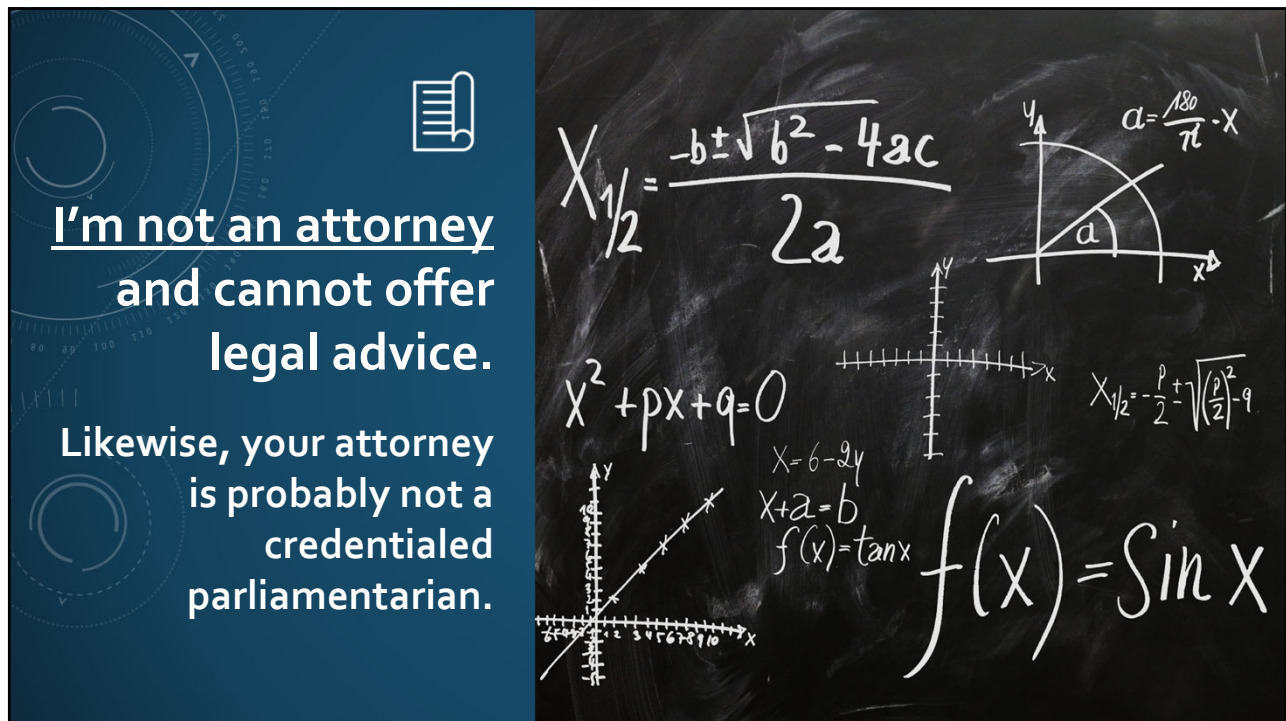




1



2

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.)

3

WHY PARLIAMENTARY PROCEDURE?



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

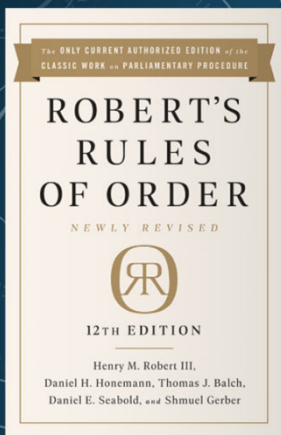
4

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!

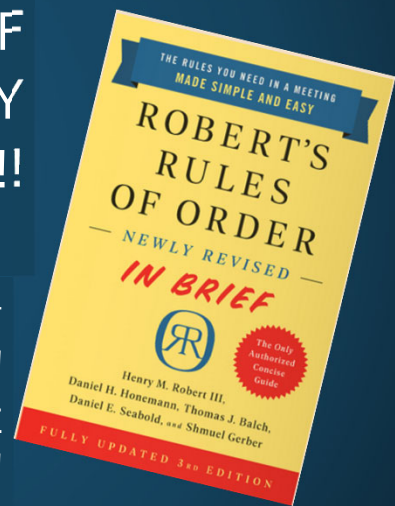
5



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



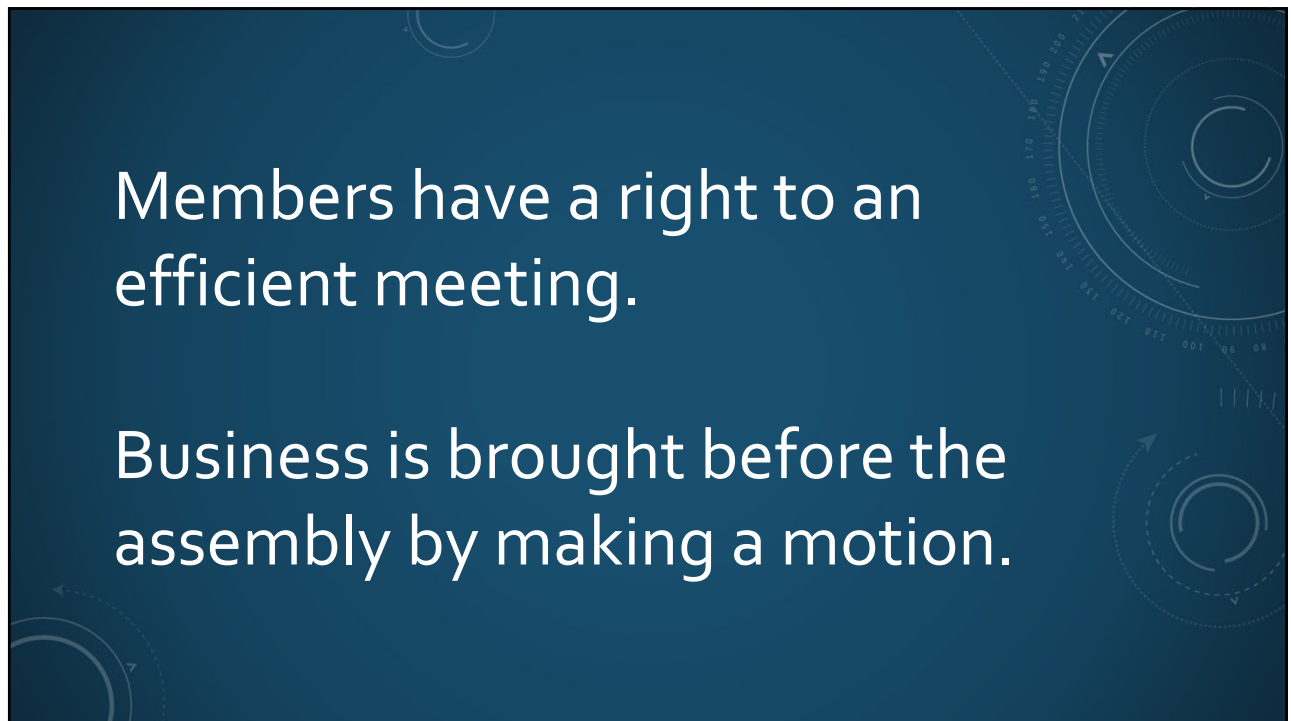
HERE'S ANOTHER OPTION -
BE SURE YOU GET THE 3RD EDITION!
90 MINUTES WITH THIS AND YOU'RE
GOOD TO GO!



6



7



8

Not a motion:

I think...

It would be good to...

How about we...

I'd like it if...

Did anyone consider...

I motion to/that...

Making a motion:

I move to...

I move that...

I move the adoption of...

I nominate...

9

ALWAYS

I move that...

I move to...

NEVER

I so move.

So moved!

10



LET'S HEAR SOME MAIN MOTIONS

11

- Adopt Ordinance 2025-21 calling the November 3, 2026, election.
- Authorize the City Manager to purchase a new computer.
- Schedule a public hearing for the FY26-27 budget.
- Adopt Resolution 2026-01 in support of legislative limits on truck size and length.

12

Get it in writing!

RONR 4:18 - The chair must never admit a motion that the secretary would have to paraphrase for the record.

The chair—either on his own initiative or at the secretary's request—can require any main motion, amendment, or instructions to a committee to be in writing before he states the question.

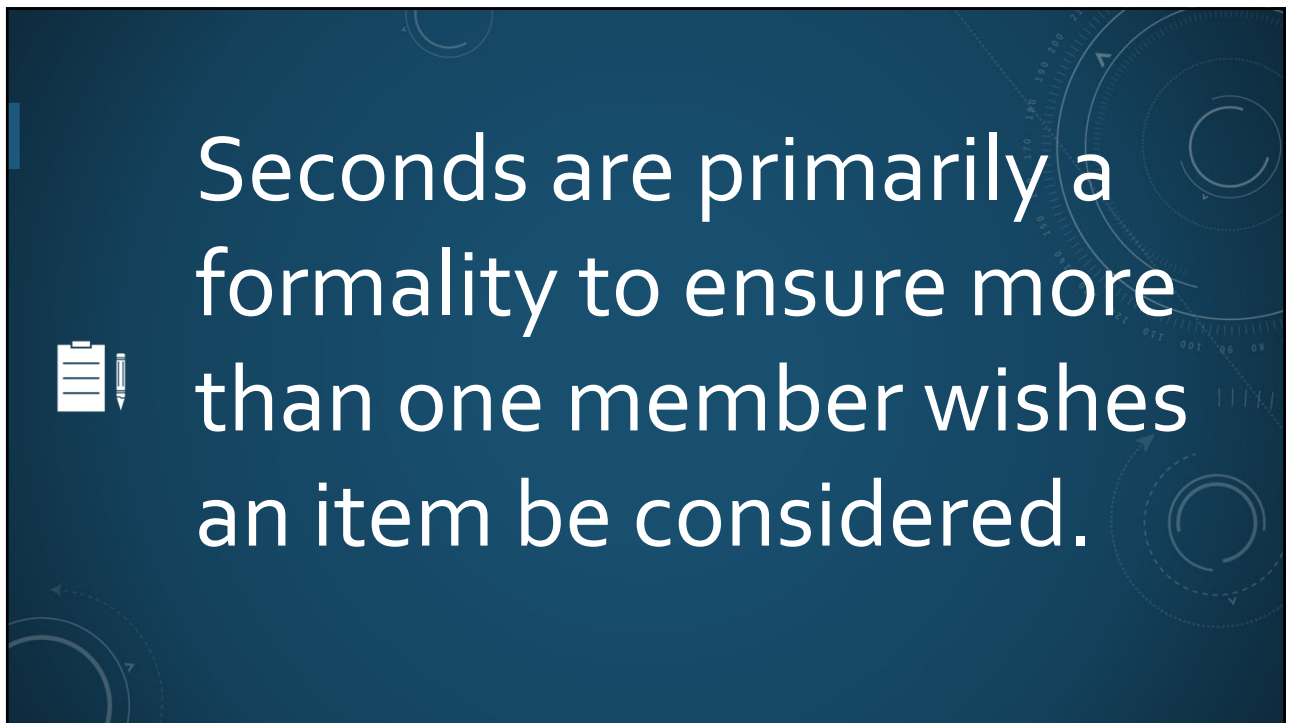
13

And what do we
most often hear
after a motion?

14



15



16

Seconds are NOT
required once debate
has begun.



17

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

RONR 48:5(1)

18



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

19

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



20

What if there's no "Second!"?

21

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

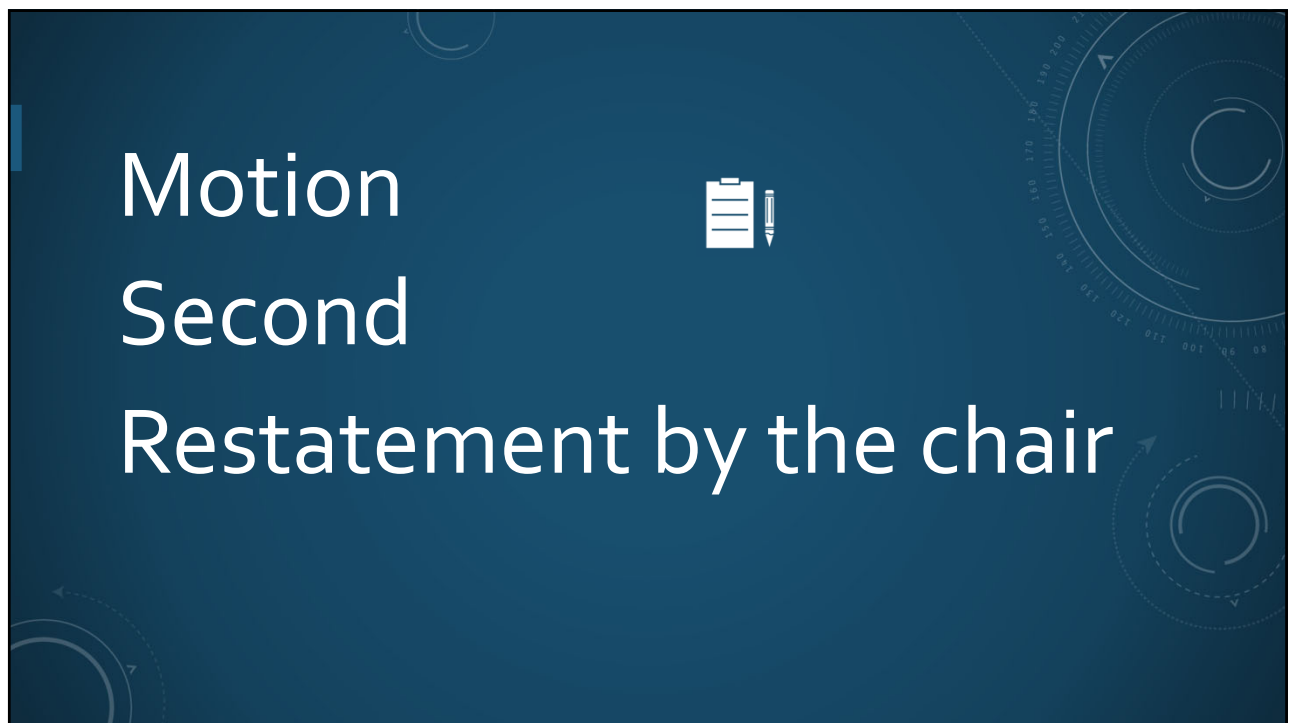


The motion was neither
adopted nor did it fail - it was
simply not considered.

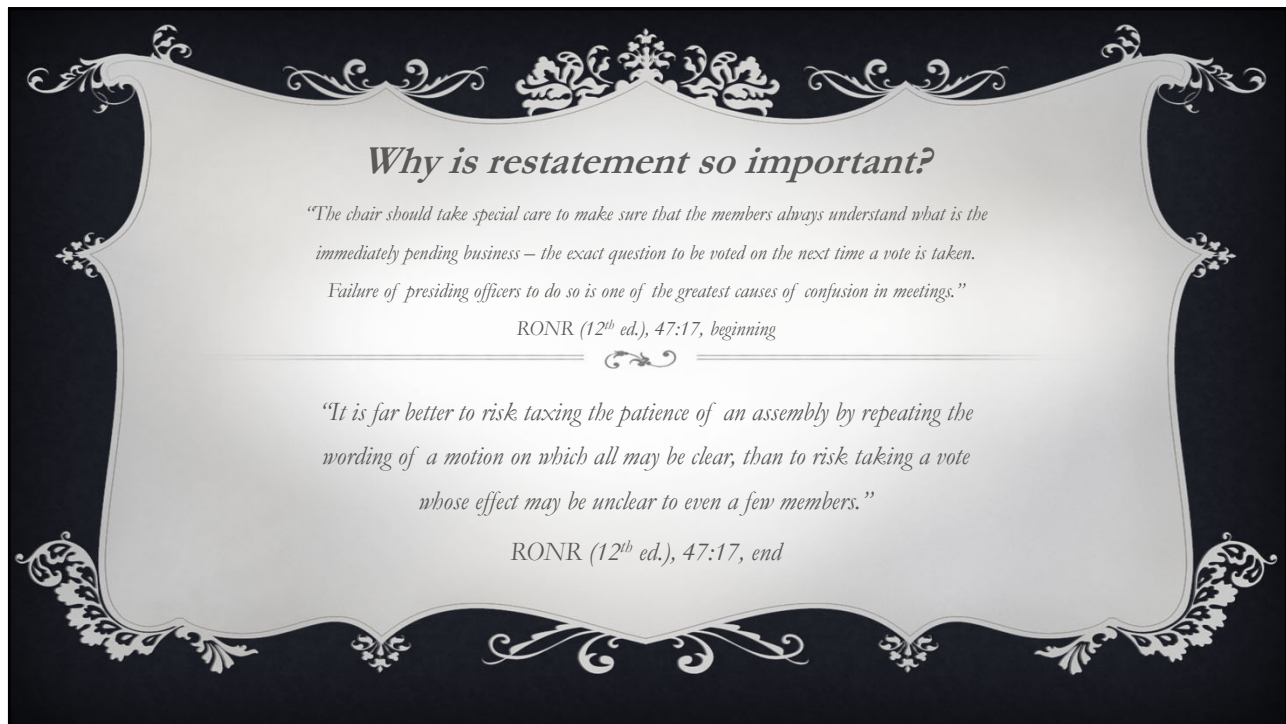
22



23



24



25



26

It is moved and seconded that/to:

- adopt Ordinance 2025-21 calling the November 3, 2026, election.
- authorize the City Manager to purchase a new computer.
- schedule a public hearing for the FY26-27 budget.
- adopt Resolution 2026-01 in support of legislative limits on truck size and length.

27

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

28

Motion
Second
Restatement by the chair
Debate
Vote



29

The presiding officer works
to move the meeting along
efficiently.

Members have a right to
object.



30

Be prepared.

Think about what motions you might want to make.

Prep someone to be your second.

Make notes for debate.



31

Best time saver ever? Unanimous Consent!

“If there’s no objection, ...”

Silence gives consent

32



LET'S TRY UNANIMOUS CONSENT!

33

Is there any objection to
adopting these recommendations?
accepting this proposed amendment [to the motion]?
postponing this item to the next meeting?

**Hearing no objection, the motion is adopted, and the
Council will**

adopt these recommendations.
accept this amendment to the motion.
postpone this item to the next meeting.

34

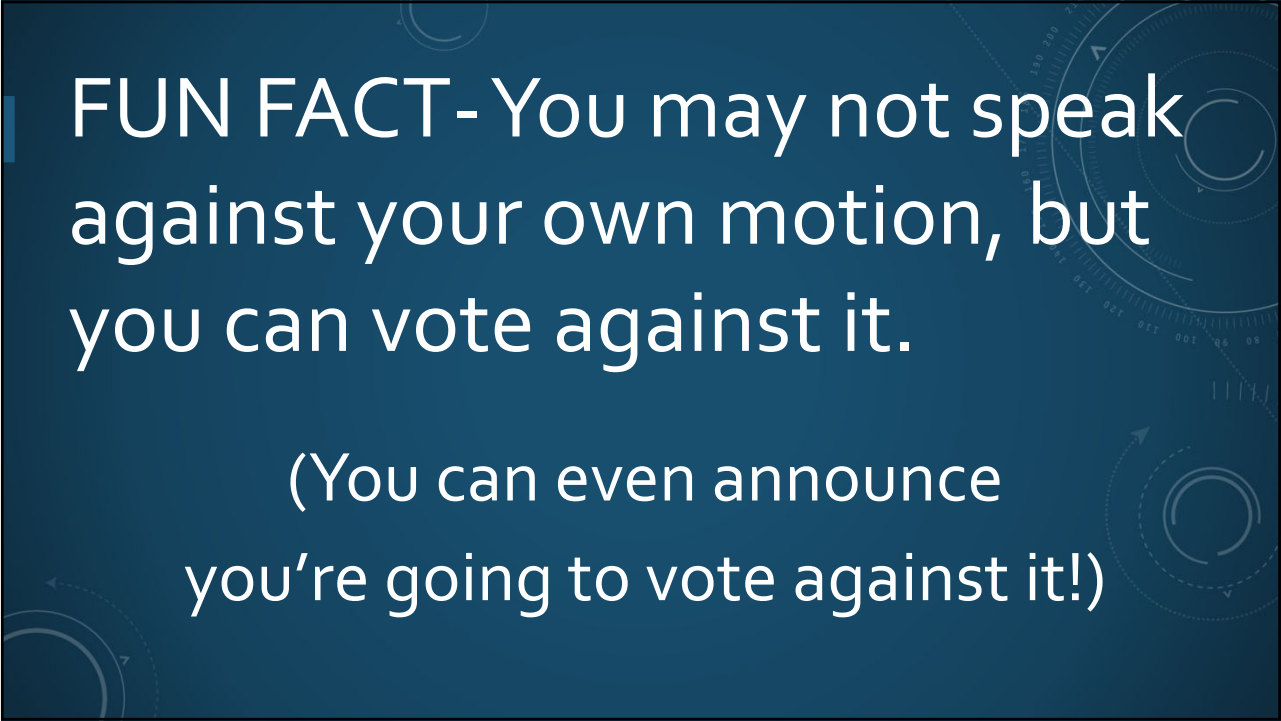
34



35



36



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!)

37



5

38

AMENDMENTS ARE EDITS

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



39

“...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

40

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

(Usually – a substitution is another animal)

41

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

42

I. INSERT/ADD

- words
- paragraph (or more)

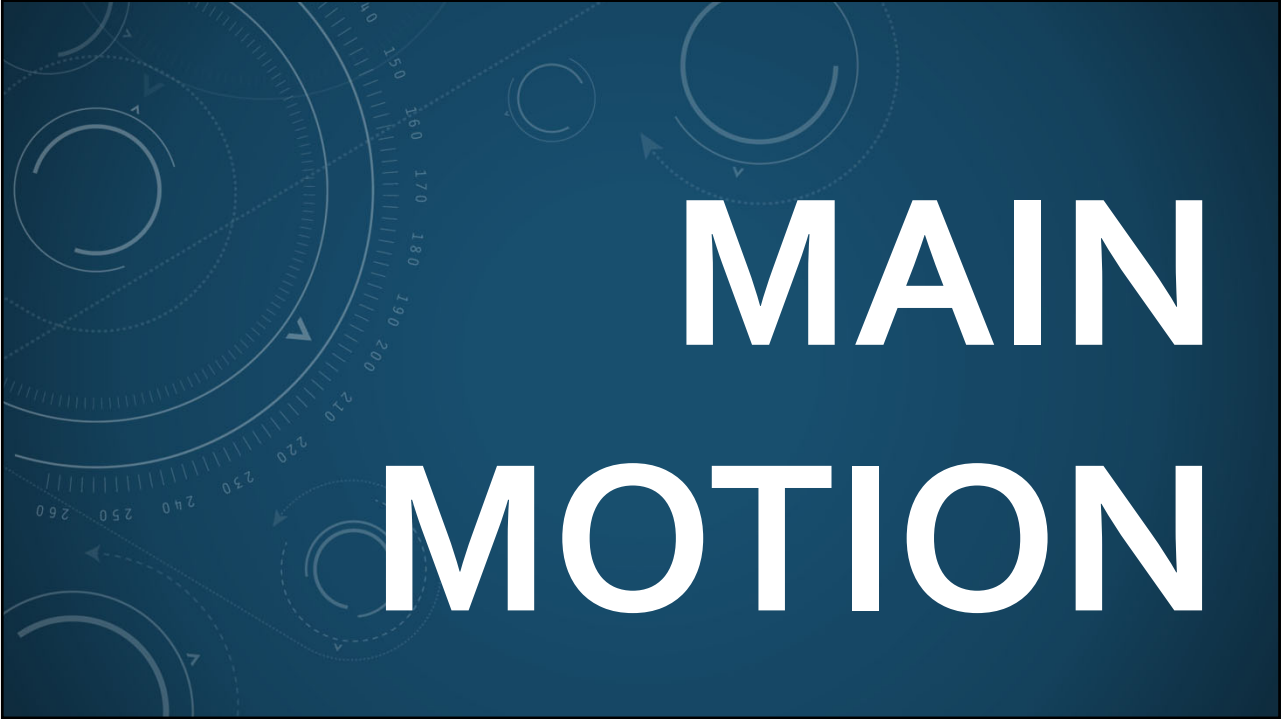
II. STRIKE OUT WORDS

- 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)

43



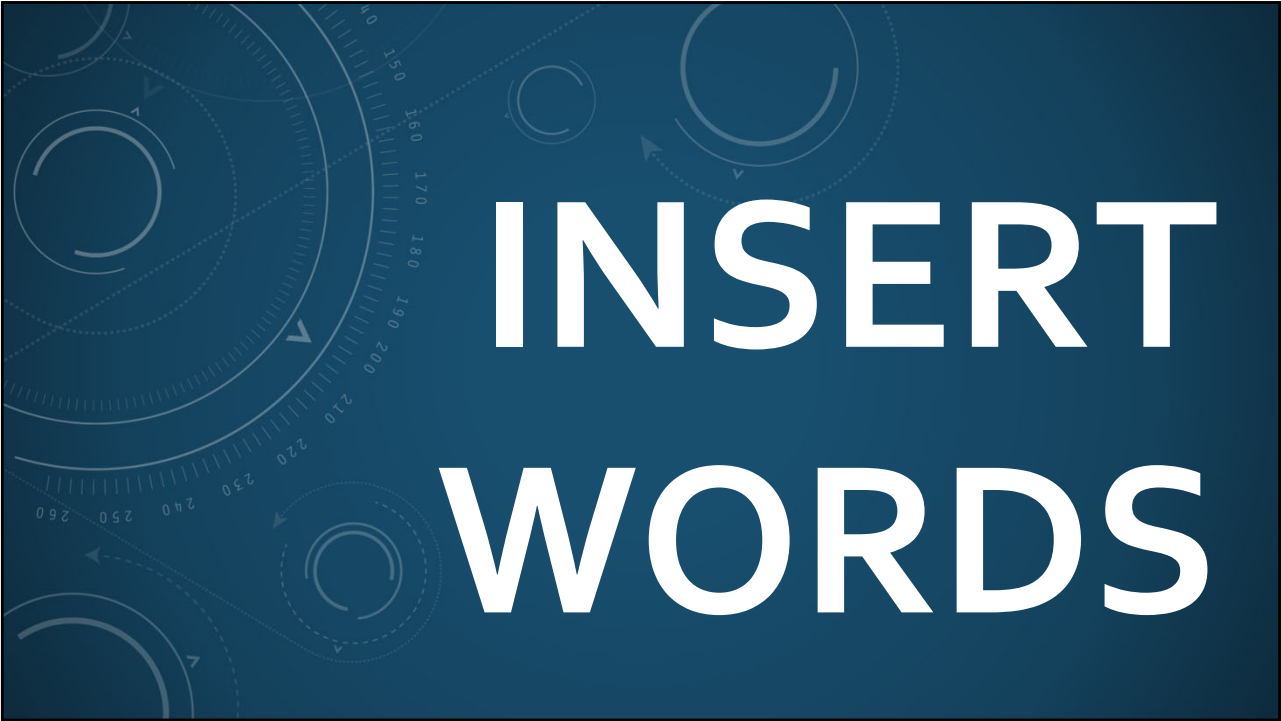
MAIN MOTION

44



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

45



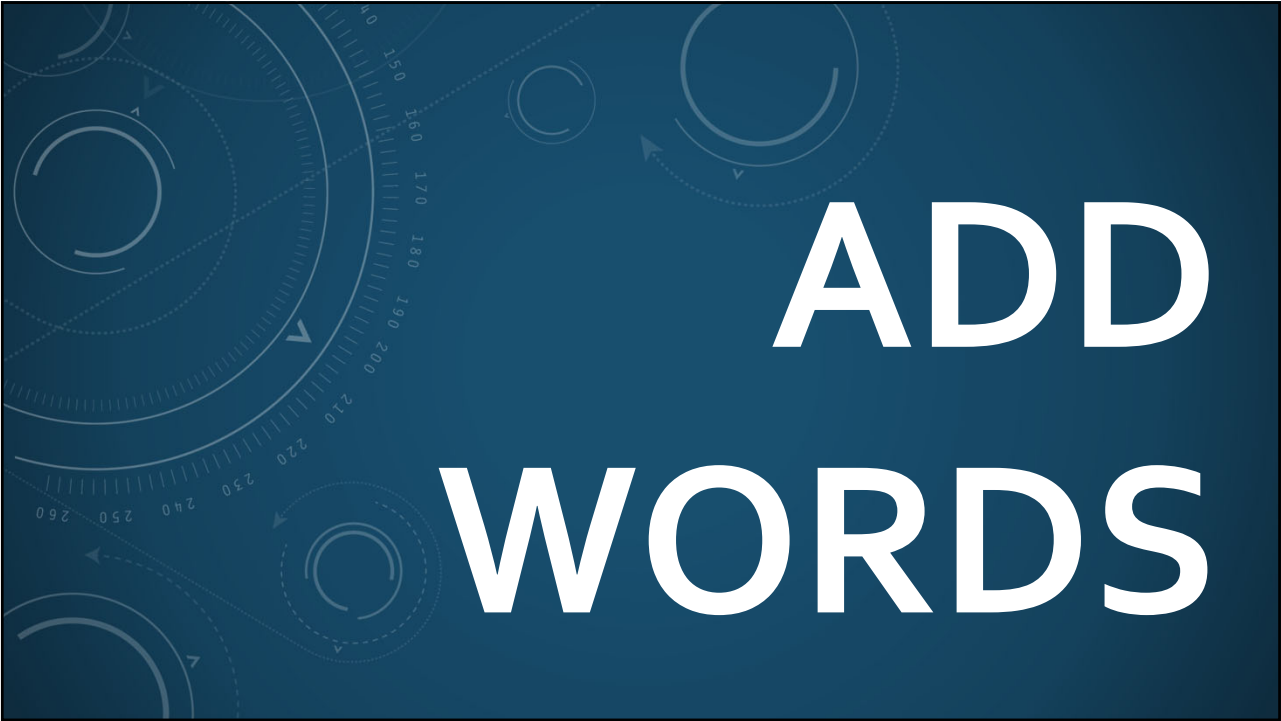
**INSERT
WORDS**

46



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

47



**ADD
WORDS**

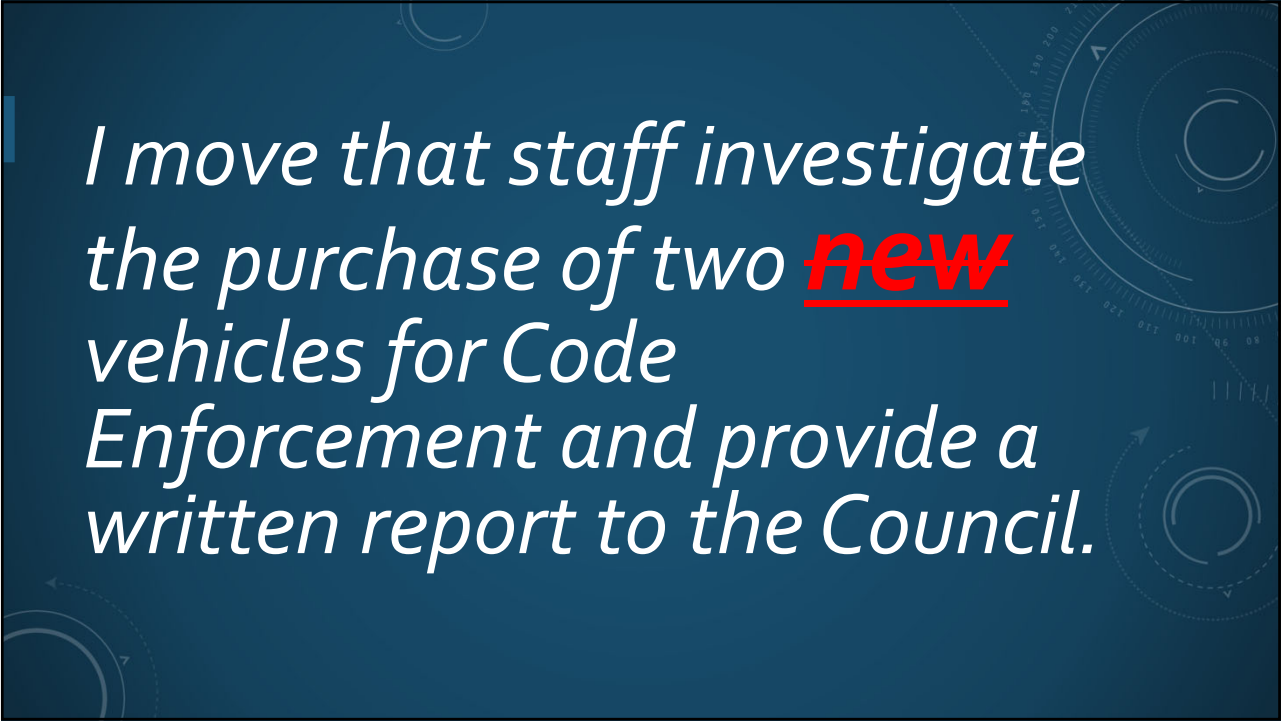
48

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.

49

**STRIKE
WORDS**

50



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

51



**STRIKE &
INSERT
WORDS**

52

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.

53

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.

54

- Strike *5* and insert *10*.
- Add *and approve the modifications to the equipment, as presented*.
- Strike *in an accessory structure*.
- Amend by striking *new* and inserting *used*.

55

55

There are no 'friendly' amendments.

- If an amendment is offered before the chair restates the motion, the original mover can accept it, or not.
- If moved after restatement, it is handled like any other amendment.



56

56



57



58



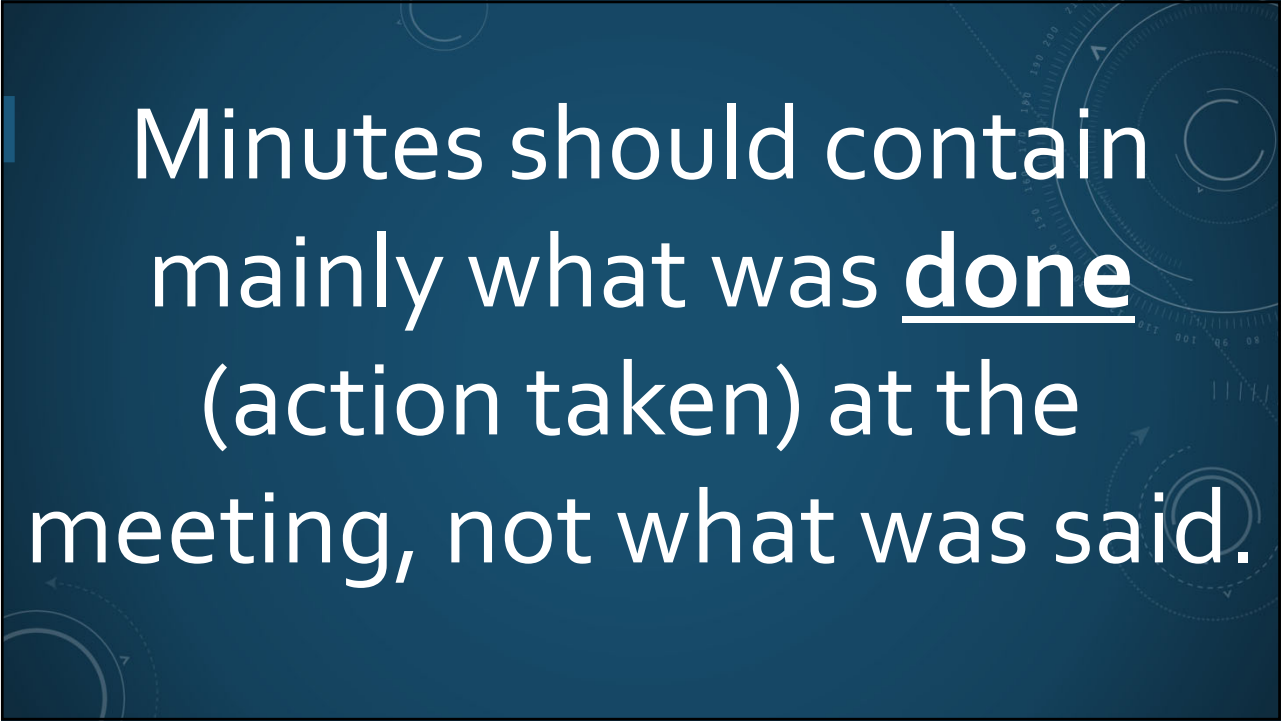
You offer corrections and
approve the minutes.
Even if you weren't there.

59

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

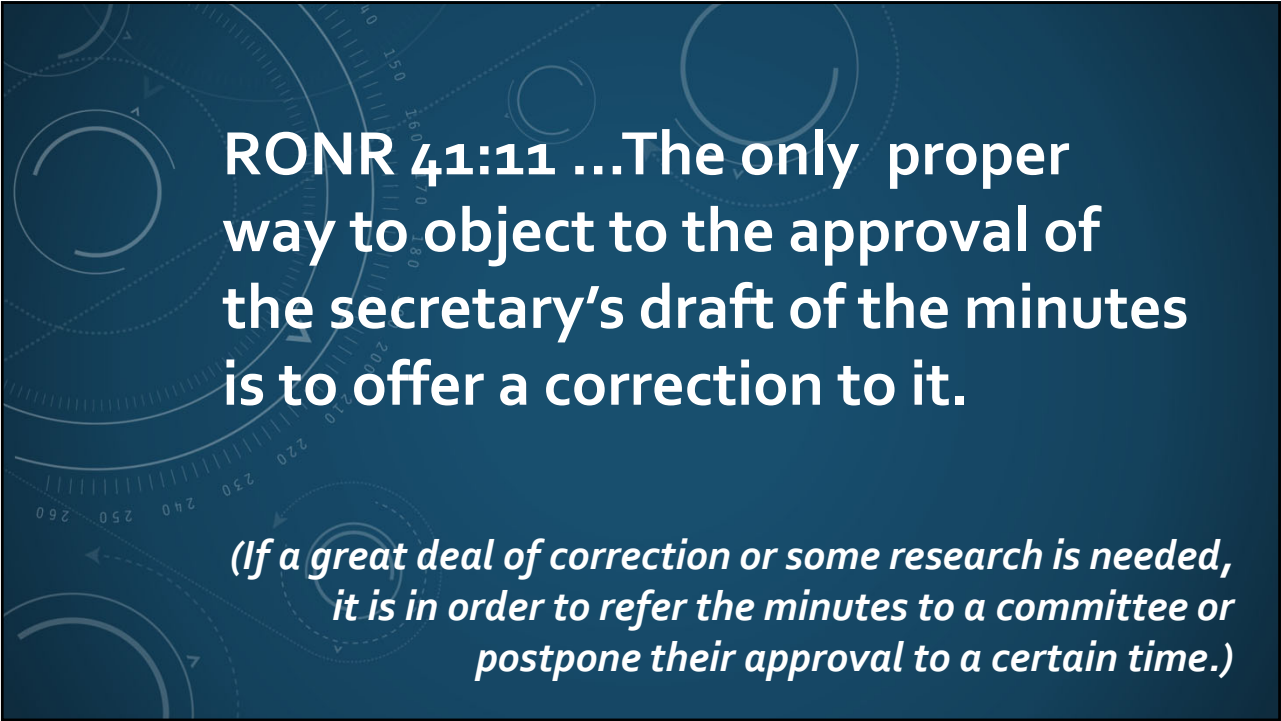
Corrections can be made
in the future, if approved.

60



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

61



**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.)*

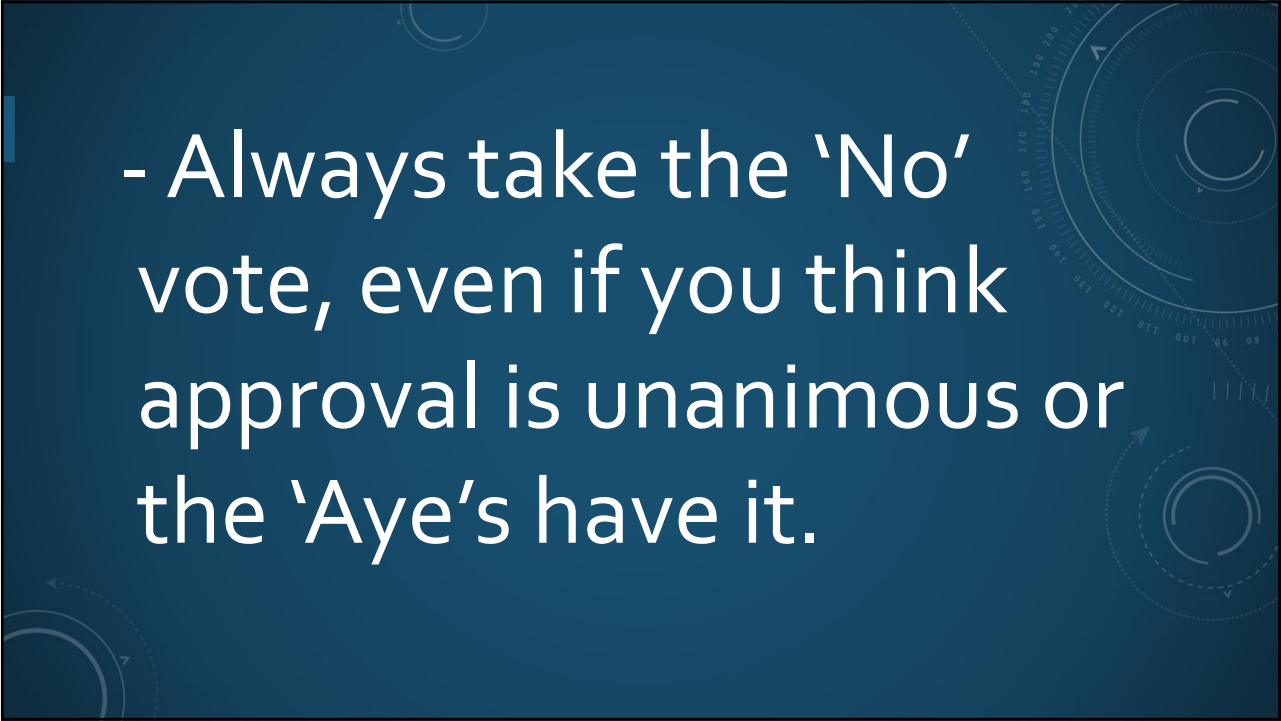
62



63

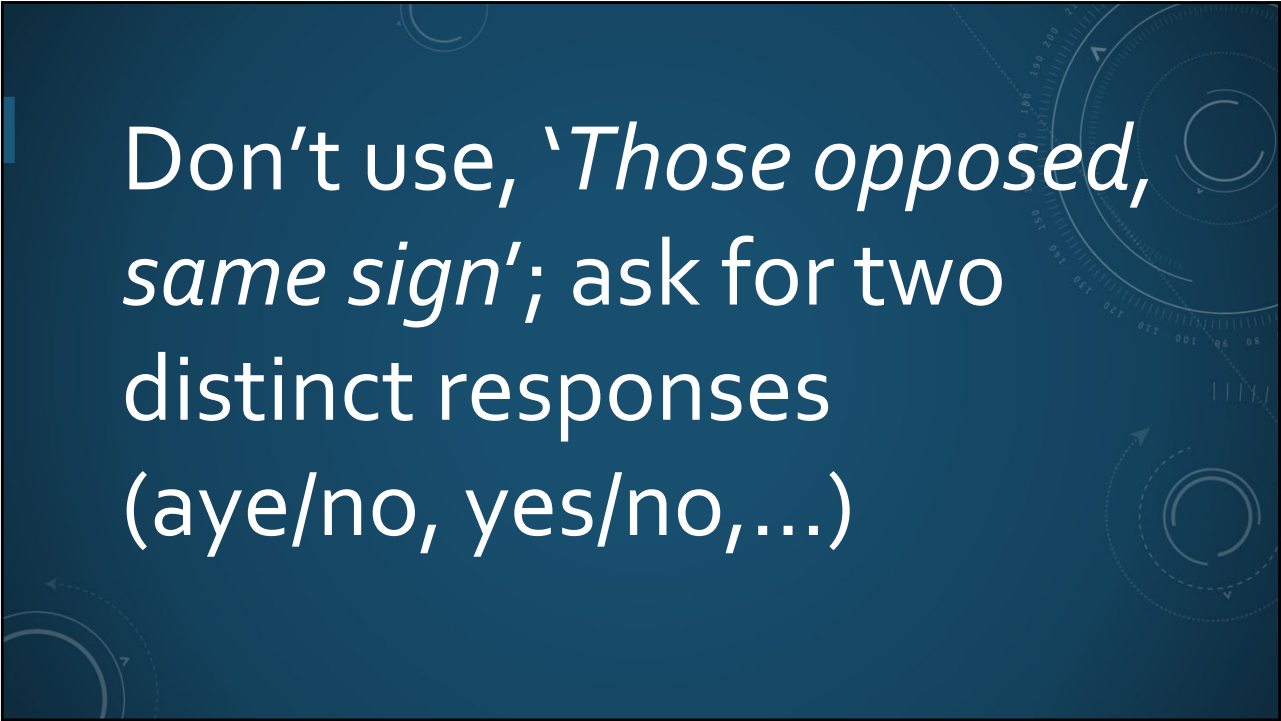


64



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

65



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

66

Always announce the result:

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.

67

Announce these results:

- ***Adopted*** Ordinance 2025-21 calling the November 3, 2026, election.
- ***Lost*** Authorize the City Manager to purchase a new computer.
- ***Adopted*** Schedule a public hearing for the FY26-27 budget.
- ***Lost*** Adopt Resolution 2026-01 in support of legislative limits on truck size and length.

68

- 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.

69

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

70

Slow. It. Down.

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

Efficiency is about process, not speed.

71

8

72

The motion to
Suspend the Rules
is a tool.

Use it wisely and well!

RONR 25:1

73

- 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 2/3 vote in the affirmative to adopt

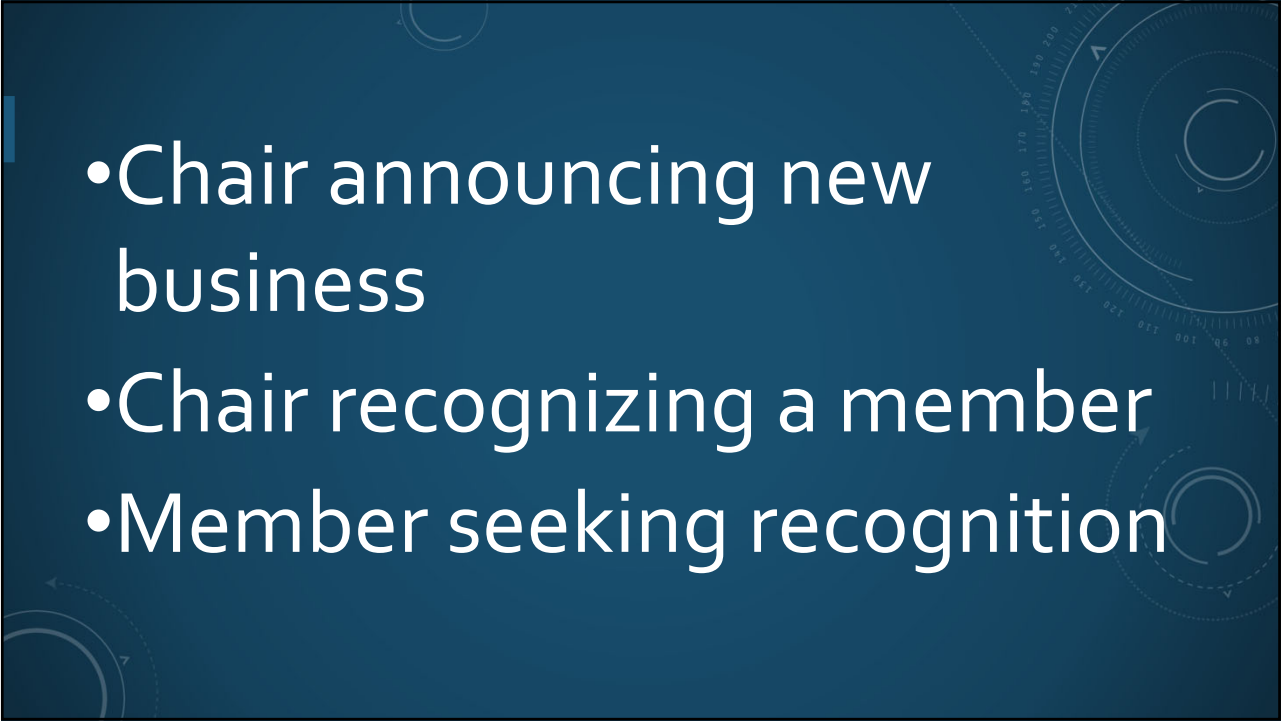
74



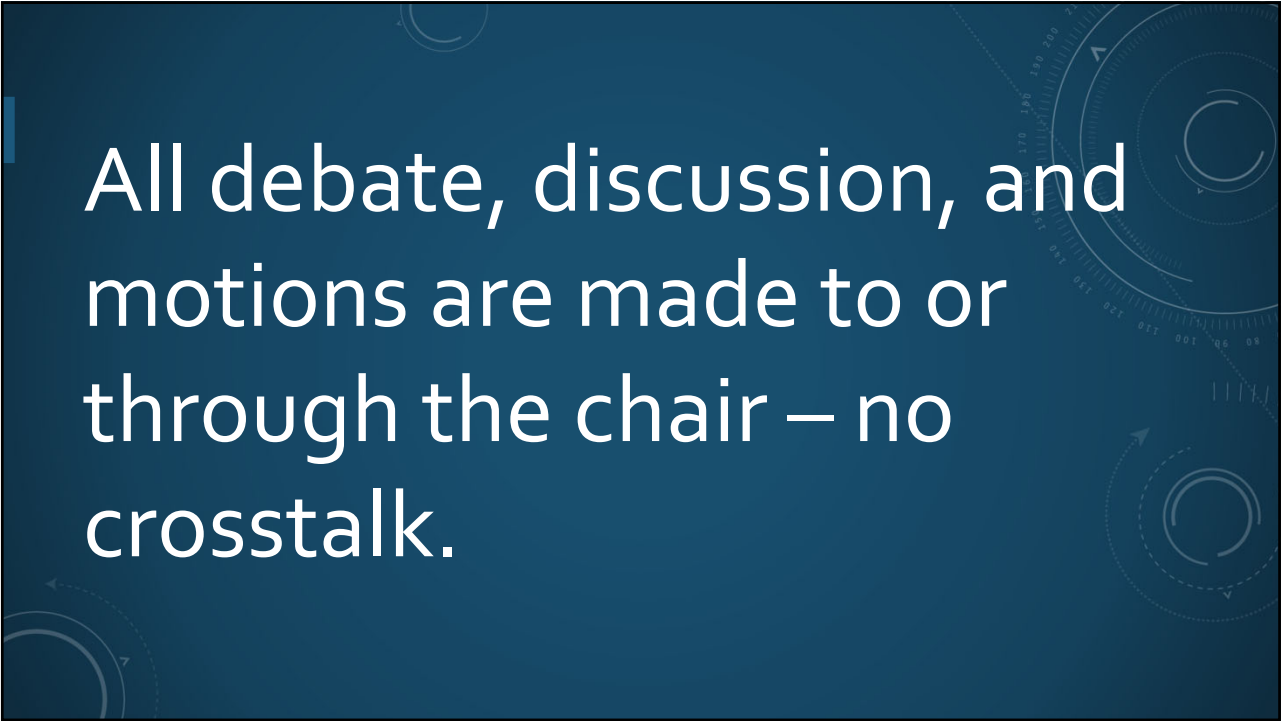
75

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

76

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

77



All debate, discussion, and motions are made to or through the chair – no crosstalk.

78

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

79

10

80

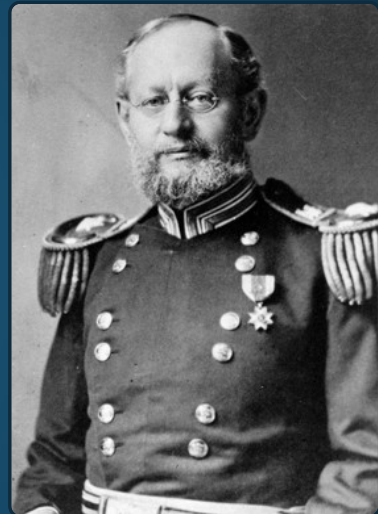
Parliamentary
procedure is not to
be used as a weapon
or to show off.

*(It's the National Association of
Parliamentarians, NOT the National
Association of Nitpickers!)*



81

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

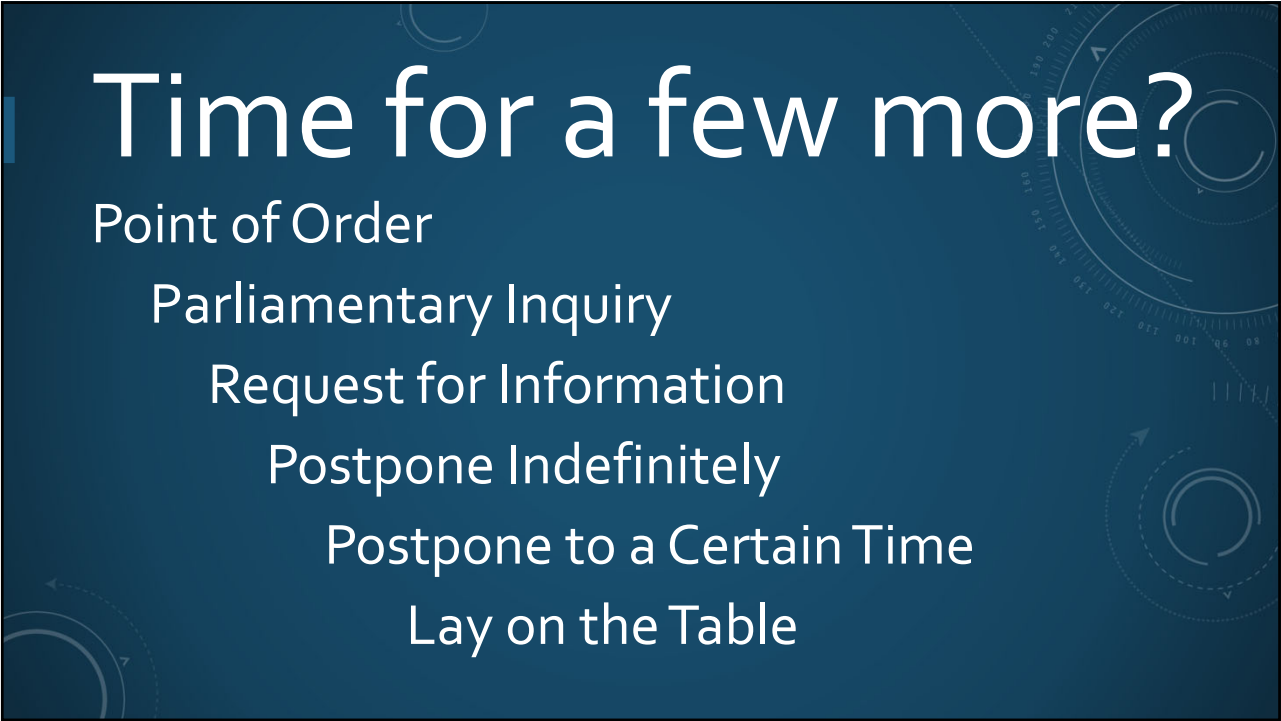


82



The Chair makes rulings,
NOT the parliamentarian.

83



Time for a few more?

Point of Order

Parliamentary Inquiry

Request for Information

Postpone Indefinitely

Postpone to a Certain Time

Lay on the Table

84

There's so much more!

Never stop learning or asking questions!



85

LEE WOODWARD

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



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CITY SECRETARY/PIO

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86