

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?

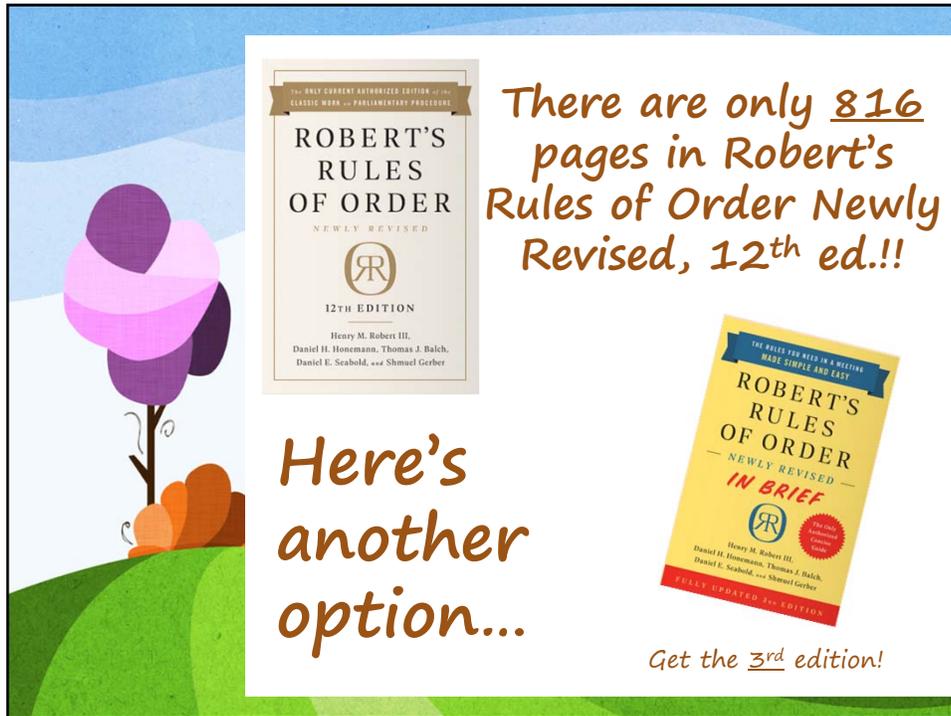
You are part of a group (a deliberative assembly) that is getting together to work together to make policy decisions.



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!



There are only 816 pages in Robert's Rules of Order Newly Revised, 12th ed.!!

Here's another option...

Get the 3rd edition!

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

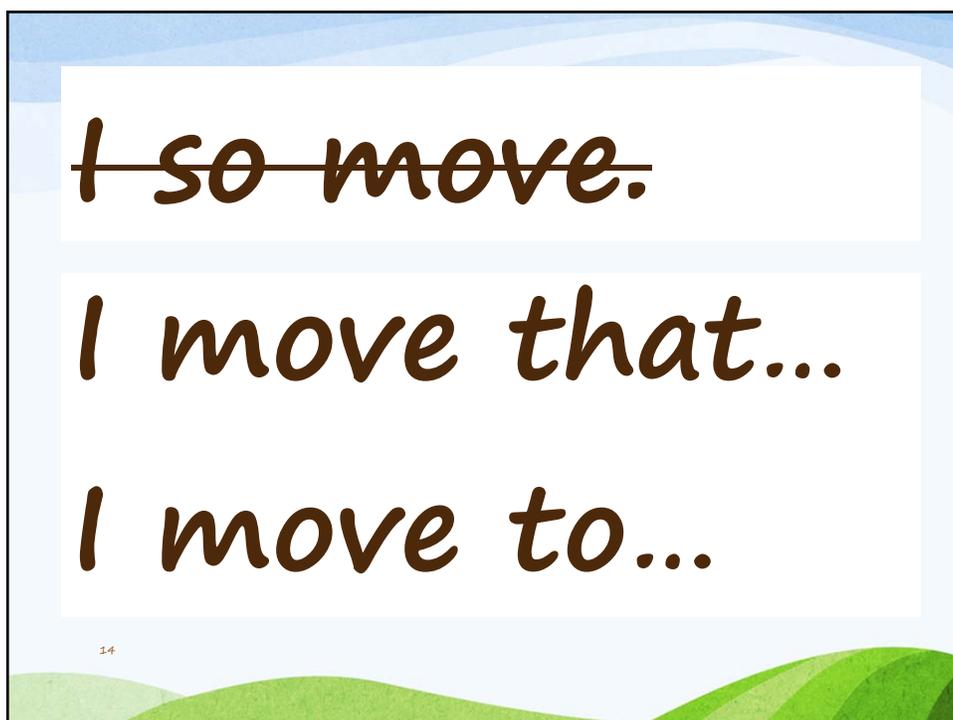
1. What are the rules?
 - Fed./state law, charter/bylaws, Development Code, rules of procedure, Robert's (RONR), custom
2. What is my role?
 - Member, alternate, observer
3. Who's presiding?
4. How can I serve well?
 - Read the packet
 - Get questions answered in advance
 - Think about what you'd like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

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- There should only be VERY limited discussion before a motion is made (if there's not a motion on the table, why are here?)
- 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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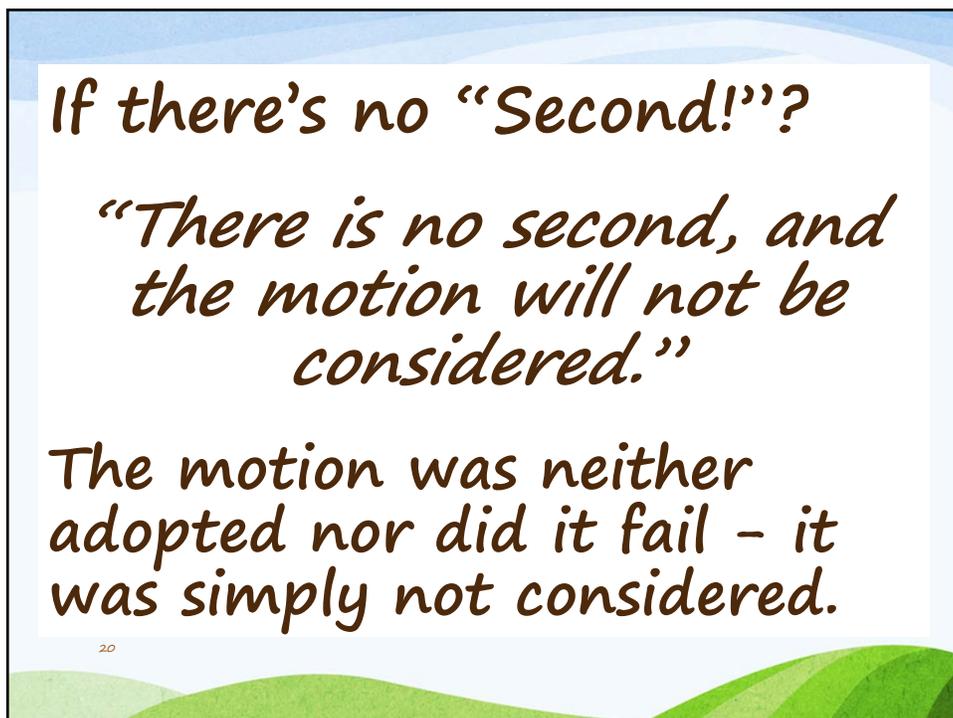
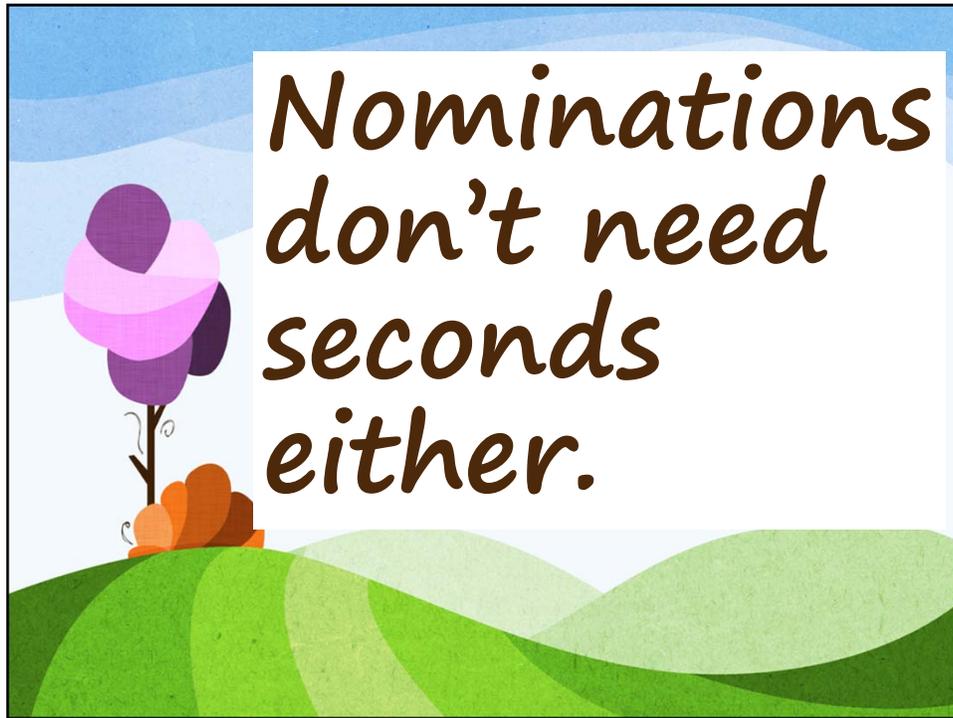
Need a
'Second!'

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

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SECONDS
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?

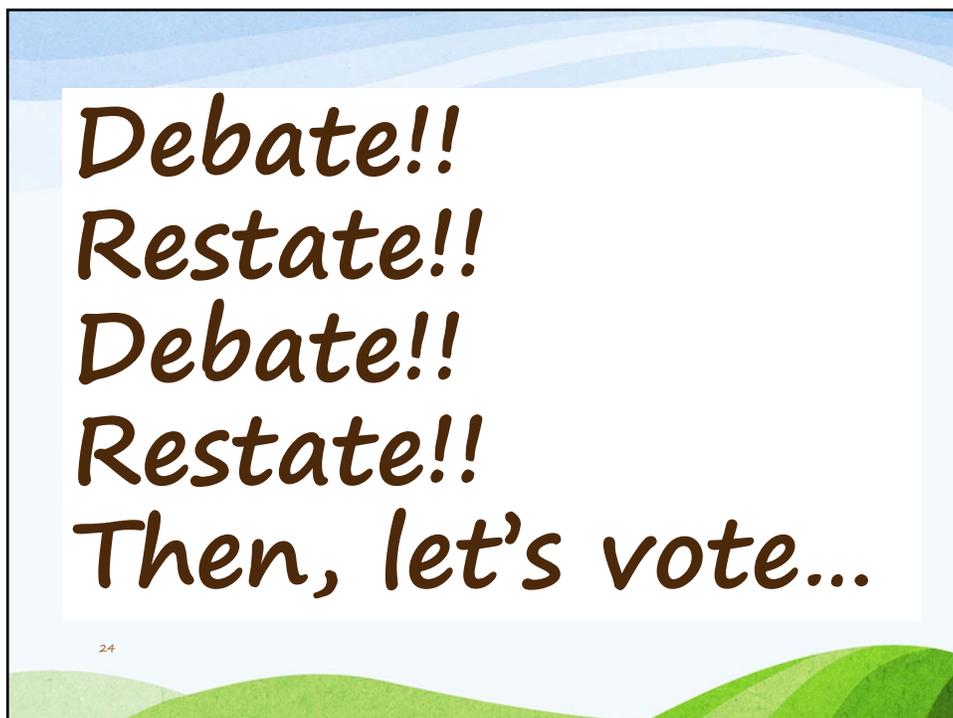
“The chair should take special care to make sure that the members always understand what is the immediately pending business – the exact question to be voted on the next time a vote is taken.

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

RONR (12th ed.), 47:17, beginning

“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 (12th ed.), 47:17, end



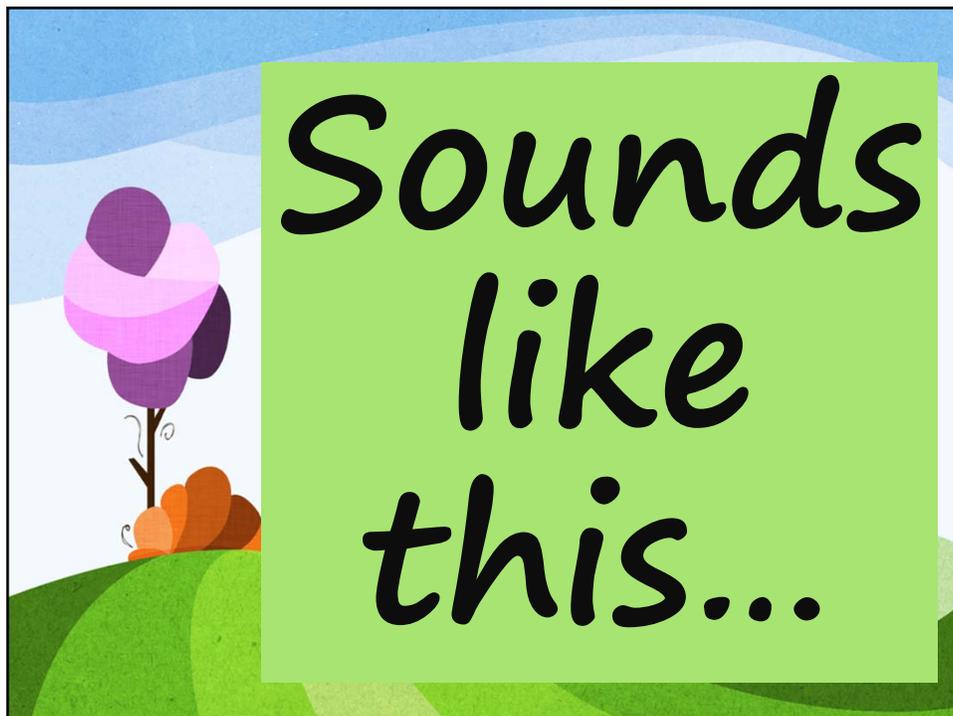


-Fun fact - You may not speak against your own motion, but you can vote against it.
(You can even tell everyone you're going to vote against it!)

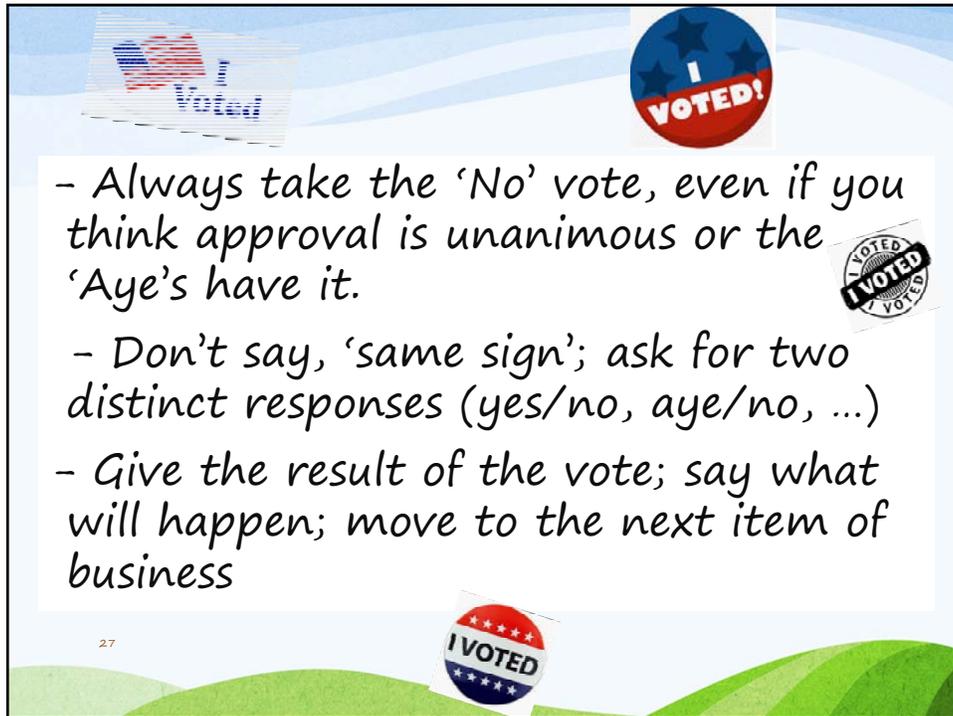
- RONR says that what the presiding officer states is what goes in the minutes, so make sure it's accurate!



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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

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**How formal should we act?
Think small!**

Robert's says a board of about a dozen or fewer can act more informally, like a committee

RONR 12th ed. 1:24 and 49:21

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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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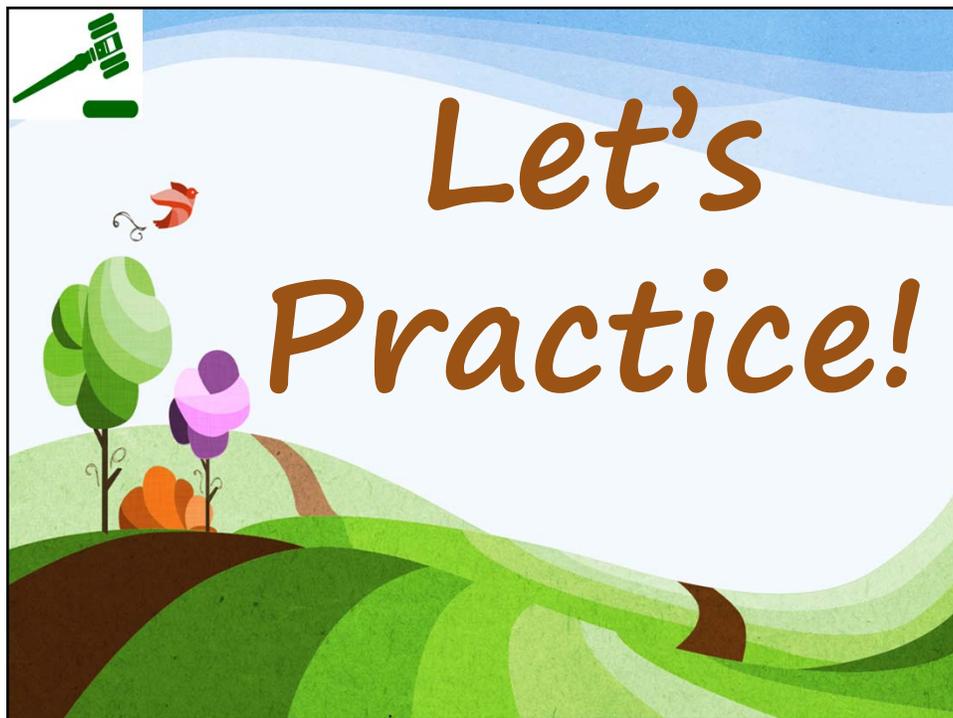
What does amending do?

- Helps perfect motions and documents while they're under consideration
- RONR, 12:1, "...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

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

36

Insert Words

37

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

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

38

Add Words

39

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

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

40

Strike Words

41

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

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

42

Strike & insert words

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

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

Can we slow it
down, please?

May we stand at ease?

May we take a recess?

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That's better!

What if I have a
REQUEST or an
INQUIRY?

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- May interrupt if immediate attention is required

- Not debatable or amendable

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Raise a parliamentary inquiry 33:3

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

- NOT for hypotheticals

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Parliamentary Inquiry

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Make a request for information 33:6

- 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)

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Request to withdraw a motion, 33:11

- 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, 33:13

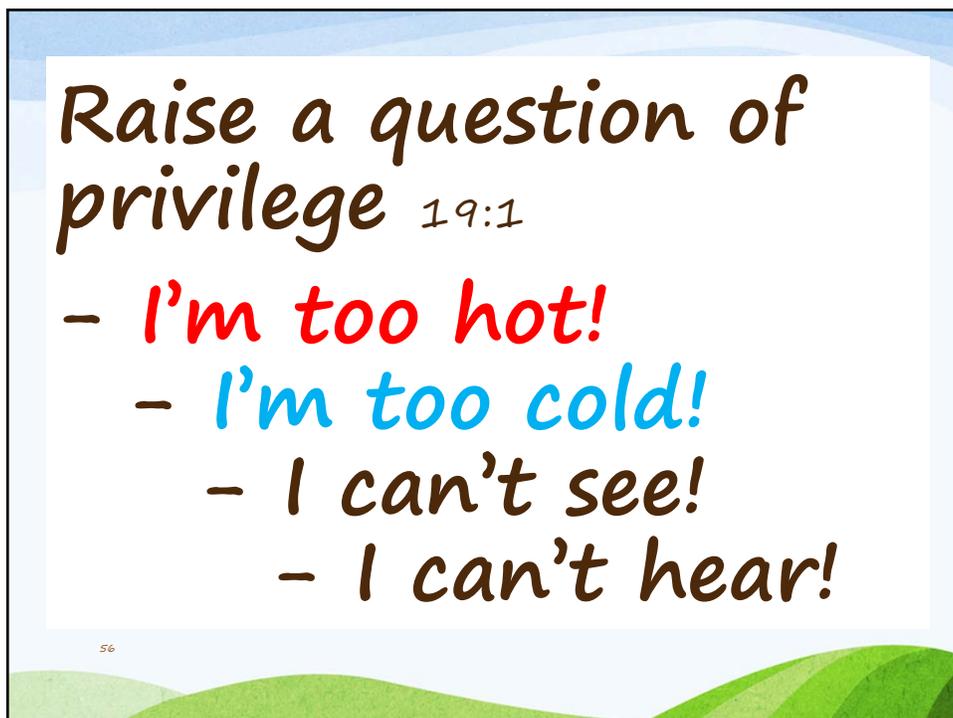
- Once a motion has been restated by the Chair & debate begins, the motion belongs to the group, not the maker of the motion
- Most easily handled by unanimous consent ('Is there any objection to allowing the motion to be withdrawn?...Hearing no objection...')

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Raise a point of order 23:1

- 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 11:1

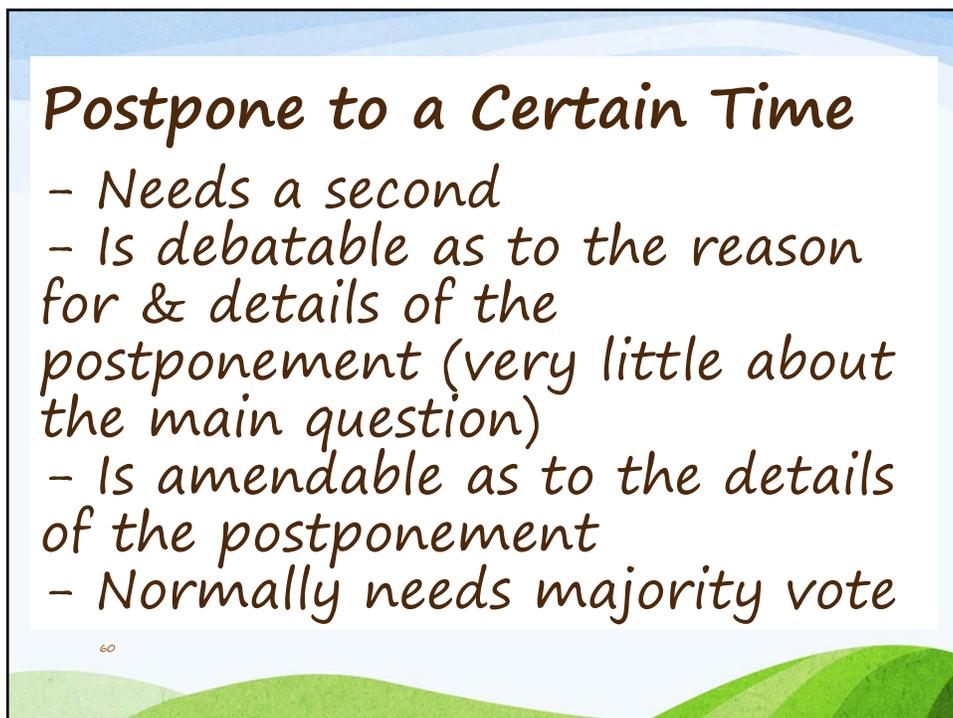
- This is considering a “killing” motion, but of course, it only kills it for that meeting or session
- Can use this to test the opposition’s strength

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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

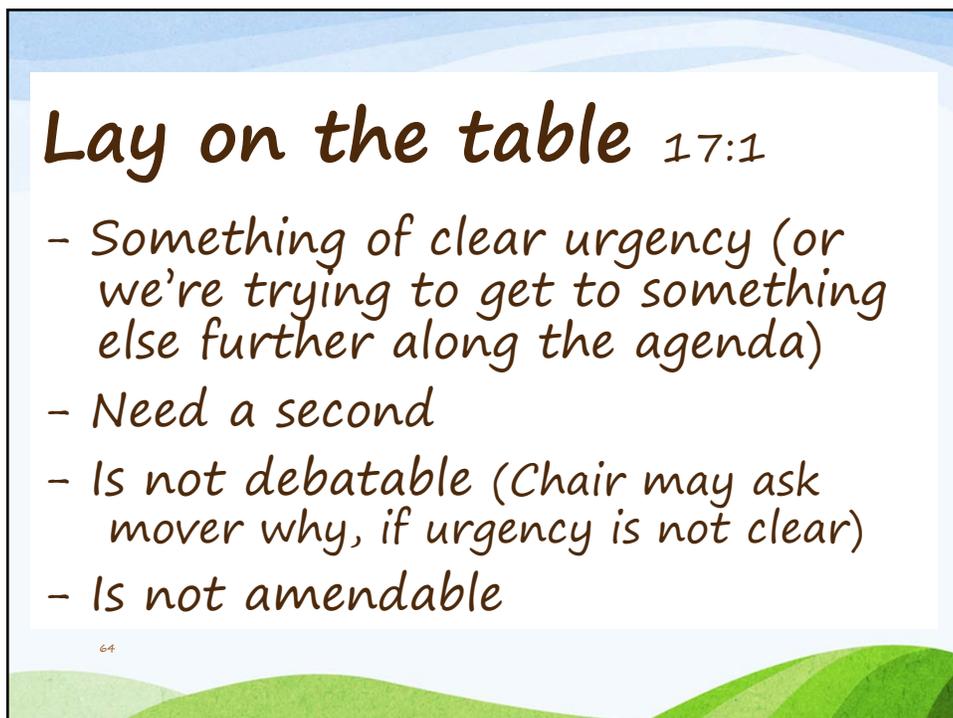
- If meet less than every quarter, then can only postpone to end of this meeting/session
- If meet at least every quarter, can't postpone beyond end of next regular business session (could then postpone again)
- Isn't used to kill a motion

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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 dies if not taken from the table by the end of this meeting/session
- If meet at least every quarter, can take from the table at the next regular business session

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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) and continuing consideration

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Suspend the Rules 25:1

- 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

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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?

WoodwardL@LaPorteTX.gov

281-470-5019

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