



# LET'S KEEP IT MOVING!

## 10 IDEAS ON PARLIAMENTARY PROCEDURE

LEE WOODWARD

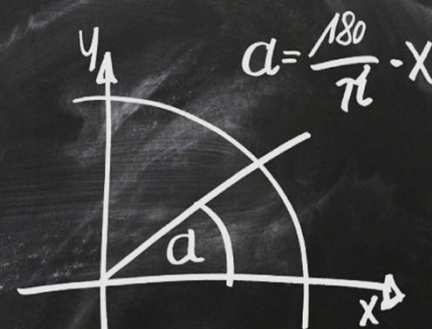
CITY OF LA PORTE, CITY SECRETARY/PIO



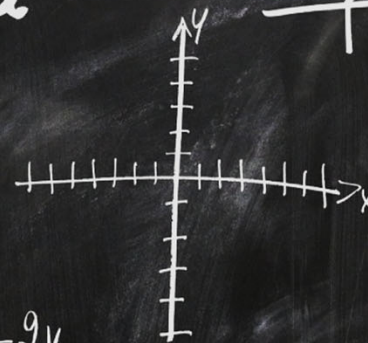
I'm not an attorney  
and cannot offer  
legal advice.

Likewise, your attorney  
is probably not a  
credentialed  
parliamentarian.

$$X_{1/2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$



$$X^2 + pX + q = 0$$



$$X_{1/2} = -\frac{p}{2} \pm \sqrt{\left(\frac{p}{2}\right)^2 - q}$$



$$X = 6 - 2y$$

$$X + a = b$$

$$f(x) = \tan x$$

$$f(x) = \sin x$$

# THE TEXAS OPEN MEETINGS ACT (TOMA) AND OTHER LAW



will always take precedence over  
parliamentary procedure or other  
procedural guidelines.

(ex. no secret ballots; items for discussion must be posted; etc.)

# WHY PARLIAMENTARY PROCEDURE?



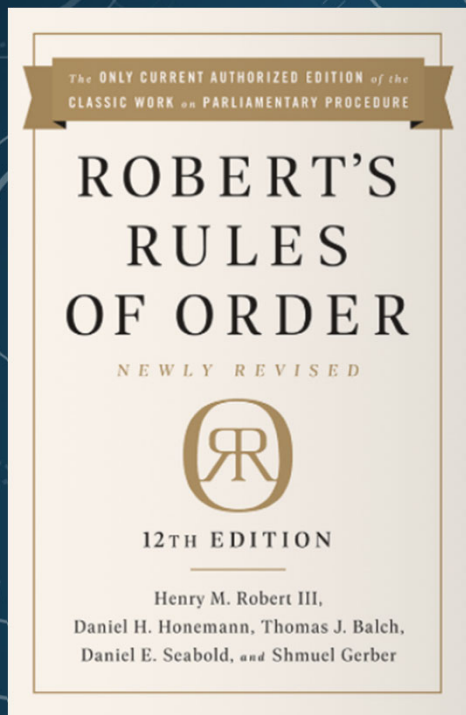
You are part of a group (a deliberative assembly) that is meeting to work together to make policy decisions.

# WHY PARLIAMENTARY PROCEDURE?



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

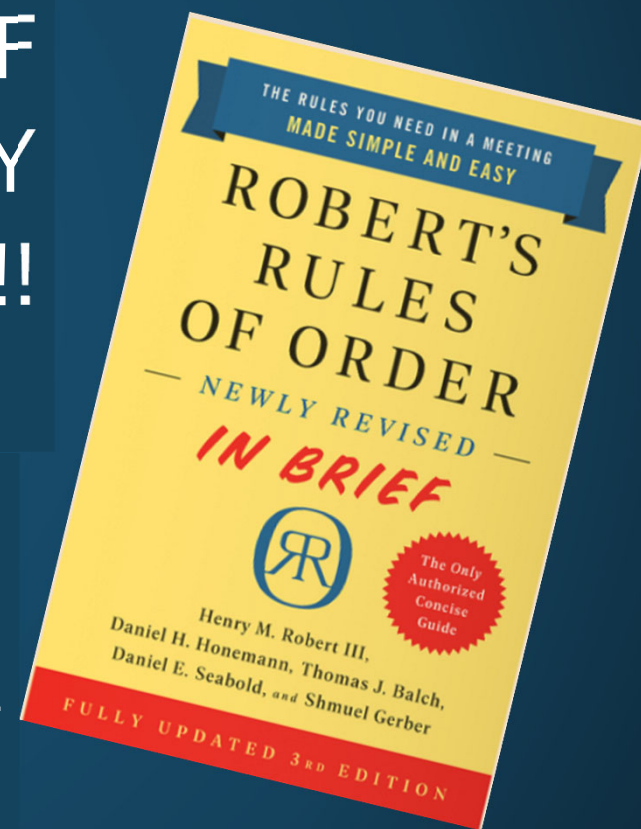




THERE ARE ONLY  
816 PAGES IN  
ROBERT'S RULES OF  
ORDER NEWLY  
REVISED, 12<sup>TH</sup> ED.!!

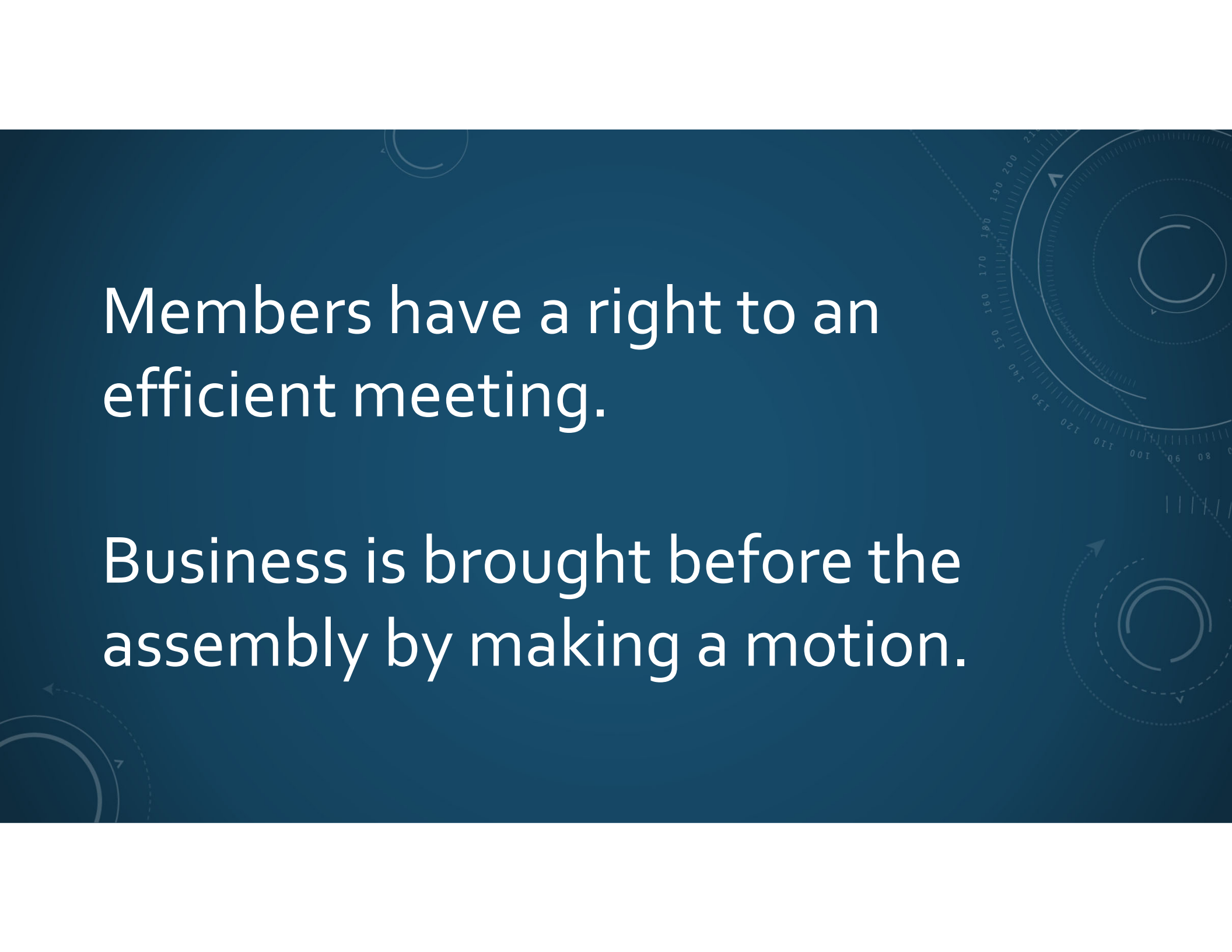


HERE'S ANOTHER OPTION -  
BE SURE YOU GET THE 3<sup>RD</sup> EDITION!  
90 MINUTES WITH THIS AND YOU'RE  
GOOD TO GO!





1



Members have a right to an efficient meeting.

Business is brought before the assembly by making a motion.



**ALWAYS**

*I move that...*

*I move to...*


**NEVER**

*I so move.*

*So moved!*



**LET'S HEAR SOME  
MAIN MOTIONS**

The background is a dark blue gradient with various technical diagrams. On the left, there is a large circular scale with numerical markings from 140 to 260. Several smaller circular diagrams with arrows and dashed lines are scattered across the background, suggesting motion or mechanical components.

And what do we  
most often hear  
after a motion?





Seconds are primarily a formality to ensure more than one member wishes an item be considered.

**Seconds are NOT  
required once debate  
has begun.**







The name of the  
seconder should  
not be entered in  
the minutes.

RONR 48:5(1)

A second  
does not indicate  
support for or  
opposition to  
a motion.



**Nominations  
don't need to be  
seconded.**



The background is a dark blue gradient. On the left side, there is a vertical blue bar. The background is decorated with faint, light blue technical diagrams, including circular gauges with numerical scales (0 to 210) and arrows, and various circular patterns. The text is centered and reads: 

**What if there's  
no "Second!"?**

***“There is no second, and the motion will not be considered.”***



**The motion was neither adopted nor did it fail - it was simply not considered.**



3



Motion  
Second



Restatement by the chair

The background is a dark blue gradient. On the left side, there is a vertical blue bar. The background is decorated with faint, light blue technical diagrams, including circular gauges with numerical scales (0, 80, 100, 110, 120, 130, 140, 160, 170, 180, 190, 200, 210) and arrows, suggesting a technical or engineering theme.

Restatement –  
let's hear it!

**You can't overstate  
the importance of  
RESTATEMENT!**



A decorative scrollwork border in white on a dark background, framing the central text. The border features intricate floral and vine patterns, with a central crest-like element at the top and bottom.

## *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.*

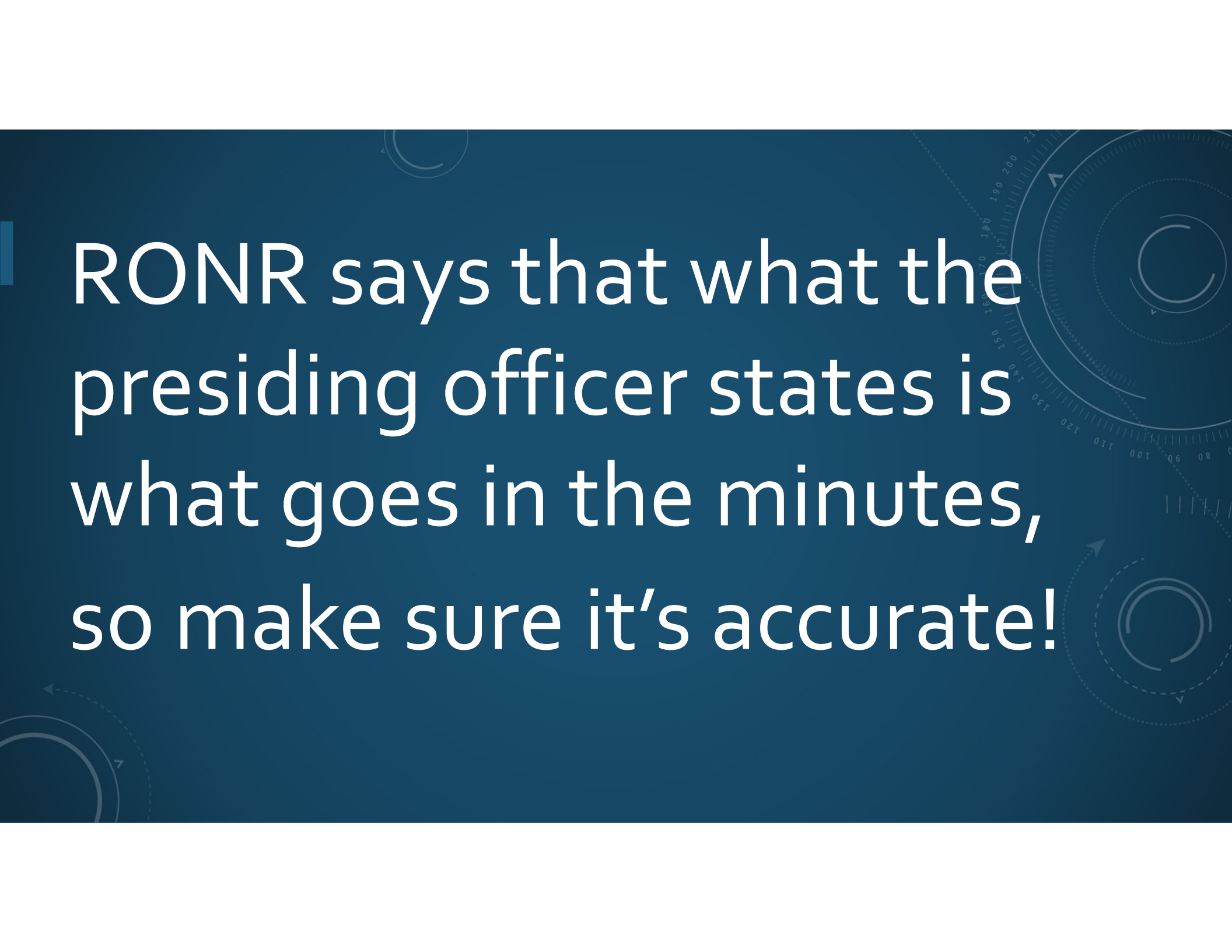
*Failure of presiding officers to do so is one of the greatest causes of confusion in meetings.”*

RONR (12<sup>th</sup> ed.), 47:17, beginning

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*“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 (12<sup>th</sup> ed.), 47:17, end



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

Motion

Second


Restatement by the chair

Debate

Vote





The background is a dark blue gradient. On the left side, there is a vertical blue bar. The background is decorated with faint, light blue technical diagrams, including circular gauges with numerical scales (0 to 210) and arrows, suggesting a scientific or engineering theme.

Debate and vote  
– let's hear it!

The presiding officer works to move the meeting along efficiently.

Members have a right to object.



Best time saver ever?

Unanimous Consent!

“If there’s no objection, ...”

Silence gives consent

The background is a dark blue gradient. On the left side, there is a large, semi-circular scale with tick marks and numbers ranging from 140 to 260. Several circular arrows, some solid and some dashed, are scattered across the background, suggesting a process or cycle. The text is centered on the right side of the image.

**LET'S TRY  
UNANIMOUS  
CONSENT!**



Be prepared.

Think about what motions you might want to make.

Prep someone to be your second.

Make notes for debate.





**FUN FACT-** You may not speak against your own motion, but you can vote against it.

(You can even announce you're going to vote against it!)

The background is a dark blue gradient. On the left side, there is a large, semi-circular scale with tick marks and numbers ranging from 140 to 260. Overlaid on this and the rest of the background are several circular and semi-circular patterns, some with arrows indicating a clockwise direction, resembling technical or scientific diagrams.

**LET'S TRY IT!**  
TWO VERSIONS

The image features a large, bold white number '5' centered on the right side of a dark blue background. The background is filled with faint, light blue technical diagrams, including circular gauges with scales (ranging from 140 to 260), arrows, and concentric circles, suggesting a mechanical or engineering theme.

5

# AMENDMENTS ARE EDITS

Be able to clearly write out what you want to insert, add, or strike, or the substitution you wish to offer.



**“...a motion to modify the wording**  
– and within certain limits the  
meaning – of a pending motion  
before the pending motion itself is  
acted upon.” RONR, 12:1

**Amendment is focused on the actual words in play; cannot debate the main motion here!**

**(Usually – a substitution is another animal)**

- must be germane
- only primary & secondary, no tertiary amendments

# **I. INSERT/ADD**

- words
- paragraph (or more)

# **II. STRIKE OUT WORDS**

- words
- paragraph (or more)


# **III. STRIKE OUT AND INSERT**

- different words in the same place
- same words in a different place
- substitute (motion, paragraph, more)



The background is a dark blue gradient. On the left side, there is a large, semi-circular scale with numerical markings from 140 to 260 in increments of 10. Several circular diagrams with arrows are scattered across the background, some indicating clockwise and others counter-clockwise rotation. The text 'MAIN MOTION' is centered on the right side in a large, white, sans-serif font.

# MAIN MOTION

The background is a dark blue gradient. On the right side, there are several technical diagrams, including a large circular gauge with numerical markings (100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210) and arrows. There are also smaller circular diagrams with arrows and dashed lines. The text is centered on the left side of the image.

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

The background is a dark blue gradient. On the left side, there is a large, semi-transparent circular scale with numerical markings from 140 to 260 in increments of 10. Several smaller, faint technical diagrams, including circles with arrows and dashed lines, are scattered across the background. The text 'INSERT WORDS' is centered in a large, white, sans-serif font.

# INSERT WORDS

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

The background is a dark blue gradient. On the left side, there is a large, semi-transparent circular scale with numerical markings from 140 to 260 in increments of 10. Several smaller, semi-transparent circular diagrams with arrows and dashed lines are scattered across the background, suggesting a technical or engineering theme.

**ADD  
WORDS**


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

The background is a dark blue gradient. On the left side, there is a large, semi-transparent circular scale with numerical markings from 140 to 260 in increments of 10. The scale has tick marks and arrows pointing outwards. Overlaid on this and the rest of the background are various faint, light blue technical diagrams, including circles, arcs, and dashed lines, some with arrows indicating direction or flow.

# STRIKE WORDS

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





**STRIKE &  
INSERT  
WORDS**

## Same place/different words

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

## Same words/different place

*I move that staff investigate the  
~~purchase of two new vehicles for~~  
Code Enforcement and provide a  
written report to the Council [on] the  
purchase of two new vehicles.*

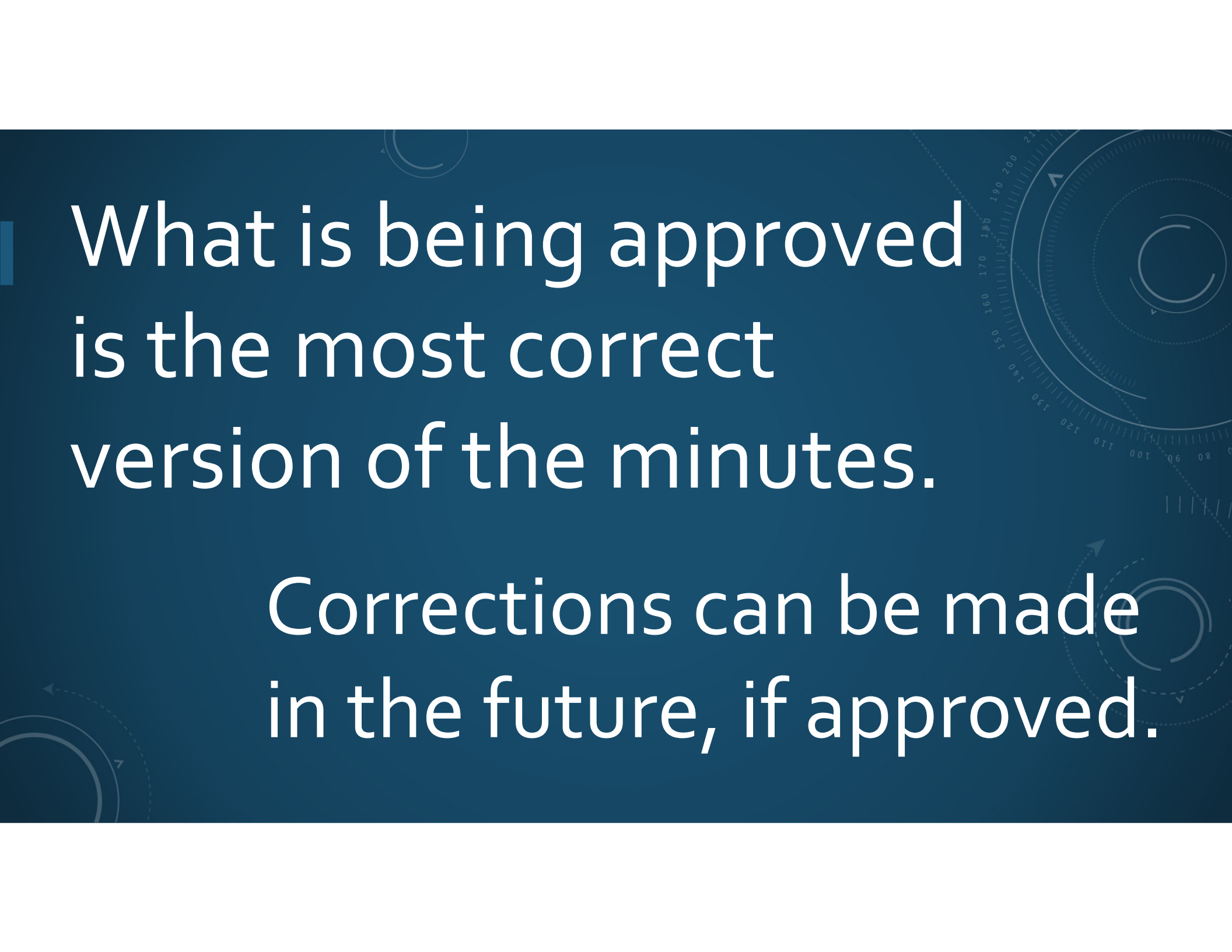




# MINUTES



You offer corrections and  
approve the minutes.  
Even if you weren't there.

The background is a dark blue gradient. On the right side, there is a large, semi-transparent circular scale with numerical markings from 80 to 210. The scale has concentric circles and radial lines. There are also several smaller, faint circular diagrams and arrows scattered across the background, suggesting a technical or engineering theme.

What is being approved  
is the most correct  
version of the minutes.

Corrections can be made  
in the future, if approved.

Minutes should contain mainly what was done (action taken) at the meeting, not what was said.



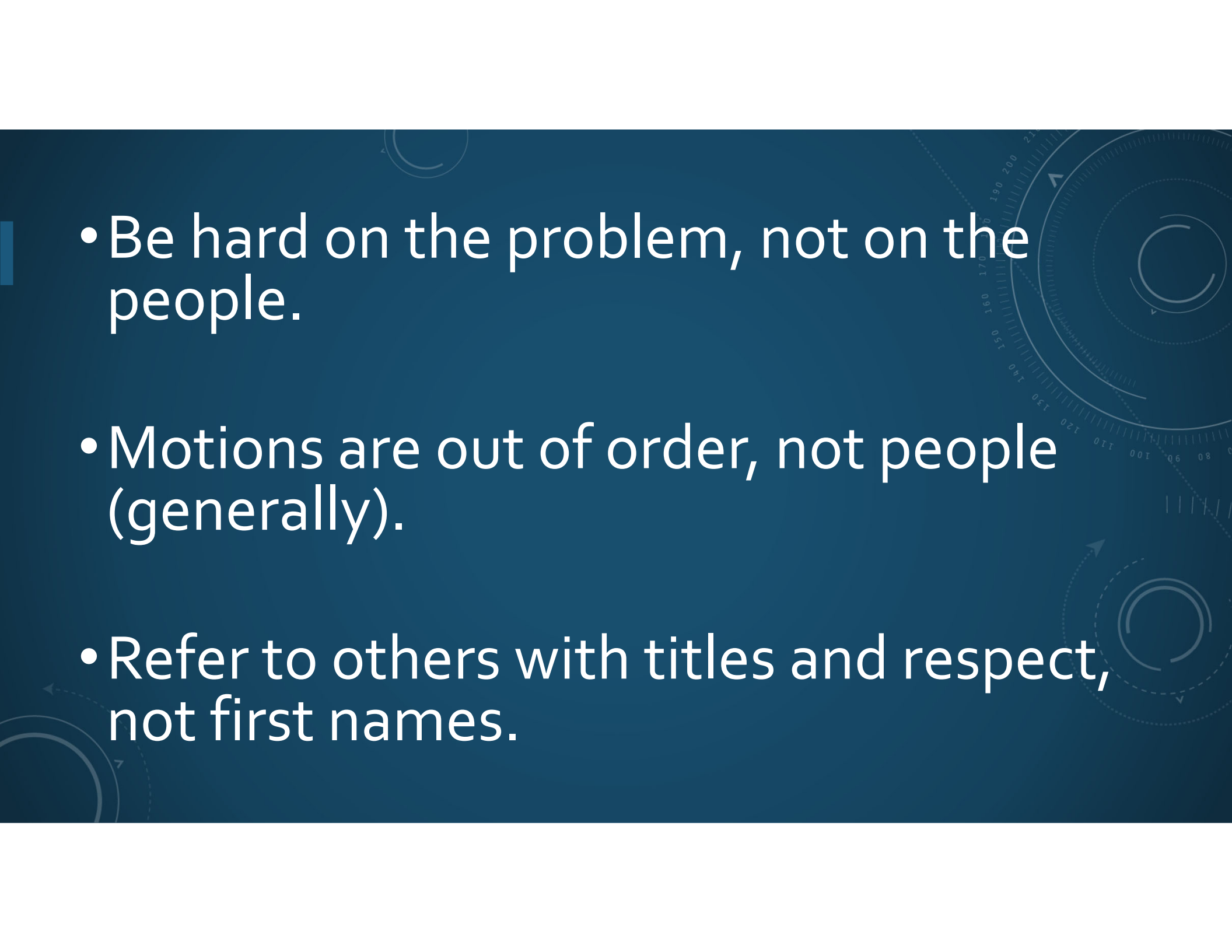
**RONR 41:11 ...The only proper way to object to the approval of the secretary's draft of the minutes is to offer a correction to it.**

*(If a great deal of correction or some research is needed, it is in order to refer the minutes to a committee or postpone their approval to a certain time.)*





# TECHNIQUE

- 
- Be hard on the problem, not on the people.
  - Motions are out of order, not people (generally).
  - Refer to others with titles and respect, not first names.

# How formally should we behave? Think small!

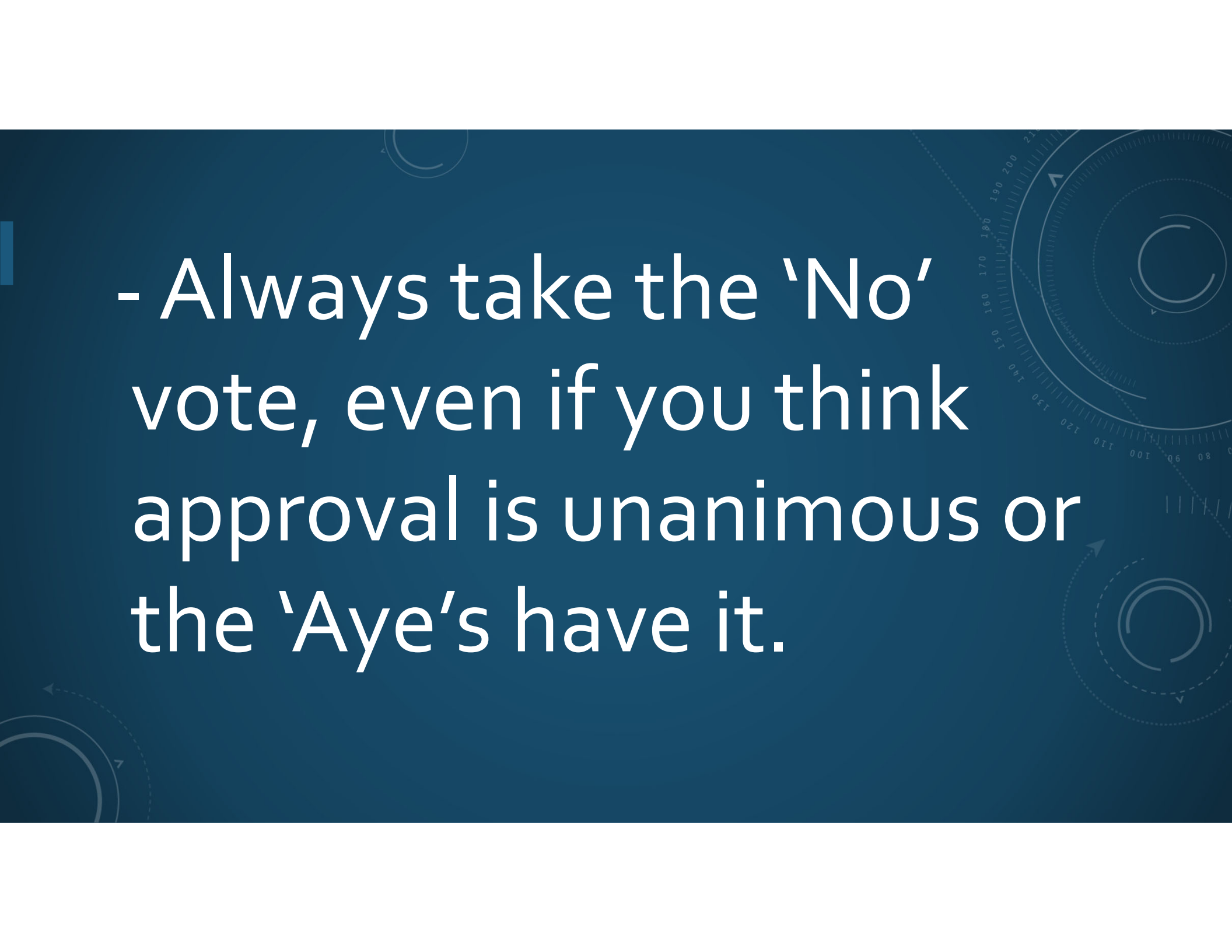
Robert's says a board of about a dozen or fewer can act more informally, like a committee.  
(Use with judgement.)

RONR 1:24 and 49:21

# Slow. It. Down.

Use *Stand at Ease*  
and the motion to *Recess*.

Efficiency is about process, not speed.

The background is a dark blue gradient. On the right side, there are several faint, light blue circular patterns that resemble technical drawings or gauges. One large gauge has a scale from 0 to 210 in increments of 10. There are also smaller circular elements and dashed lines scattered across the background.


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

Don't use, '*Those opposed, same sign*'; ask for two distinct responses (aye/no, yes/no,...)



1. *The ayes/noes have it.*
2. *The motion is/is not adopted.*
3. Tell what will happen as a result of the vote.
4. Announce the next item of business.



The background is a dark blue gradient. On the left side, there is a vertical blue bar. The background is decorated with faint, light blue technical diagrams, including circular gauges with scales and arrows, and various geometric shapes like circles and lines. The text is centered and rendered in white.

The motion to  
*Suspend the Rules*  
is a tool.

Use it wisely and well!

RONR 25:1

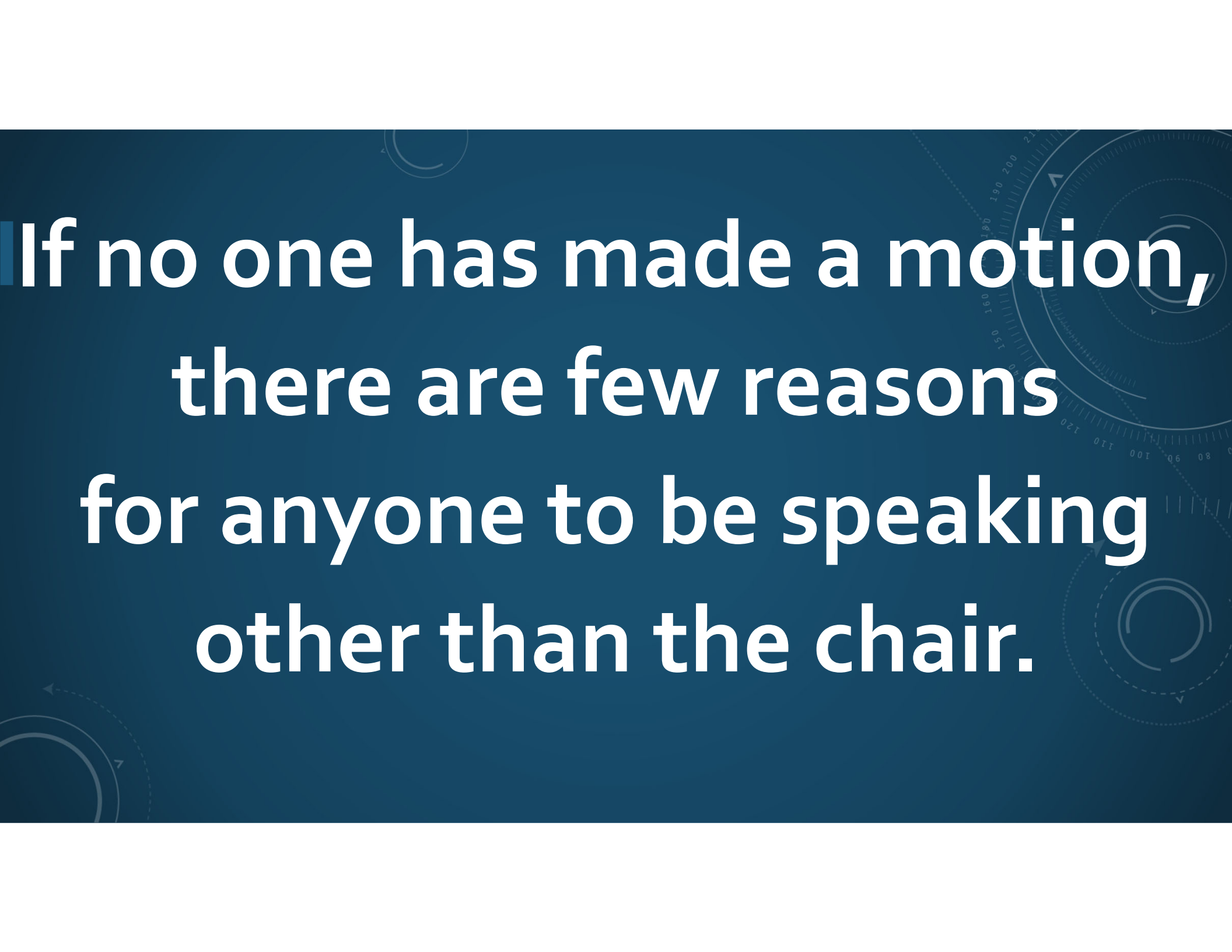
- only for rules you have complete power over
- cannot suspend federal or state law
- cannot suspend City charter provisions (unless a section specifically provides for it)
- requires a second and  $\frac{2}{3}$  vote in the affirmative to adopt

The background is a dark blue gradient. On the left side, there is a vertical blue bar. The text "Let's hear it!" is centered in a large, white, sans-serif font. In the background, there are faint technical diagrams, including a circular scale with numbers from 80 to 210 and several circular arrows indicating rotation or flow.


Let's  
hear it!

9



The background is a dark blue gradient. It features several faint, light blue circular patterns, including concentric circles and dashed lines, some resembling technical diagrams or gauges. The text is centered and written in a bold, white, sans-serif font.

**If no one has made a motion,  
there are few reasons  
for anyone to be speaking  
other than the chair.**

- 
- Chair announcing new business
  - Chair recognizing a member
  - Member seeking recognition



- Make motions with positive, active language - not to reaffirm, negate, etc.
- The chair can help with wording or ask another member to help

10



# Time for a few more?

Point of Order

Parliamentary Inquiry

Request for Information

Postpone Indefinitely

Postpone to a Certain Time

Lay on the Table

Parliamentary  
procedure is not to  
be used as a weapon  
or to show off.



Consider the rights  
of members,  
both present and absent,  
both in a majority  
and in the minority.



**There's so much more!**

**Never stop learning or  
asking questions!**



# LEE WOODWARD

TRMC/MMC, CPM, PRP/CP, CRM, CPC



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CITY SECRETARY/PIO

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