let's hear
some Main
Motions!

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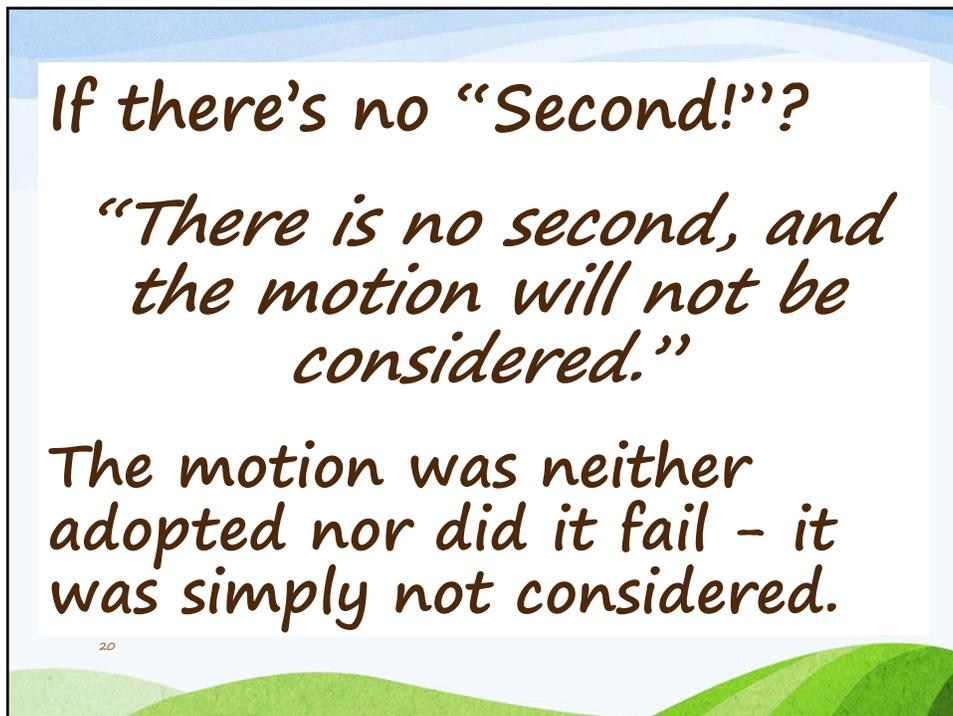
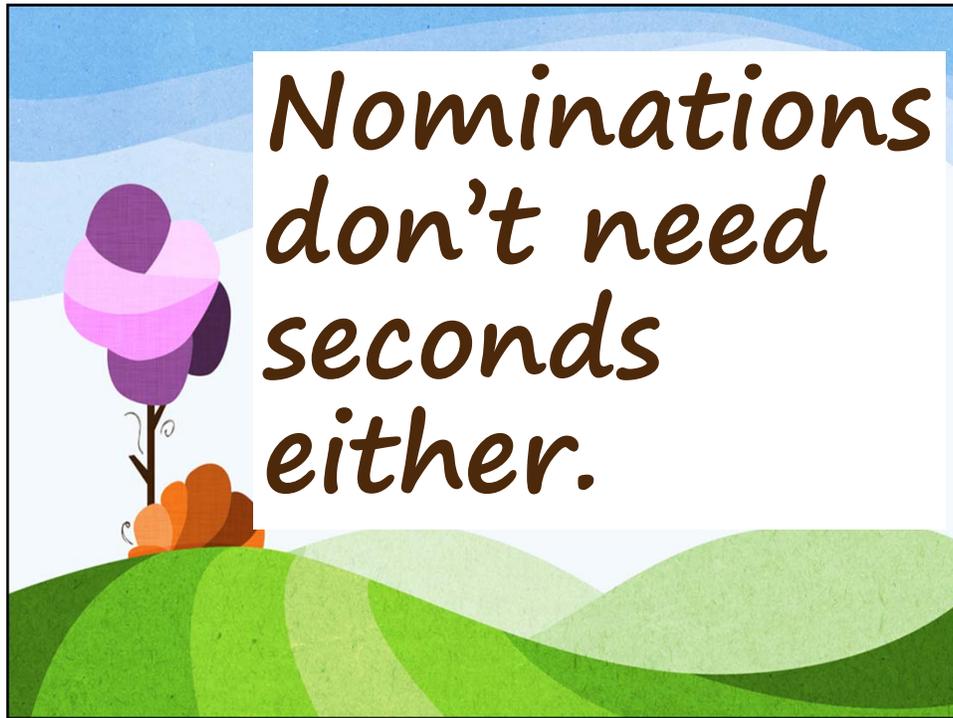
Need a
'Second!'

- More than one
person thinks it's
worthy of discussion.

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NOT
required
once debate
has begun.

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Motion Second RESTATEMENT BY THE CHAIR

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Why is restatement so important?

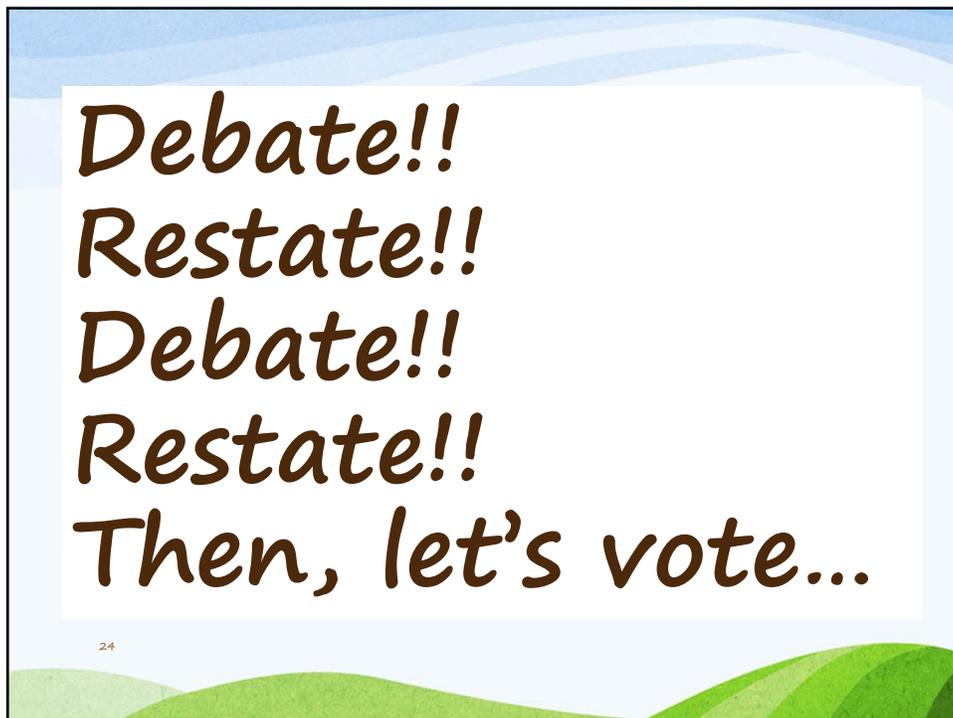
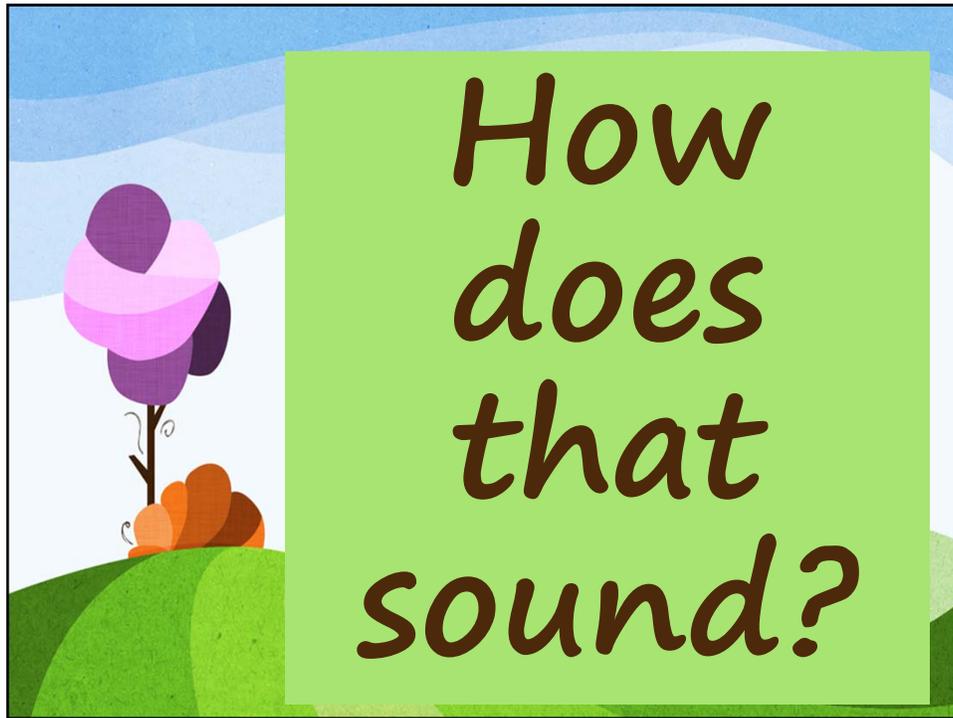
“The chair should take special care to make sure that the members always understand what is the immediately pending business – the exact question to be voted on the next time a vote is taken.

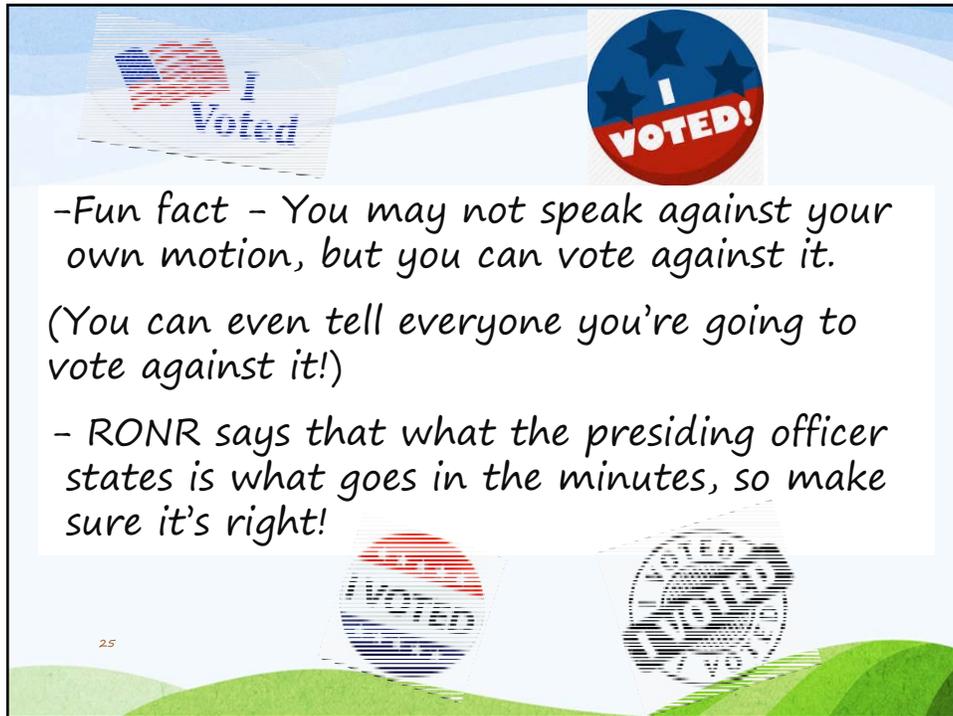
Failure of presiding officers to do so is one of the greatest causes of confusion in meetings.”

RONR (11th ed.), p. 454-55

“It is far better to risk taxing the patience of an assembly by repeating the wording of a motion on which all may be clear, than to risk taking a vote whose effect may be unclear to even a few members.”

RONR (11th ed.), p. 455





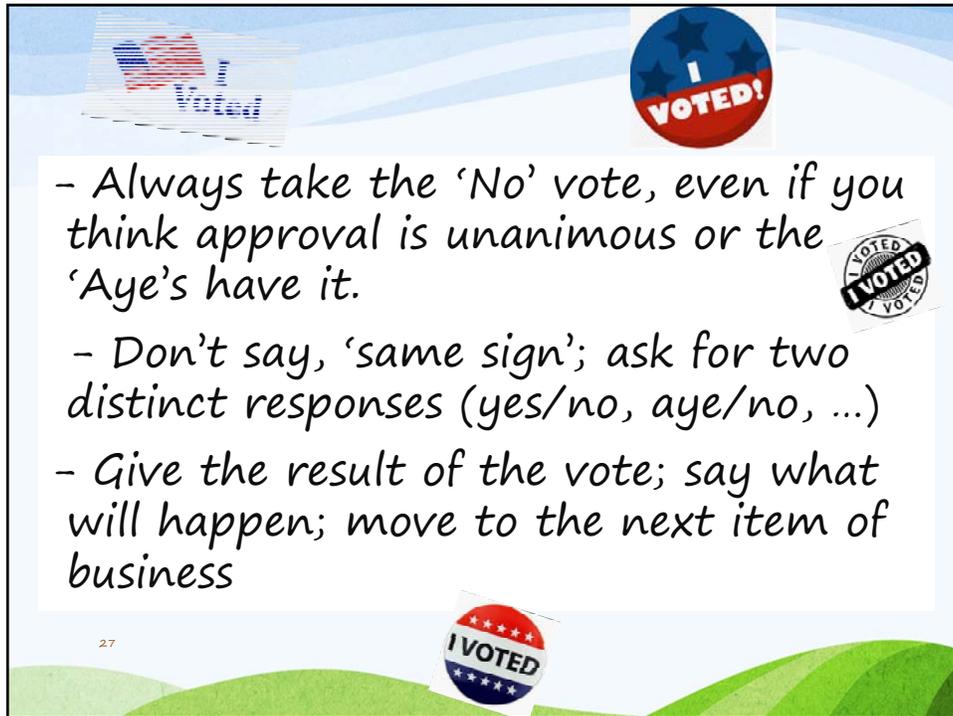
-Fun fact - You may not speak against your own motion, but you can vote against it.
(You can even tell everyone you're going to vote against it!)

- RONR says that what the presiding officer states is what goes in the minutes, so make sure it's right!

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Sounds like this...



- Always take the 'No' vote, even if you think approval is unanimous or the 'Aye's' have it.

- Don't say, 'same sign'; ask for two distinct responses (yes/no, aye/no, ...)

- Give the result of the vote; say what will happen; move to the next item of business

27

How formal should we act?
Think small!

In several places, Robert's says a group of about a dozen or fewer can act more informally, like a committee

P. 9-10; p. 16, ll. 12-16; p. 487-488

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Best time saver ever?

*Unanimous
Consent!*

“If there’s no objection, ...”

Silence gives consent

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*I'd like
to hear
this...*

I move to amend...

- should be editorial, not a commentary
- must be germane
- only primary & secondary, no tertiary amendments

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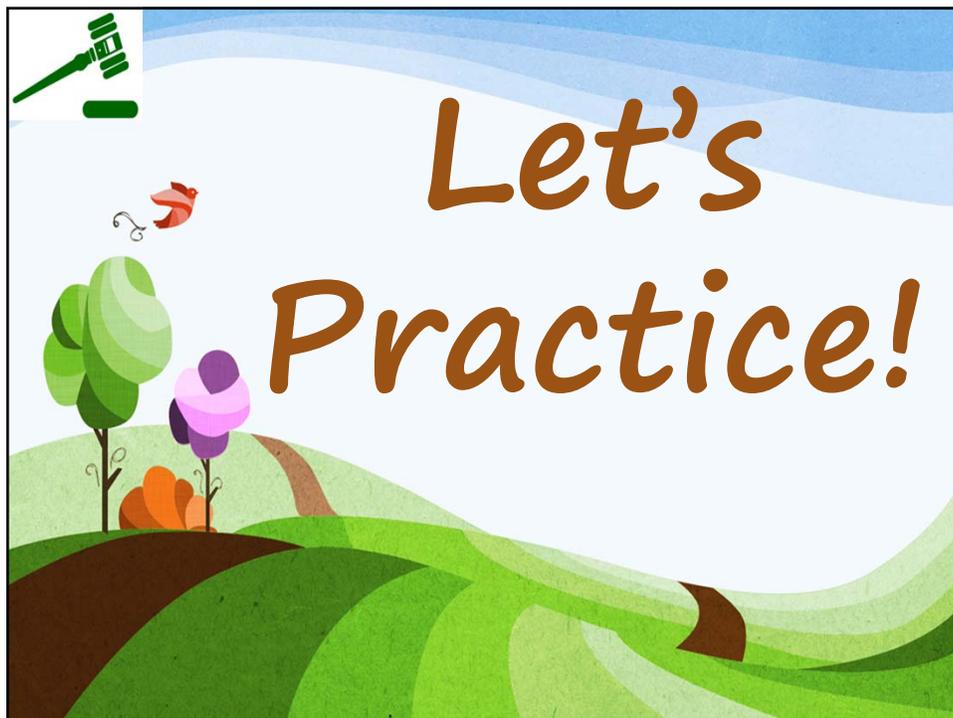
What does amending do?

- Helps perfect motions and documents while they're under consideration
- RONR, p. 130, ll. 7-10, "...a motion to modify the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is acted upon."
- Again, note that we're focused on the actual words in play, cannot re-debate the main motion here!

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- I. Insert/Add words;
- II. Insert/Add a paragraph;
- III. Strike out words;
- IV. Strike out a paragraph;
- V. Strike out and insert different words in the same place;
- VI. Strike out and insert the same words in a different place; or
- VII. Substitute (larger items).

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Main Motion

35

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

36

Insert Words

37

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

I move that the City staff research the purchase of two new blue vehicles for Code Enforcement and provide a written report to us.

38

Add Words

39

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us within 30 days.

40

Strike Words

41

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

42

Strike & insert words

I move that the City staff research the purchase of two new vehicles for Code Enforcement and provide a written report to us.

I move that the City staff research the purchase of two new vehicles for Code ~~Enforcement~~ Building Inspections and provide a written report to us.

Can we slow it
down, please?

May we stand at ease?

May we take a recess?

45

That's better!

What if I have a
REQUEST or an
INQUIRY?

46

- May interrupt if immediate attention is required

- Not debatable or amendable

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Raise a parliamentary inquiry

- question for information on parliamentary matters or rules of procedure on the business at hand

- NOT for hypotheticals

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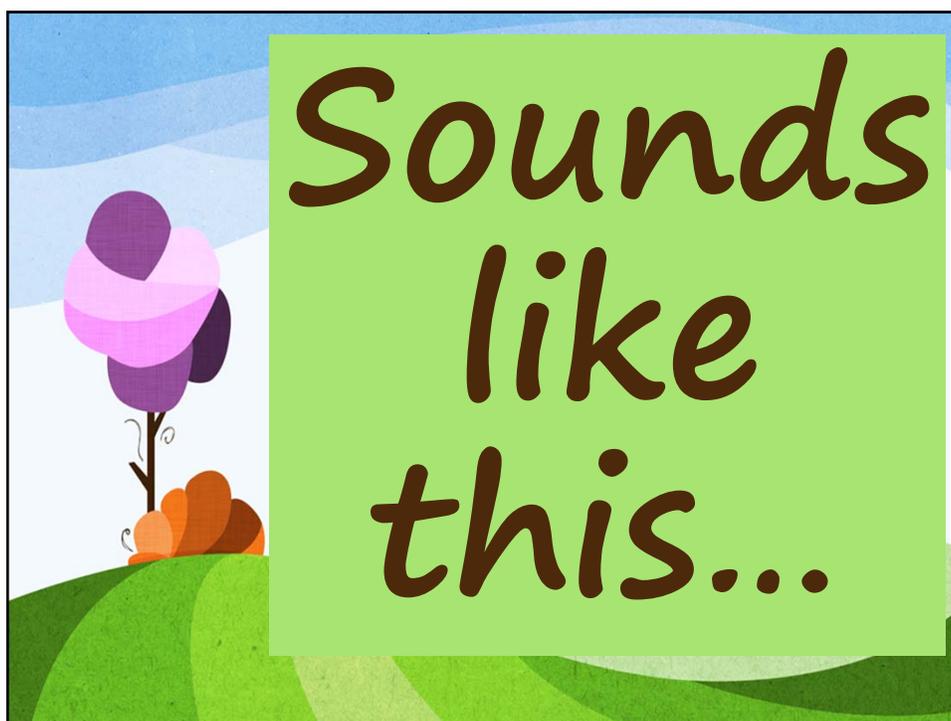
Parliamentary Inquiry

49

Make a request for information

- request (NOT a speech) for information relevant to the business at hand
- must always be in the form of a question (but can remind a speaker of a point or used to rebut)

50



Request to withdraw a motion, p. 295-298

- Before a motion has been restated by the Chair & debate begins, the motion belongs to the maker of the motion*
- The maker can withdraw it, modify it, accept 'friendly amendments', etc. - until the motion is restated & debate begins*

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Request to withdraw a motion, p. 295-298

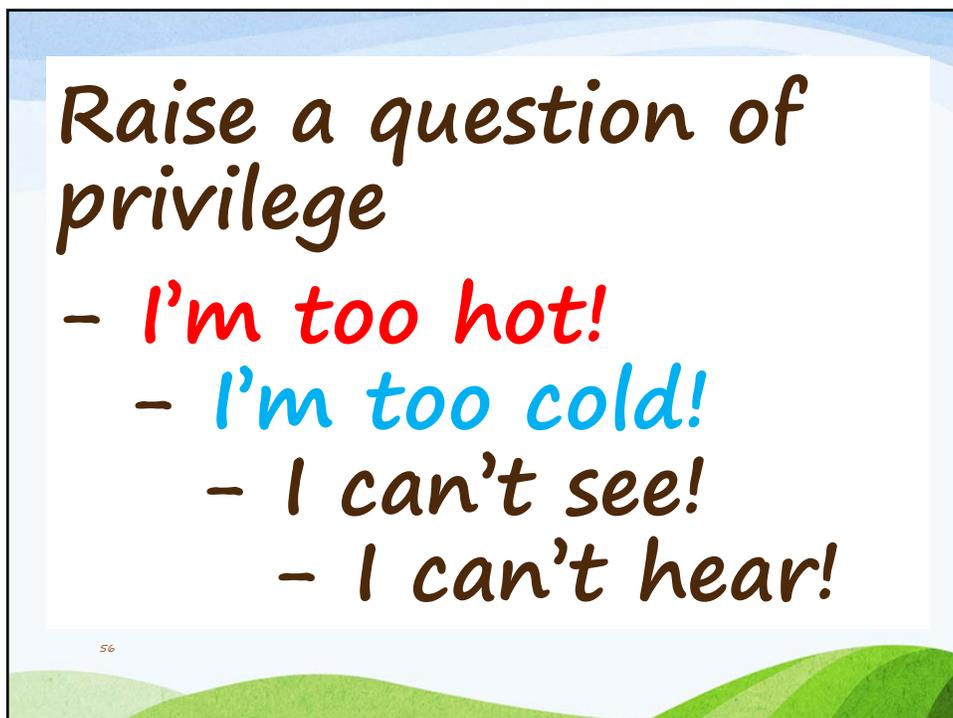
- Once a motion has been restated by the Chair & debate begins, the motion belongs to the group, not the maker of the motion
- Most easily handled by unanimous consent ('Is there any objection to allowing the motion to be withdrawn?...Hearing no objection...')

53

Raise a point of order

- if rules are being violated
- calls upon chair to rule
- does not require a second
- not debatable (chair may grant some leeway)
- not amendable
- must be raised promptly

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Postpone Indefinitely

- This is considering a “killing” motion, but of course, it only kills it for that meeting or session
- Can use this to test the opposition’s strength

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Postpone Indefinitely

- Must move before any other subsidiary motion
- Needs a second
- Not amendable
- Is debatable & can fully discuss the main motion
- Majority vote

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Postpone to a Certain Time

- Needs a second
- Is debatable as to the reason for & details of the postponement (very little about the main question)
- Is amendable as to the details of the postponement
- Normally needs majority vote

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Postpone to a Certain Time

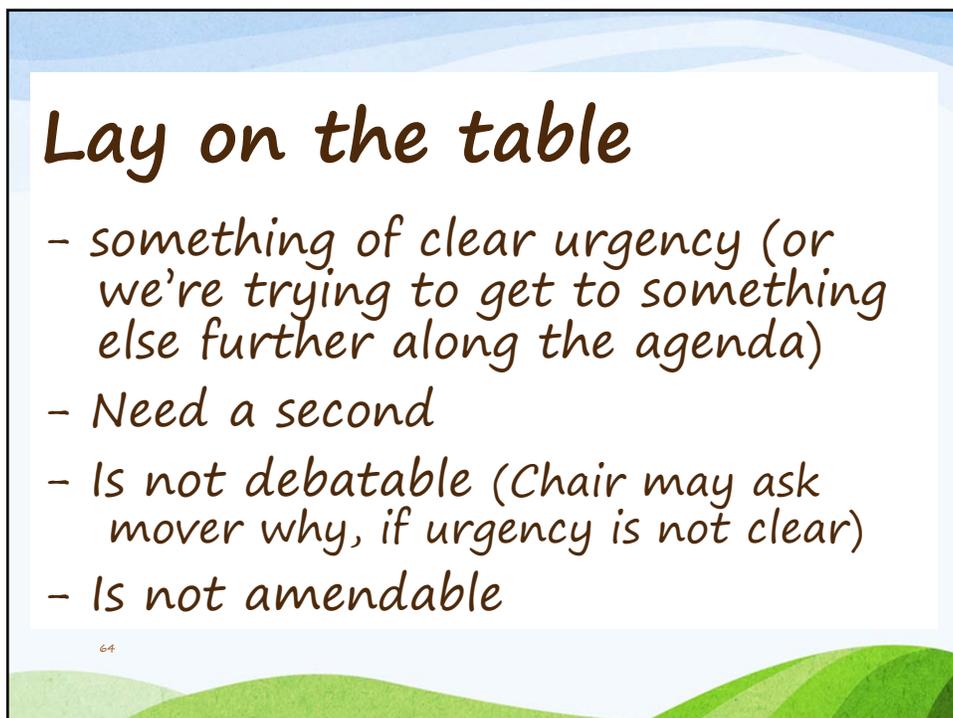
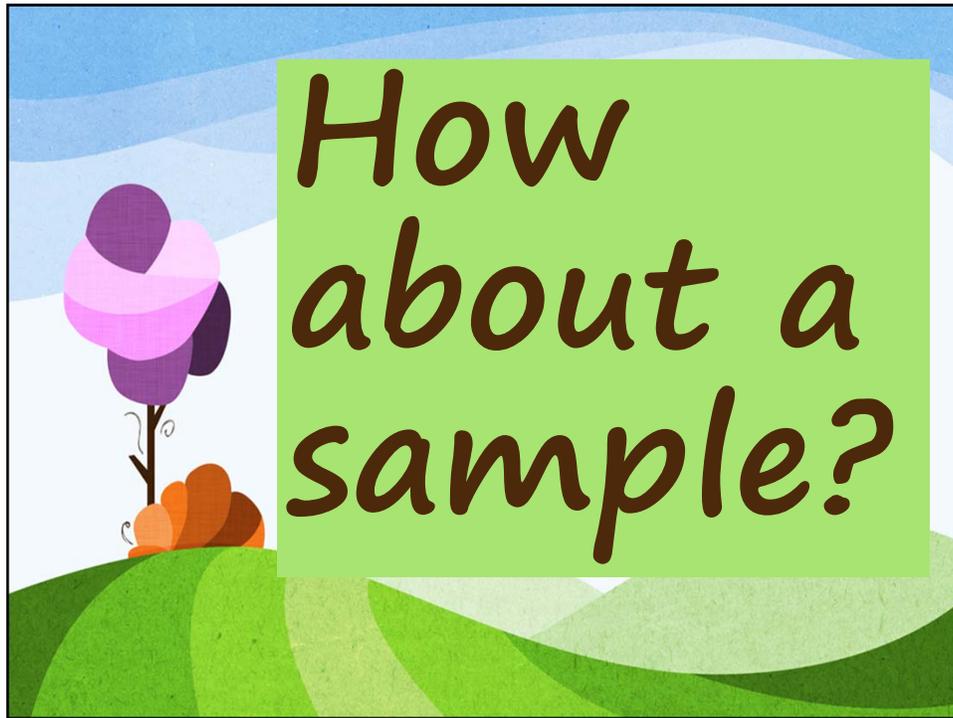
- If meet less than every quarter, then can only postpone to end of this meeting/session
- If meet at least every quarter, can't postpone beyond end of next regular business session (could then postpone again)
- Can't be used to kill a motion

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Postpone to a Certain Time

- Can't postpone a class of subjects
- Can use to delay an item for further in the meeting, but be in the habit of using Postpone Indefinitely, Lay on the Table, Recess, or Suspend the Rules if it's more appropriate to do so

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Lay on the table

- Majority vote
- If meet less than every quarter, then can only postpone to end of this meeting/session
- If meet at least every quarter, can't postpone beyond end of next regular business session (could then postpone again)

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Lay on the table

- It's a killing motion on CSPAN & in Britain, not here!
- It's NOT 'to Table'!
- Pick it up by moving to Take From the Table (maj. vote)

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Suspend the Rules

- only for rules you have complete power over (not fed. or state law, not City charters (unless a section provides for it or it is a rule in the nature of a parliamentary rule of order, very rare))
- needs a second & a 2/3 vote

There's so much more!

- *Limit or extend debate*
- *Move the Previous Question*
 - *Commit or refer to committee*

Never stop learning or asking questions!

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Questions?

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281-470-5019

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