Where Are We Going?

• Decisions, Decisions, Decisions
• Common Meeting Inefficiencies
• The Importance of Rules
• What Kind of Rules?
• Questions
Where are We?
Where are We?
Where are We NOT?
Decisions
Decisions
Decisions
Local Government Meetings are

- [All] [Some] [Many]
- [always] [somewhat]
- [a bit]
- [Disorganized]
- [Dysfunctional]
- [Inefficient]
Lack of:
Professionalism
Right Leadership
Common Meeting Inefficiencies

**Professionalism:**

“Skill, sound judgment, and polite behavior that is expected from a person who is trained to do a job well.”
Professionalism
Personal Values
Team Concept
Common Goal
Inherent Fairness
Common Meeting
Inefficiencies

Leadership:

“The ability to influence and guide members of an organization.”
Common Meeting
Inefficiencies
Common Meeting
Inefficiencies
Common Meeting
Inefficiencies
Common Meeting Inefficiencies

Inefficiencies

Conflict, Confusion, Inconsistent Processes, Reinventing the Wheel, Poorly Reasoned Decisions, Unequal Participation, Unfairness, Loss of Interest, Loss of Public Confidence and Trust, Wasting Time, Waste of Resources, Unhappy or Disappointed Citizens and Staff, Indefensible Decisions, Loss of Trust between Members, Threatened and Actual Litigation, Argumentative Debate; Loss of Internal Decorum; Delay to Resolve……..
GOAL:
Government Meetings are
[always]
[somewhat]
[a bit]
Rarely Dysfunctional
Importance of Rules

How can we consistently pursue the Goal?
Rules of Order
(Parliamentary Procedures)

“Rules that define how a particular situation is to be handled, or a particular outcome achieved, in a legislature or deliberative body.”

Importance of Rules
Importance of Rules

Rules of Order & “Bylaws”
Importance of Rules

Why Rules?

Class Rules
1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

Personal Hygiene Rules
1. Wash or shower frequently, where possible every day.
2. Avoid undesirable habits:
   - Spitting
   - Chewing gum
   - Picking nose
   - Laughing loudly
   - Cocking and sneezing over food
   - Not washing hands after visiting the toilet
3. You must wash your hands:
   - Before eating
   - Before and after touching raw meat
   - Before touching cooked food
   - After visiting the toilet
   - After touching rubbish
4. Have all cuts and sores covered with waterproof bandage.
5. Do not wear jewellery other than plain wedding band.
6. Do not wear false eye lenses, finger nails or nail varnish.
8. You must wear clean protective clothing that is correctly fastened and right for the job you are doing.
9. You must report all accidents to your Supervisor.
10. Keep to the above rules, your job or life could depend upon it.
Importance of Rules
We don’t need no stinking rules

“We are informal, and we like not being restricted”
Importance of Rules

• Efficiently Accomplish Business
• Instill Confidence in Government
• Deliver Effective Public Service
• Create Fairness and Healthy Working Relationships
• Equity in Problem Solving
• Render Legally Defensible Decisions
• Adjourn by a Reasonable Hour
Importance of Rules

Greatly Aid Professionalism & Leadership
Rules Help
Tell
Presiding
Officer
&
Members
How to Act
So, What Kind of Rules of Order?
What Kind of Rules?

Robert’s Rules of Order?

A Survey......
Robert’s Rules of Order

- Published in 1876; Now in 12th Edition
- 803 Pages
- 96 Motions + Variations + Exceptions
- 98 Pages of Summary Charts, Lists, Index
- Websites for Deciphering
- Dozens of Cheat Sheets, Simplified Editions, FAQ’s
- Dozens of “Roberts Rules for Dummies” & Other Publications
What Kind of Rules?
What Kind of Rules?

Best Rules?
- Simplified
- Tailored to Needs
- Comply With Law
- Easy to Understand
- Accessible to All
- No Need for Expert
Can You Create Your Own Rules of Order?

- Typical Meeting Process
- Incorporate Basic Concepts
- Set Common Rules & Motions
- Anticipate Special Needs
- Talk to Your Attorney (please)
What Kind of Rules?

Typical Meeting Process

- Agenda Item Opened
- Presentation
- Discussion
- Motion
- Debate
- Vote
Rules of Order

What Kind of Rules?

• Rules for the Meeting
• Common Motions
• Needed Points

It’s All About Procedures!
What Kind of Rules?

Rules

- Follow the Agenda unless Amended
- Must have the “Floor” to Speak
- No Motion Needed for Discussion
- “Friendly” Amendment / Withdraw
- Mayor is Presiding Officer
- Mayor Should “Facilitate”
- Motion Requires “Yes” or “No”
- Everyone gets Chance to Speak
- and More……
What Kind of Rules?

Motions

Principal Motion
Motion to Continue/Postpone
  To Future Day and Time
  To an Uncertain Time
  Indefinitely
Motion to Amend
Motion to Close Debate
Motion to Reconsider
Motion to Recess
Motion to Adjourn
Motion for Executive Session
What Kind of Rules?

- Principal Motion
- Motion to Continue/Postpone
  - To Future Day and Time
  - To an Uncertain Time
  - Indefinitely
- Motion to Amend
- Motion for Executive Session
- Motion to Reconsider
What Kind of Rules?

Points

- Order
- Information
- Appeal
What Kind of Rules?

Bob’s Rules of Order
for Colorado Local Governments

SIMPLIFIED PARLIAMENTARY RULES FOR PUBLIC MEETINGS
Questions?
thank you