

**EFFECTIVE GOVERNANCE  
WORKSHOP | 2022**

**hello**

**Rules of  
Order &  
Effective  
Meetings**

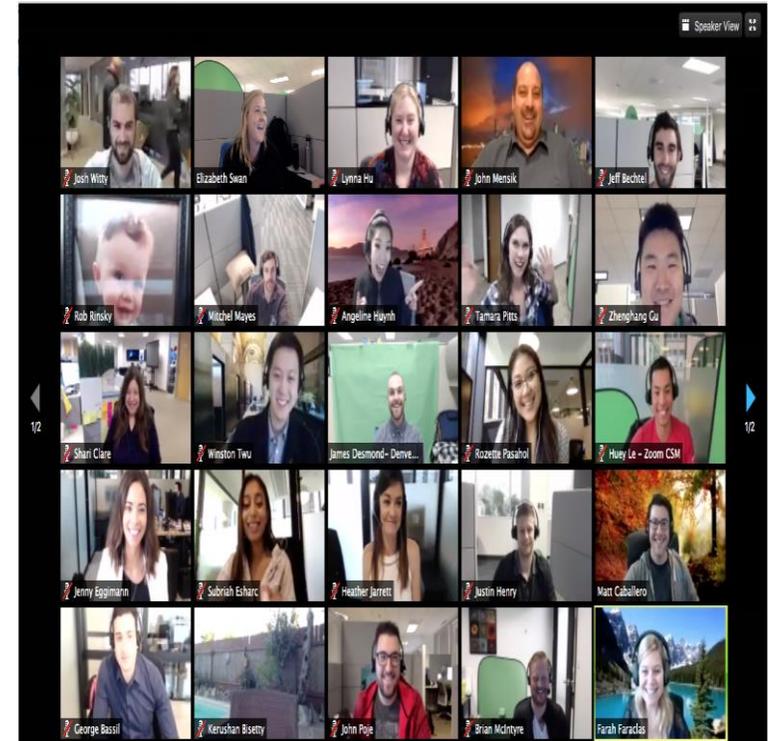


COLORADO  
MUNICIPAL  
LEAGUE

# — **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?

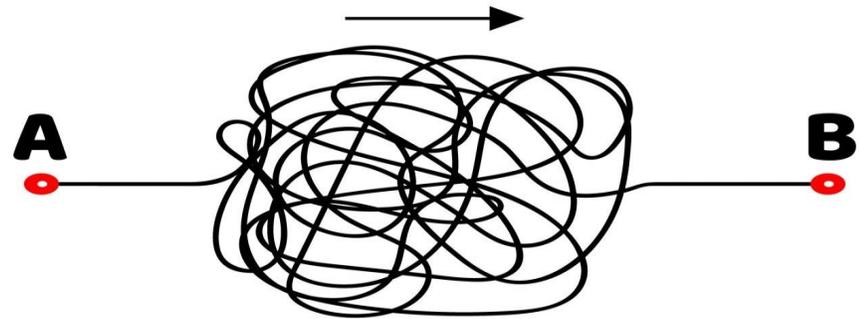
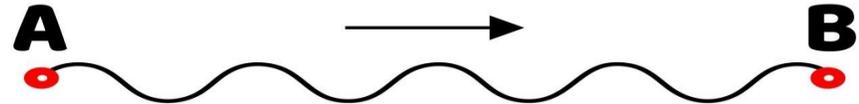
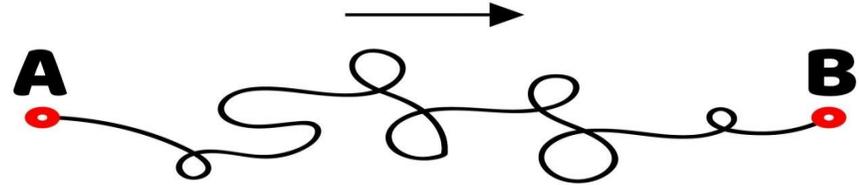
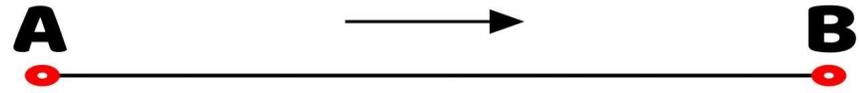


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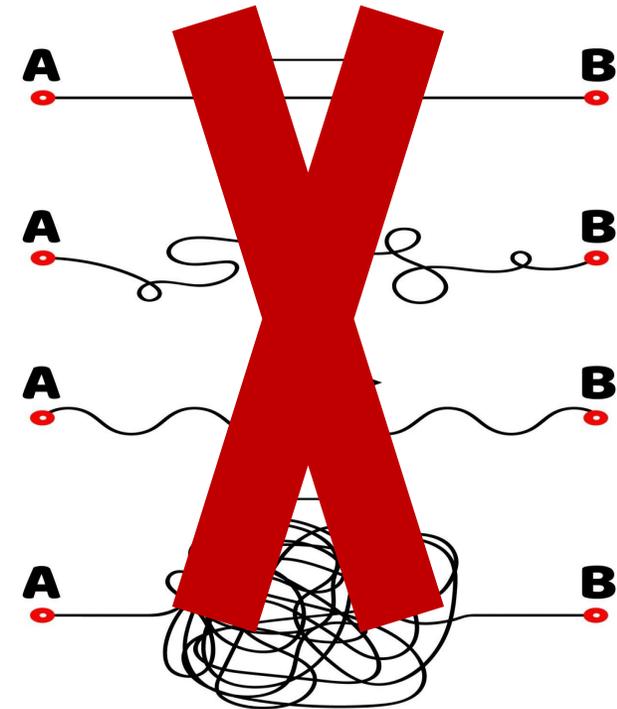
# Where are We NOT?



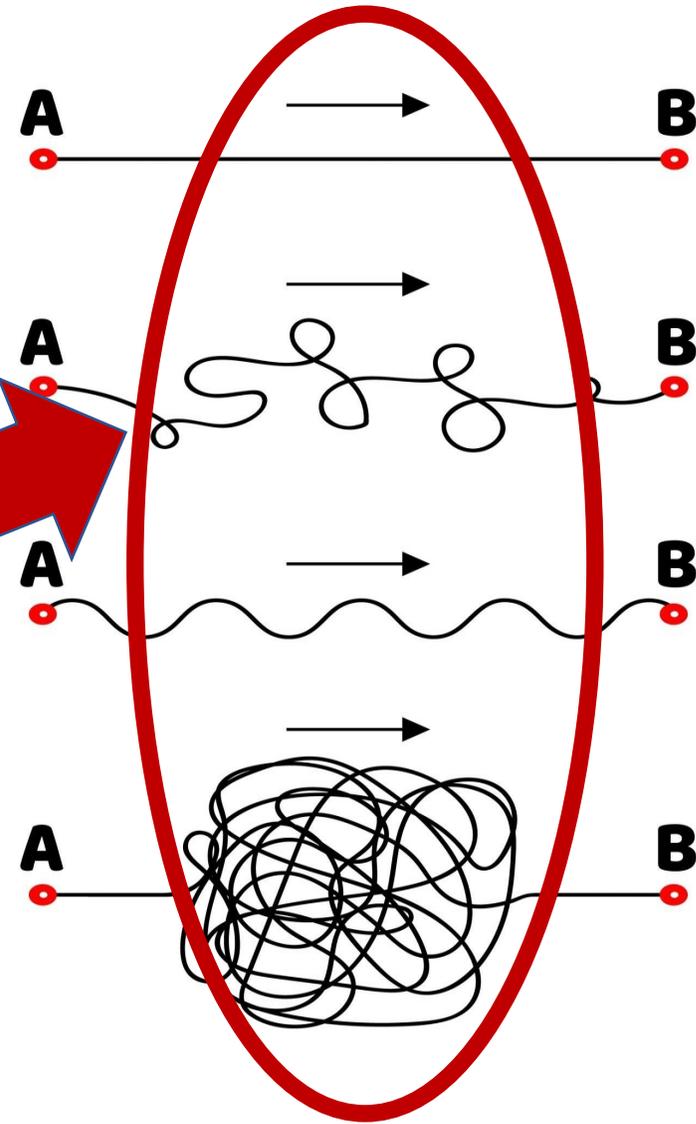
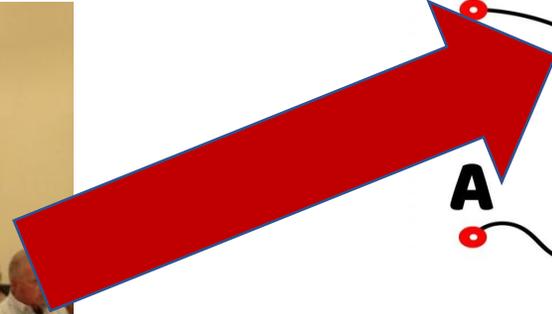
# — Decisions



# — Decisions



# — Decisions



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**Common Meeting  
Inefficiencies**

[ **All** ] [ **Some** ] [ **Many** ]  
**Local Government  
Meetings are**  
[ **always** ] [ **somewhat** ]  
[ **a bit** ]  
[ ***Disorganized*** ]  
[ ***Dysfunctional*** ]  
[ ***Inefficient*** ]

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## **Common Meeting Inefficiencies**

**Lack of:  
Professionalism  
*Right* Leadership**

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## **Common Meeting Inefficiencies**

# **Professionalism:**

**“Skill,  
sound judgment, and  
polite behavior  
that is expected from a  
person who is  
trained to do a job well.”**

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## **Common Meeting Inefficiencies**

# **Professionalism**

**Personal Values**

**Team Concept**

**Common Goal**

**Inherent Fairness**

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## **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.....



**Common Meeting  
Inefficiencies**

**GOAL:**

**Government  
Meetings are**

**Rarely**  
[always]  
[sometimes]  
[a bit]

***Dysfunctional***



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## Importance of Rules

# How can we consistently pursue the Goal?



## **Importance of Rules**

# **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

# Rules of Order & “Bylaws”



# Importance of Rules

# Why Rules?

### PLAYGROUND RULES

- DO NOT USE EQUIPMENT WHEN WET.
- NO RUNNING, PUSHING OR SHOVING.
- DO NOT USE PLAY EQUIPMENT IMPROPERLY.
- NO RUNNING OR PUSHING.
- NO "TRASH TALKING".

ADULT SUPERVISOR  
PLAY CAR

### 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.

## CAMP RULES

Students must give their best effort when it is work time and play fair when it is play time.

Students breaking any of the following rules, may miss out on part of their break (fun) time.

- No bad attitude
- No talking during work time
- No cheating or dishonesty
- No running or pushing
- No "trash talking"
- All lunches must be eaten in the designated area
- Students must be respectful
- Rooms must be kept clean



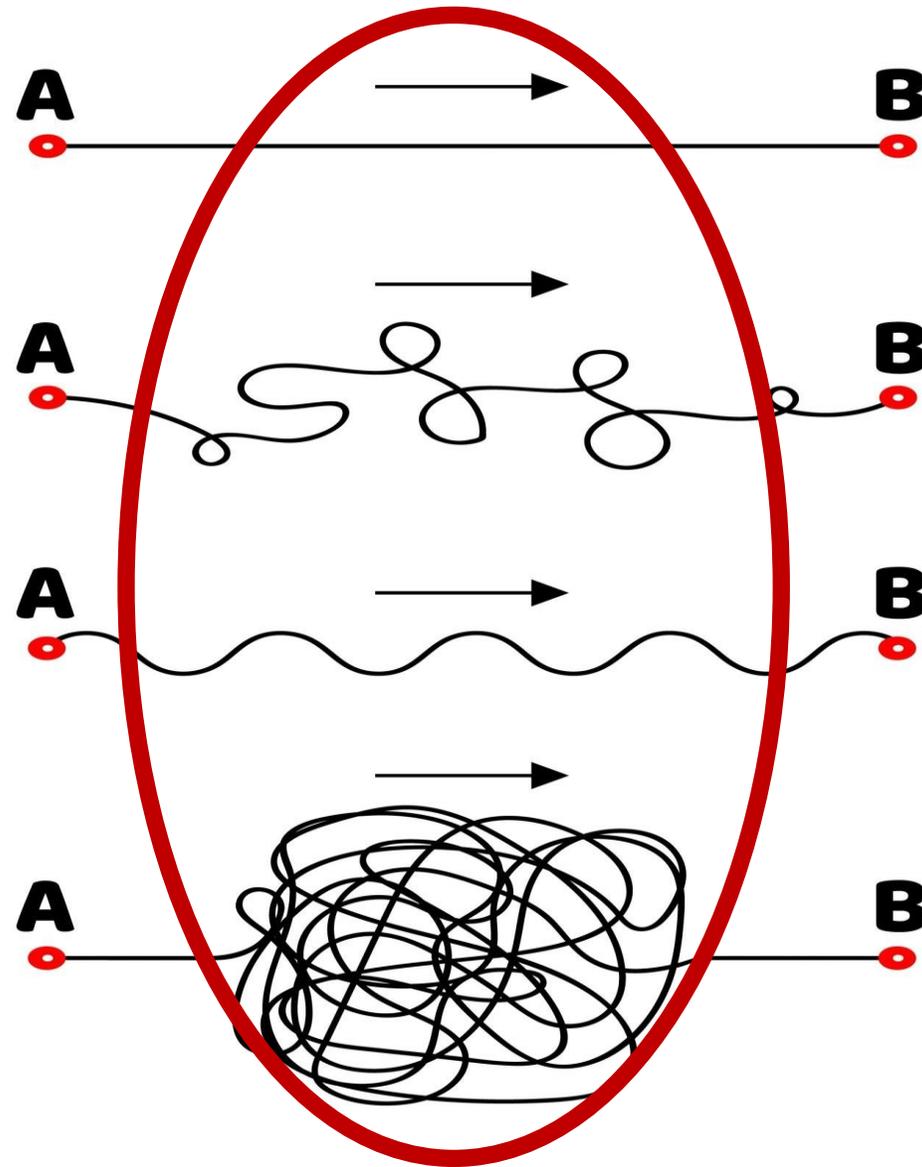
### PERSONAL HYGIENE RULES

1. Bath or shower frequently, where possible every day.
2. Avoid undesirable habits:-
  - Spitting
  - Smoking
  - Nail biting
  - Picking nose
  - Licking fingers
  - Coughing and sneezing over food
  - Not washing hands after visiting the toilet
3. You must wash your hands:-
  - Before starting work
  - Before and after touching raw food
  - Before touching cooked food
  - After visiting the toilet
  - After touching refuse
  - After smoking or eating
4. Have all cuts and sores covered with waterproof blue dressing.
5. Do not wear jewellery other than plain wedding band.
6. Do not wear false eye lashes, finger nails or nail varnish.
7. Keep finger nails clean and short.
8. You must wear clean protective clothing that is correctly fastened and right for the job you are doing.
9. You must report all sickness to your Supervisor.
10. Keep to the above rules, your job or life could depend upon it.

**Absolute Rules!**

(Automatic Talk with Parents)

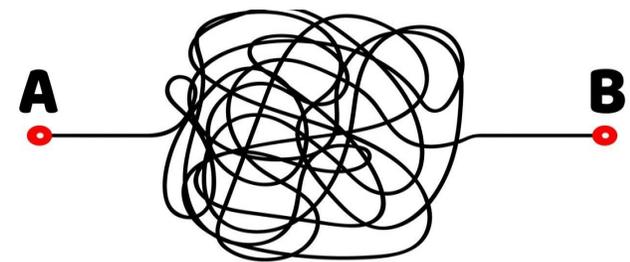
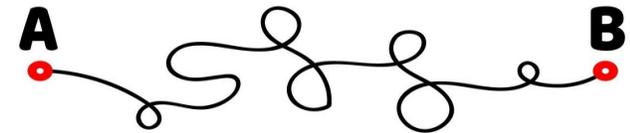
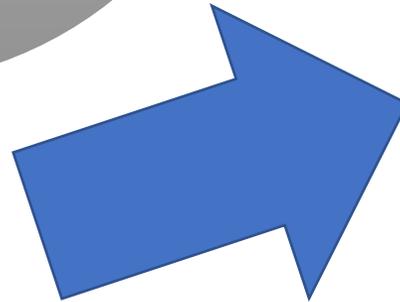
# Importance of Rules





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

“We don’t need no stinking rules”



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## 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*

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**Importance  
of Rules**

Greatly Aid  
***Professionalism***  
&  
***Leadership***

**Rules Help  
Tell  
Presiding  
Officer  
&  
Members  
How to Act**





**What Kind  
of Rules?**

**So,  
What Kind of  
Rules of Order?**



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**What Kind  
of Rules?**

# Robert's Rules of Order?

## A Survey.....



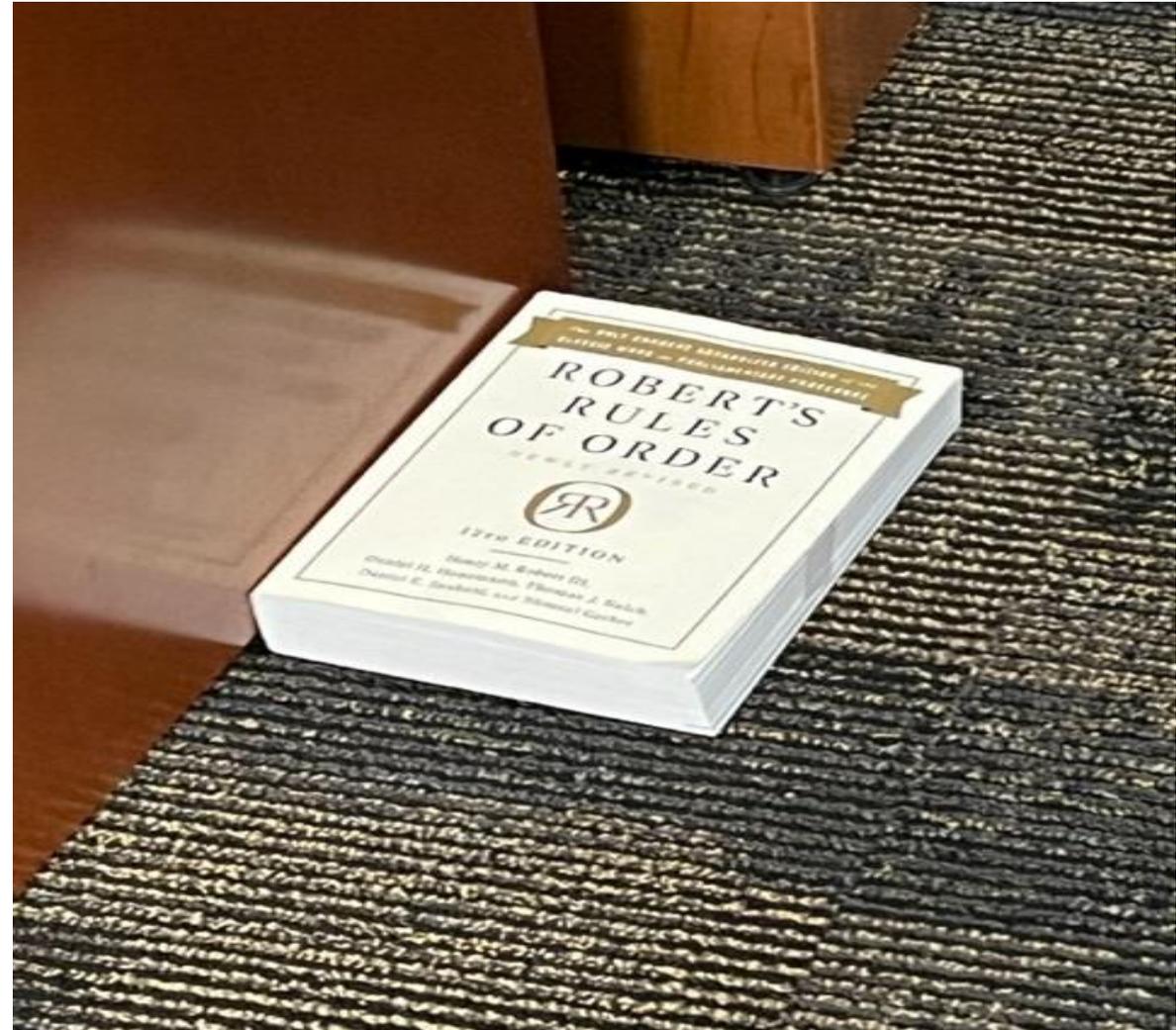
## What Kind of Rules?

# Robert's Rules of Order

- Published in 1876; Now in 12<sup>th</sup> 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

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# What Kind of Rules?



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## **What Kind of Rules?**

# **Best Rules?**

**Simplified**

**Tailored to Needs**

**Comply With Law**

**Easy to Understand**

**Accessible to All**

**No Need for Expert**

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**What Kind of  
Rules?**

# 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!**

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## **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.....**

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## **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**

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## 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**

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**What Kind of  
Rules?**

***Bob's  
Rules of Order***  
for  
Colorado  
Local Governments

***SIMPLIFIED PARLIAMENTARY RULES FOR  
PUBLIC MEETINGS***



# Questions?



# thank you



COLORADO  
MUNICIPAL  
LEAGUE

