

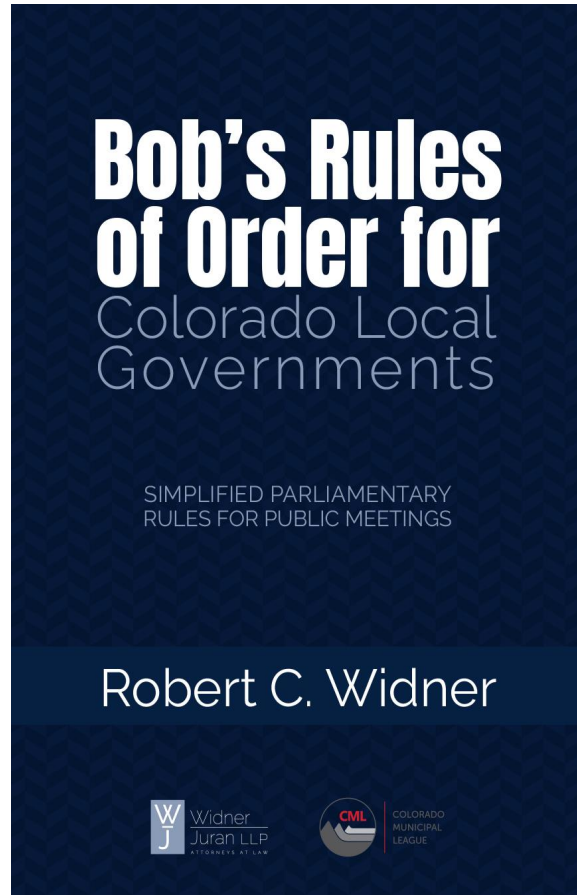


COLORADO
MUNICIPAL
LEAGUE

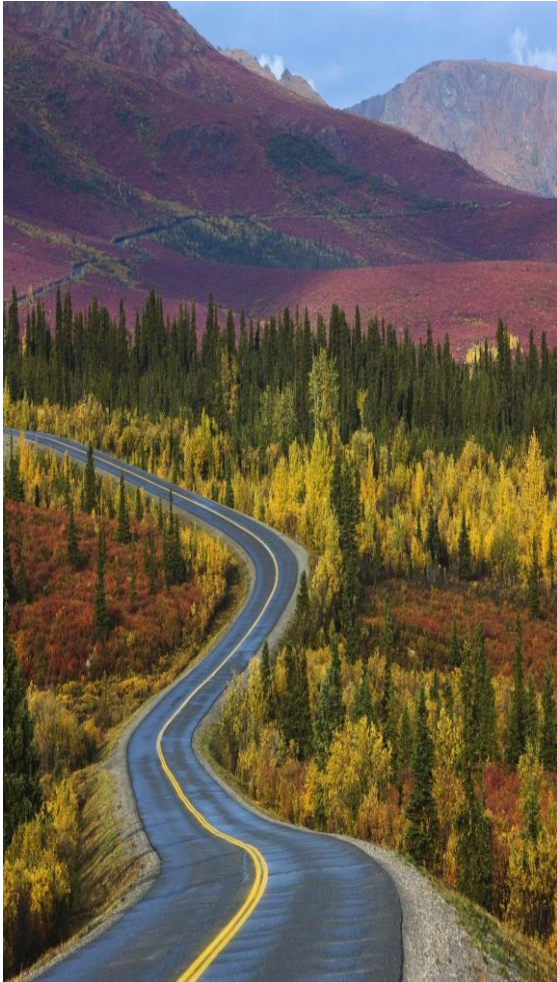
ANNUAL SEMINAR ON MUNICIPAL LAW

Bob's Rules of Order

This Session



Road Map



Bylaws vs. Rules of Order

Benefit of Rules of Order

Robert's Rules of Order (1876)

Bob's Rules of Order

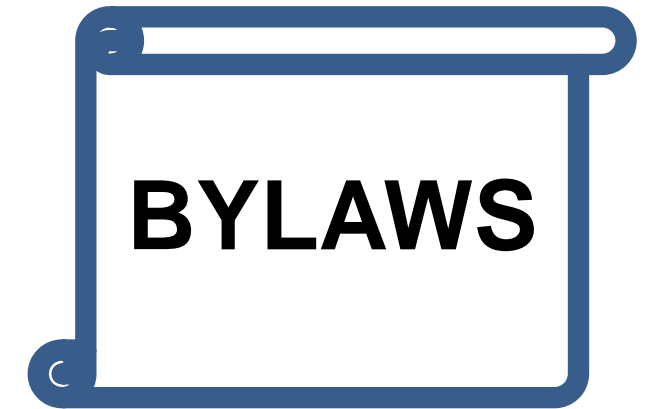
Questions



Bylaws & Rules of Order

Bylaws

- Organization & Management of the Body
- Largely **Specific** to the Body
- Charter, Statutes & Policies for Meetings



Rules of Order

- Procedures for Decision Making
- Can be **Uniform** for Similar Bodies



BYLAWS

Purpose & Powers
Members, Officers & Removal
Calling Meetings
Absences - Number & Excused
Types of Meetings, Remote
Quorum Requirements
Conflicts of Interest
Agenda Preparation
Voting Methods
Decorum
And more...

RULES OF ORDER

Determining Quorum
Presiding Officer's Role
Disclosing Conflicts & Recusal
Accessing the Floor
Available Motions
Form of Motion & Second
Limits on Debate
Voting – Yes, No, Abstaining
Suspending & Deviating Rules
And more...



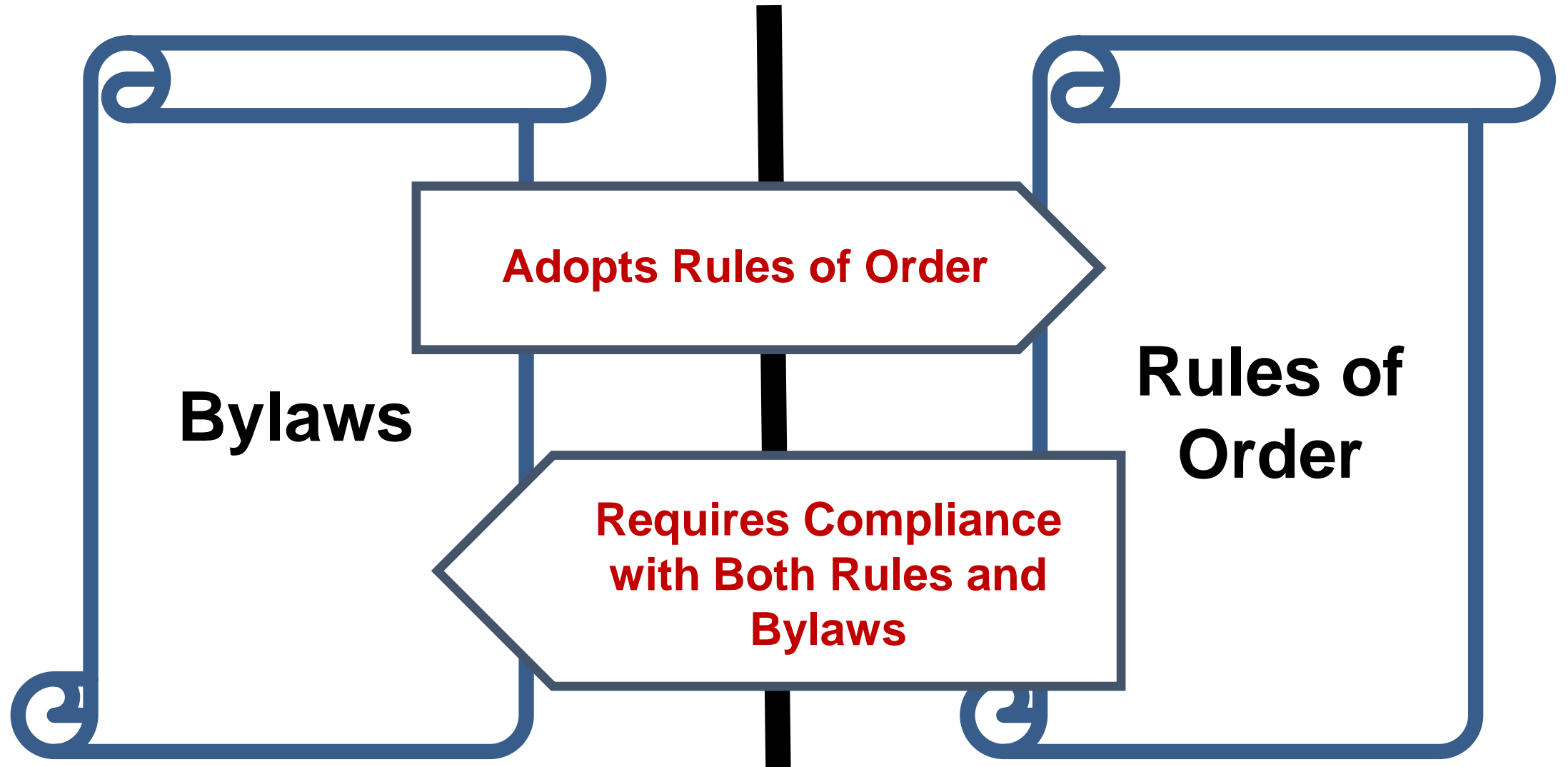
Bylaws

*Somewhat
“Hardwired”*

*More
Challenging
to Change*

Rules of Order

*Easy to
Change,
Deviate, or
Suspend
During Meeting*



Benefit of Rules of Order



FAIRNESS



**DEFENDING
DECISIONS**

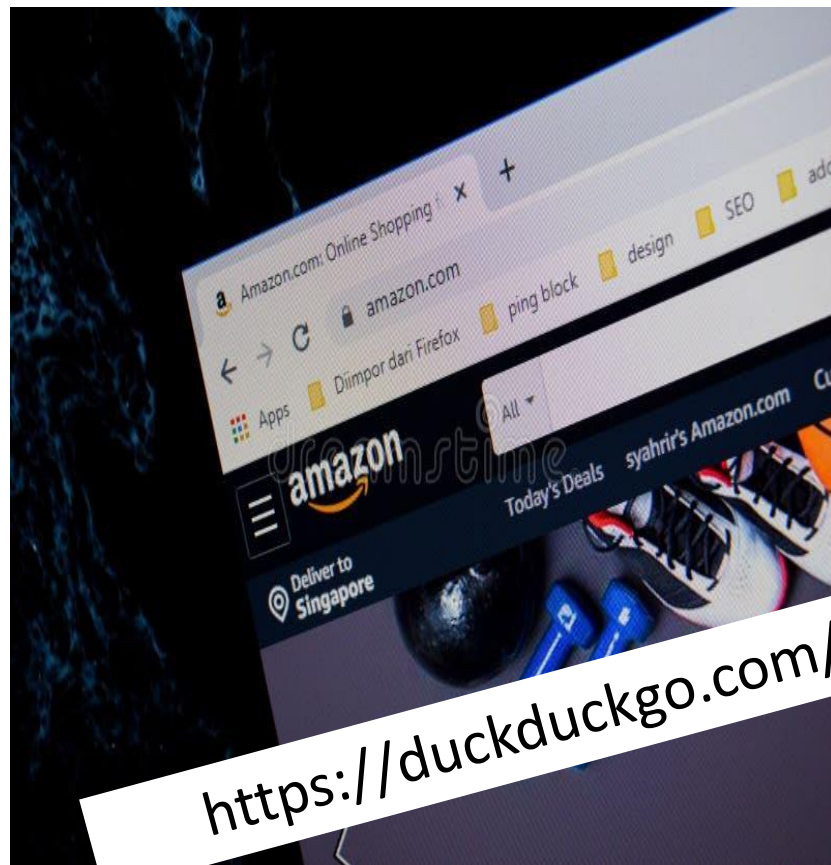


EFFICIENCY

“Best” Rules of Order?



- Reasonably Simple & Understandable
- Tailored to Purpose, Authority & Law
- Reasonably Comprehensive
- Allows for Flexibility
- “Fits” with Historic/Cultural Practices
- Followed Consistently



The ONLY CURRENT AUTHORIZED EDITION of the
CLASSIC WORK on PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER

NEWLY REVISED

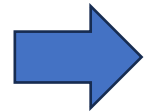
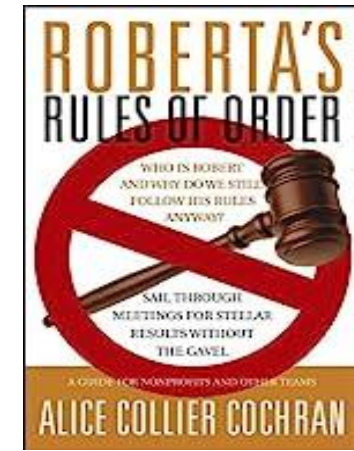
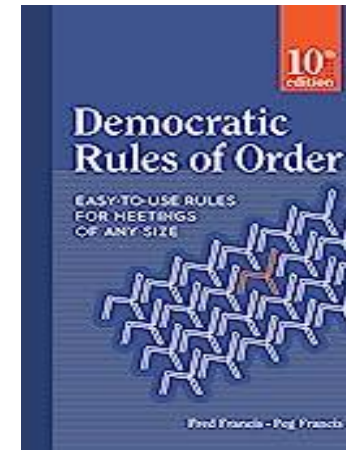
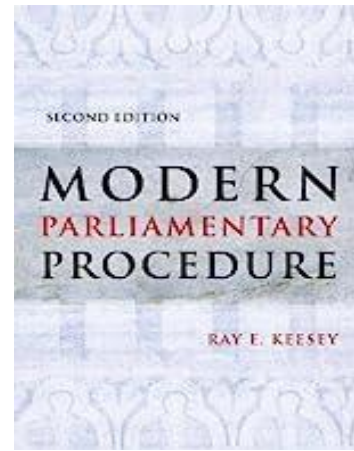
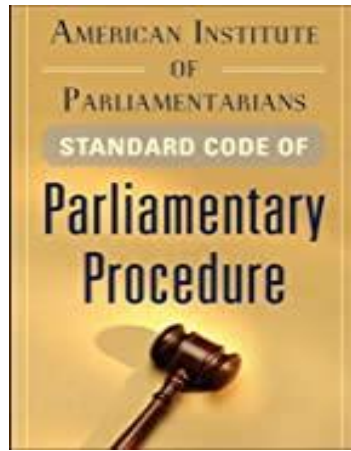


12TH EDITION

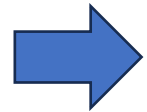
Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber







Some Too Simplistic



Some More Complex than Needed



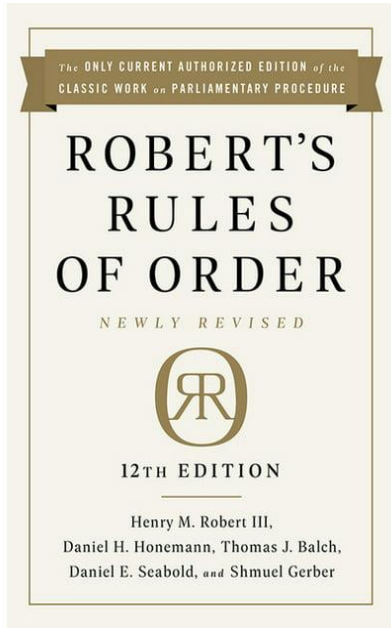
Do Not Set Rules – More General Discussion



Do Not Address Quasi-Judicial Meeting Issues



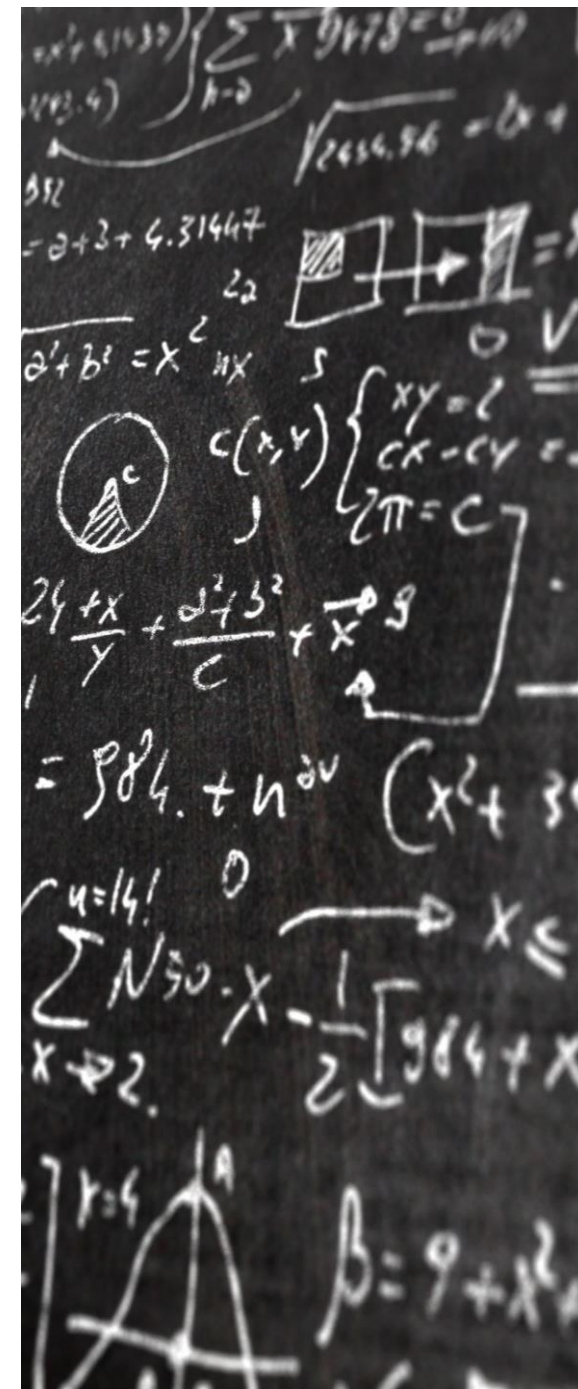
Do Not Recognize *Local Government* Obligations



- **803** Pages
- **96** Motions
- Good for Large Legislative Bodies
- But For Typical Local Government?
 - Very Difficult to Quickly Reference
 - Some Conflicts with Colorado Law
 - Unacceptable Procedures for Local Government
 - No recognition of Quasi-judicial Procedures
 - Simply Not Used or Usable – “As It Is”

Options?

- *Yes, Robert's Rules of Order*
- Custom-Tailored Rules
- Another Government's Rules
- *Bob's Rules of Order*



Bob's Rules of Order for Colorado Local Governments

SIMPLIFIED PARLIAMENTARY
RULES FOR PUBLIC MEETINGS

Robert C. Widner



- Not a “*Shameless Plug*”
- Product of 34 years of:
 - +1,600 Public Meetings & Hearings
 - Meeting Frustrations & Problems
 - Successful Meeting Practices
 - Listserv Issues & Questions
 - Actual Use & Improvements



Expert Advisors

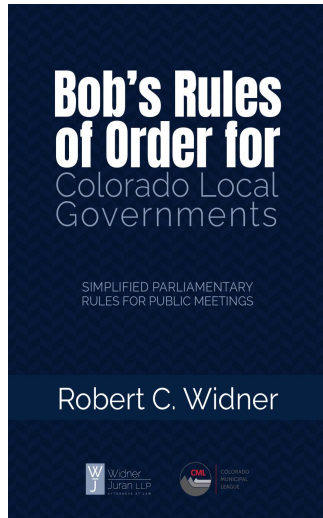
David Broadwell

Jerry Dahl

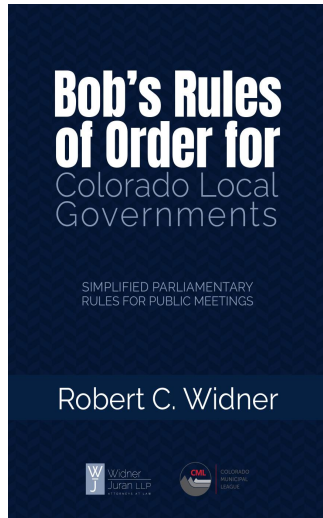
Sam Light

Wynetta Massey

Robert Sheesley



- Just the Basics Needed
- (Hopefully) Simplistic Enough
- Provides Flexibility
 - Presiding Officer Discretion
 - Suspend & Deviate
- Conforms to Colorado Law
- Addresses Quasi-Judicial Obligations



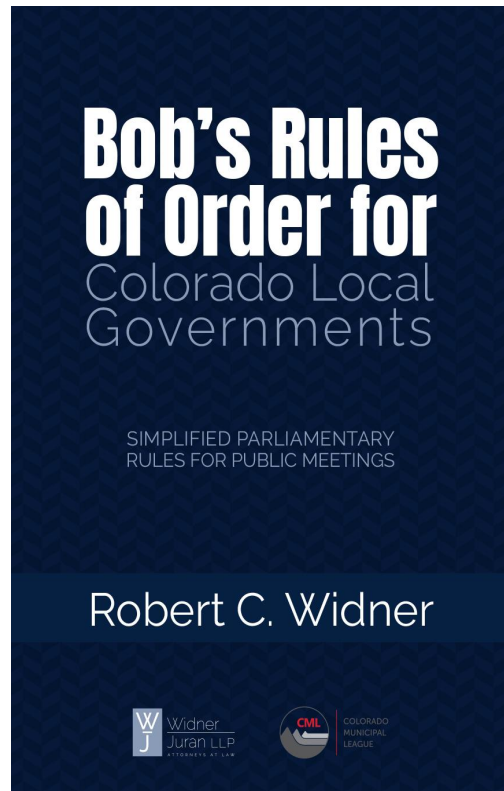
“Jeez, Bob, this is kind of elementary and basic.”

“Yep, it is written for the members of your governing body, boards, commissions, and committees.”

“And you lawyers get your fill of citations and a little law in the endnotes.”

Bob's Rules of Order

Look inside



Why & How to Adopt
Terminology
Rules
Points & Motions

Revising & Adopting

NOT NECESSARILY A STAND-ALONE RESOURCE

Step 1 – Test the Rules

Step 2 – Revise (It is Okay!)

Step 3 – Adopt

Step 4 – Train & Follow

Step 5 – Eventual Autopilot



Terminology

Words:

“Body”

“Presiding Officer”

“Quorum”

“Floor”

Distinctions:

Legislative & Quasi-Judicial

Continue ↔ Postpone

Discussion & Debate

Recuse & Abstain

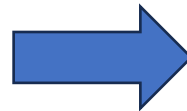
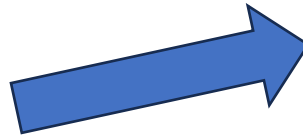
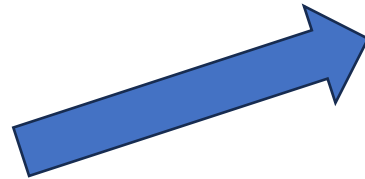
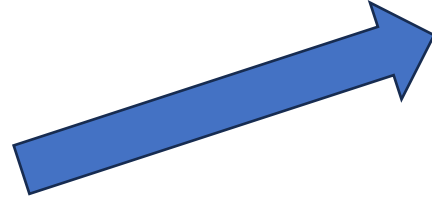
The Rules

Rule

Commentary

Special Note

The Rule in Practice



Rule 1.2

The meeting agenda will be followed unless properly amended or modified.

Commentary

An efficient meeting is, in part, the result of organization. Organization is best achieved by following a meeting agenda. To

Special Note: Discussion of Quasi-Judicial Matters

Members sitting as judges for a quasi-judicial matter must remain fair, impartial, and unbiased and judge the matter

The Rule in Practice

The following dialogue provides an example of Rule 6.1 in practice:

Background: The Town Manager presents Ordinance 19 to the Town Board. Ordinance 19 will amend the

Some Rules

- “Friendly Amendment”
- “Friendly Withdrawal”
- “So Moved” Motion
- Voting “Yes,” “No” and “Abstaining”
- Presiding Officer General Neutrality
- Fairness – Right to Floor, Time Limits, & Number Limits
- One Motion to Amend at a Time



Points (3)



- Point of **Order**
(Bring the Body into Compliance)
- Point of **Information**
(Obtain Urgently Needed Information)
- Point of **Appeal**
(Appeal Presiding Officer Decision)

Motions (Only 8)

- **Principal** Motion
- Motion to **Continue or Postpone**
- Motion to **Amend**
- Motion to **Close Debate**
- Motion to **Reconsider**
- Motion to **Recess**
- Motion to **Adjourn**
- Motion for **Executive Session**



APPENDIX B

List of Rules for Reference

1.0 The Meeting Generally

Rule 1.1 Any state or local law that concerns the conduct of a meeting is a part of the *Rules of Order* to the extent the law is applicable to the Body.

Rule 1.2 The meeting agenda will be followed unless properly amended or modified.

Rule 1.3 The Body may presume that any legally required public notice for the meeting and for each agenda item was properly completed.

Rule 1.4 A Member shall disclose a conflict of interest and recuse themselves from both participation and voting when required by applicable state or local law.

APPENDIX C

Bob's Rules of Order

Summary Table of Points and Motions

TYPE	MOTION	FLOOR?	WHEN IN ORDER?	SECOND?	DEBATABLE?	VOTE?
POINT	Order	No	Any time	No	No	No
	Information	No	Any time	No	No	No
	Appeal	No	Immediately following Presiding Officer's decision	No	No	Majority of quorum
MAIN	Principal Motion	Yes	When no motion is pending	Yes	Yes	Majority of quorum usually but may depend on special law. Rule 7.6
	Reconsider	Yes	When no motion is pending but with limited availability. Section 19	Yes	Yes, only as to the reason to reconsider	2/3 of quorum
	Adjourn	Yes	When no motion is pending	Yes	Yes	Majority of quorum

TYPE	MOTION	FLOOR?	WHEN IN ORDER?	SECOND ?	DEBATABLE?	VOTE?
MAIN	Continue or Postpone Amend a pending debatable motion Close Debate	Yes	When no motion is pending	Yes	Yes	Majority of quorum
SUBSIDIARY		Yes	When a Principal Motion is pending	Yes	Yes	Majority of quorum
		Yes	When a debatable motion is pending	Yes	Yes	Majority of quorum
		Yes	When a debatable motion is pending	Yes	No	2/3 of quorum
PRIVILEGED	Recess	Yes	Any time	Yes	No	Majority of quorum
	Executive Session	Yes	Any time	Yes	No	2/3 of quorum

How to Find Bob's Rules?

- ✓ One copy mailed to Municipal Clerks
- ✓ CML.org
 - Digital
 - Hardcopy



COLORADO
MUNICIPAL
LEAGUE

ANNUAL SEMINAR ON MUNICIPAL LAW

Thank You!

**Robert (Bob) Widner
Widner Juran LLP
rwidner@lawwj.com**