

**CML**  
**Effective Governance Workshop**

**Parliamentary Procedure  
& Rules of Order**

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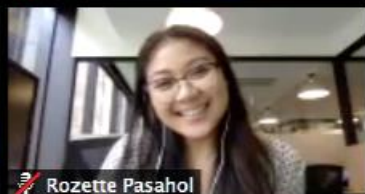
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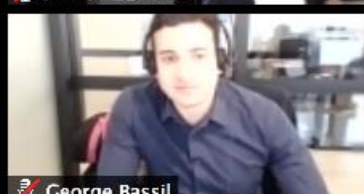
Heather Jarrett



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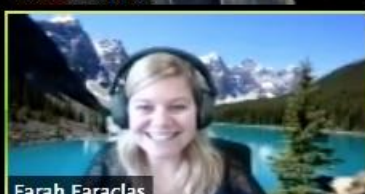
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# The Problem

**Government Meetings  
are “at times” or “a bit”  
Dysfunctional**

# **SOME Common Reasons for Meeting Dysfunction**

- **Lack of Professionalism/Courtesy**
- **Lack of the *Right* Leadership**
- **Lack of Rule Use or Knowledge**

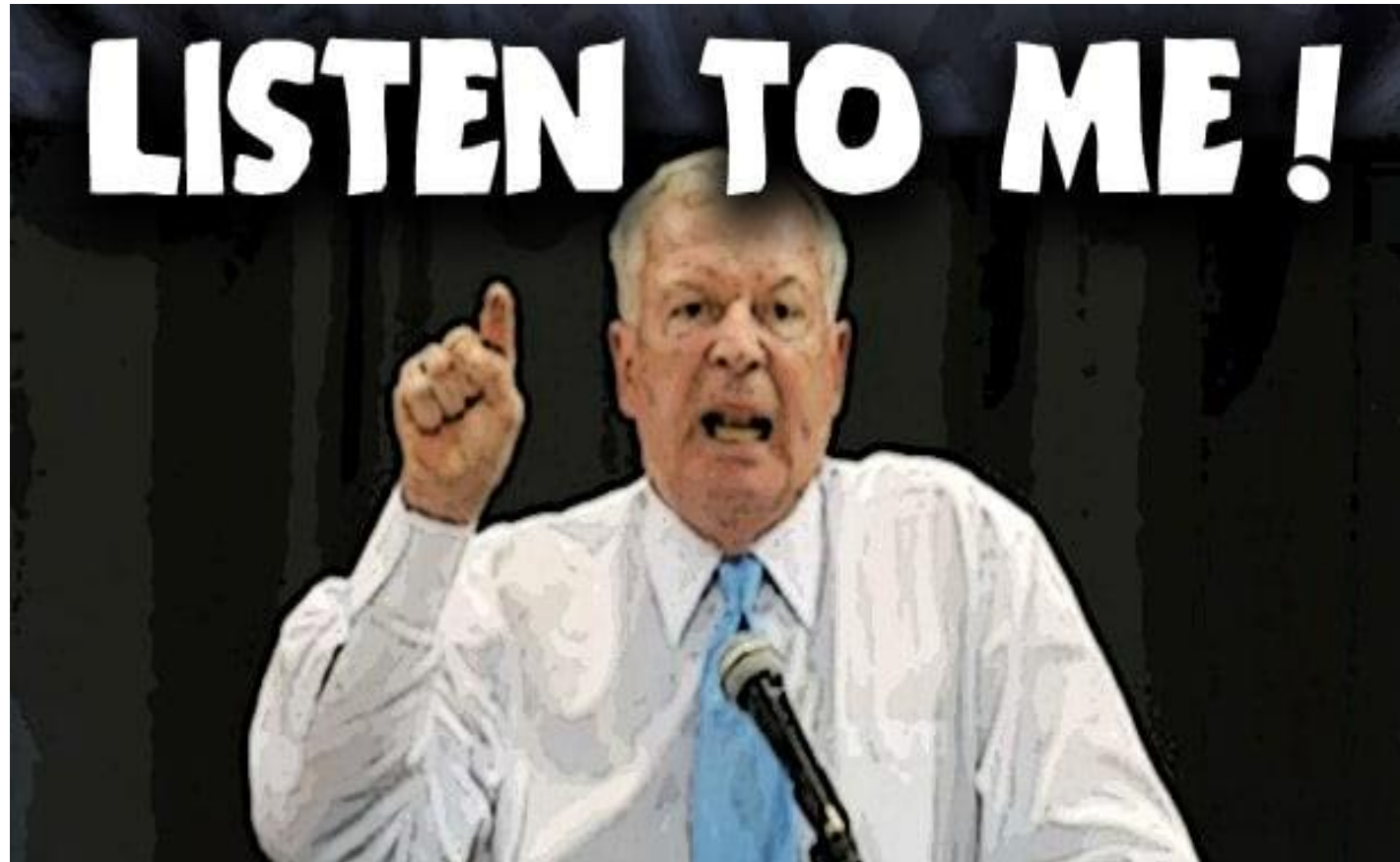
**Professionalism/Courtesy**



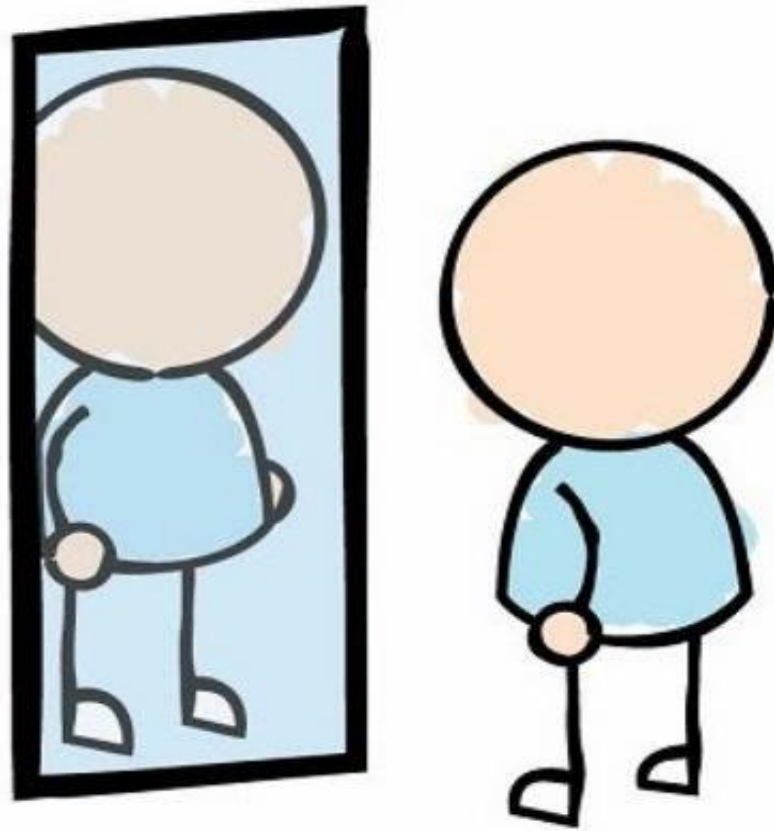
# Professionalism/Courtesy



# Professionalism/Courtesy



# Professionalism/Courtesy



**Treat people the way you  
want to be treated. Talk to  
people the way you want to  
be talked to. Respect is  
earned, not given.**

**Hussein Nishah**

# Professionalism/Courtesy





***Right* Leadership**

# *Right Leadership*



# *Right* Leadership



# *Right* Leadership



# Rule Use & Knowledge



# Parliamentary Procedures

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

# POOL RULES

This is a private pool.  
Please observe the following rules:

1. No lifeguard on duty. All persons using pool do so at their own risk.
2. Please shower before entering pool.
3. No glass or alcoholic beverages in pool area.
4. No pets allowed in pool area.
5. Proper swim attire required.
6. No running or horseplay on pool deck.
7. Children under 18 must be supervised by an adult.

# PLAYGROUND RULES



DO NOT USE EQUIPMENT WHEN WET.



NO RUNNING, PUSHING OR SHOVING.



DO NOT USE PLAY EQUIPMENT IMPROPERLY.



NO BARE FEET. WEAR PROPER FOOTWEAR.

ADULT SUPERVISION REQUIRED FOR USE.  
PLAY CAREFULLY!

# 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 guessing.

No running or "horseplay".

No "trash talking" or swearing.

All lunches must be peanut-free.

Students must share all games.

Rooms must be tidied up at the end of the day.



## Absolute Rules!

(Automatic Talk with Parents)

- ✓ Absolutely, no leaving the camp area!
- ✓ Absolutely, no dangerous play!
- ✓ Absolutely, no stealing or bullying!
- ✓ Absolutely, no being disrespectful!



# 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. 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.

# SHOOTING RANGE RULES

## Fundamental NRA Rules for Safe Gun Handling:

- ♦ **ALWAYS** Keep the Gun Pointed in a Safe Direction
- ♦ **ALWAYS** Keep Your Finger Off the Trigger Until Ready to Shoot
- ♦ **ALWAYS** Keep the Gun Unloaded Until Ready to Use

## When Using A Gun, Always Follow These Rules:

- ♦ **Know Your Target and What is Beyond;** Make Sure the Down-Range Area is Unoccupied
- ♦ Be Sure the Gun is Safe to Operate
- ♦ Be Thoroughly Familiar With How the Gun Operates
- ♦ Use Only the Correct Ammunition for your Gun
- ♦ Wear Ear and Eye Protection as Appropriate
- ♦ Never Use Alcohol or Drugs Before or While Shooting
- ♦ Unattended Guns Should Not be Accessible to Unauthorized Persons

**Be Aware That Certain Types of Guns and Many Shooting Activities Require Additional Safety Precautions**





“We don’t  
Need No  
Stinking  
Rules”

“We are  
informal, and  
We like not  
Being  
Restricted”







# Why Use Procedures?

**Rules HELP  
Accomplish Our Goals**

# The Goals

- Accomplish Government Business
- Instill Confidence in Government
- Deliver Effective Service to the Public
- Create Healthy Working Relationships

# The Goals

- Equity in Problem Solving
- Adjourn by a Reasonable Hour
- Render Legally Defensible Decisions

# Rules - Good And Not So Good

- **Roberts Rules of Order**
- **Rosenberg's & Other Rules**
- **Most Communities' Local Rules**
  
- **But the Absolute Best?**
  - **Rules that are Used**
  - **Rules that are Simple & Understandable**

**“The City Council shall follow the procedures of Roberts Rules of Order for all meetings.”**



# Rules - Good And Not So Good

- **Robert's Rules of Order**
  - Published in 1876; Now in 11<sup>th</sup> Edition
  - 669 Pages
  - 48 Pages of Summary Charts
  - 46 Page Index
  - Dozens of Websites for Deciphering
  - Cheat Sheets, Simplified Editions, FAQ's
  - "Roberts Rules for Dummies" Book



**I have found this one works a lot better!**

# Bob's Rules of Order

## Common Terminology

- Out of Order (“in order”)
- Floor
- Chairperson
- Body
- Amendment, etc.

# Bob's Rules of Order

- Basic Requirements
  - Chairperson as Parliamentarian
  - Recognition for “Floor”
  - No Side Discussions
  - Voting Yes or No (No Abstention)
  - No Explaining Vote except at deliberation



# Bob's Rules of Order

Points vs. Motions

# Points and Motions

- **Simple “Priority”**
  - Privileged (*Always* “In Order”)
  - Main (A “Business Step”)
  - Subordinate (Below “Main”)

# Points

Point of Information

Point of Order

Point of Appeal

# Ten (10) Motions

- Motion to Recess
- Motion for Executive Session
- Motion to Adjourn
- Motion to Reconsider
- Motion to Postpone to a Date Certain
- Motion to Postpone Indefinitely
- Main Motion
- Motion to Amend (a Main Motion)
- Motion to Continue to Date Certain
- Motion to Call the Question (Close Debate)



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# Flexibility

- Chairperson Discretion (with Appeal)
- Suspending the Rules

| Type  | MOTION               | Floor Required? | When in Order?                  | Second Required? | Debatable? | Vote Required   |
|-------|----------------------|-----------------|---------------------------------|------------------|------------|---|
| Point | Point of Order       | No              | Any time                        | No               | No         | -   |
| Point | Point of Information | No              | Any time                        | No               | No         | -   |
| Point | Point of Appeal      | No              | Immediately following decision  | No               | Yes        | Majority of quorum  |
| Main  | Main Motion          | Yes             | When no other motion is pending | Yes              | Yes        | Usually majority.<br>Depends on law or regulation Section 3.9 |
| Main  | Adjourn              | Yes             | When no motion pending          | Yes              | Yes        | Majority of quorum  |

**Questions?**