

2023 CML Mayors' Summit

Bob's Rules for Mayors



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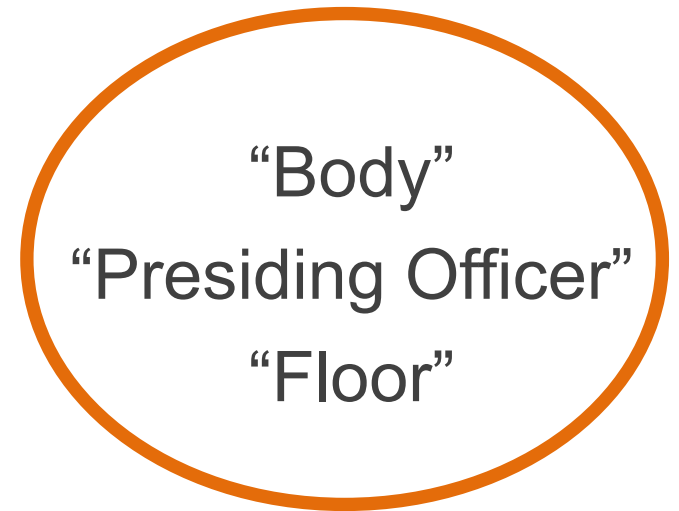
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Some Introductory Stuff



Questions for Mayors



- Read *Bob's Rules of Order for Colorado Local Governments*?
- Attended a Bob's Rules Presentation?
- Adopted or Follow Robert's Rules of Order?
- Have No Adopted Rules?
- Have No Need for Formal Rules?



Road Map



- “Bylaws” vs. “Rules of Order”
- Need & Benefit of Rules of Order
- Robert’s Rules of Order (1876)
- Bob’s Rules of Order
- *Bob’s Rules* for the Mayor
- Questions – rwidner@lawwj.com

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Bylaws vs. Rules of Order

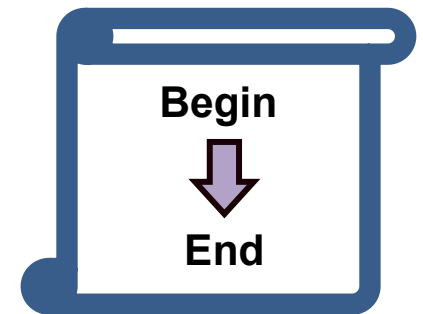
“Bylaws”

- 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



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BYLAWS

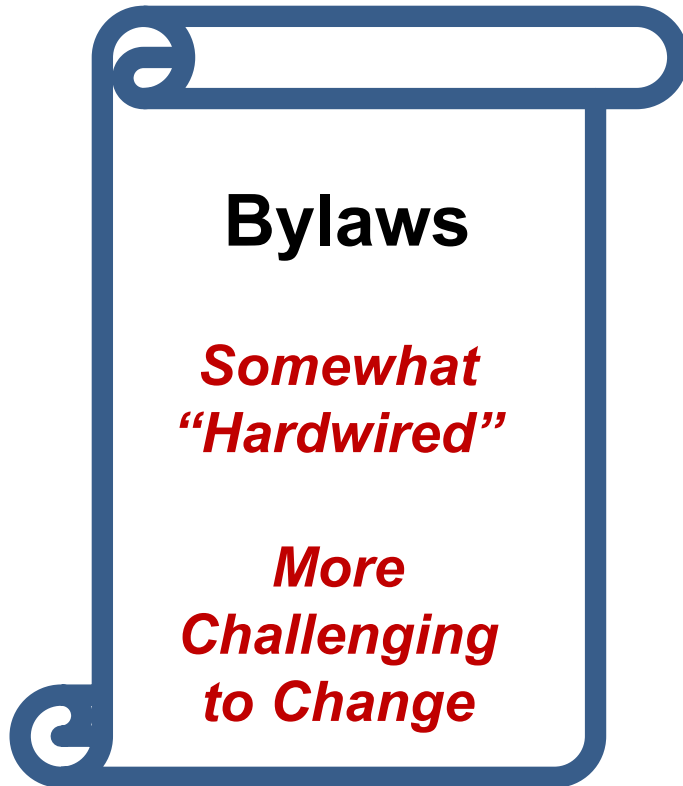
Purpose & Powers
Members, Officers & Removal
Absences - Number & Excused
Types of Meetings, Remote
How to Call a Meeting
Quorum Requirements
Conflicts of Interest
Agenda Preparation
Voting Methods
Decorum
And more...

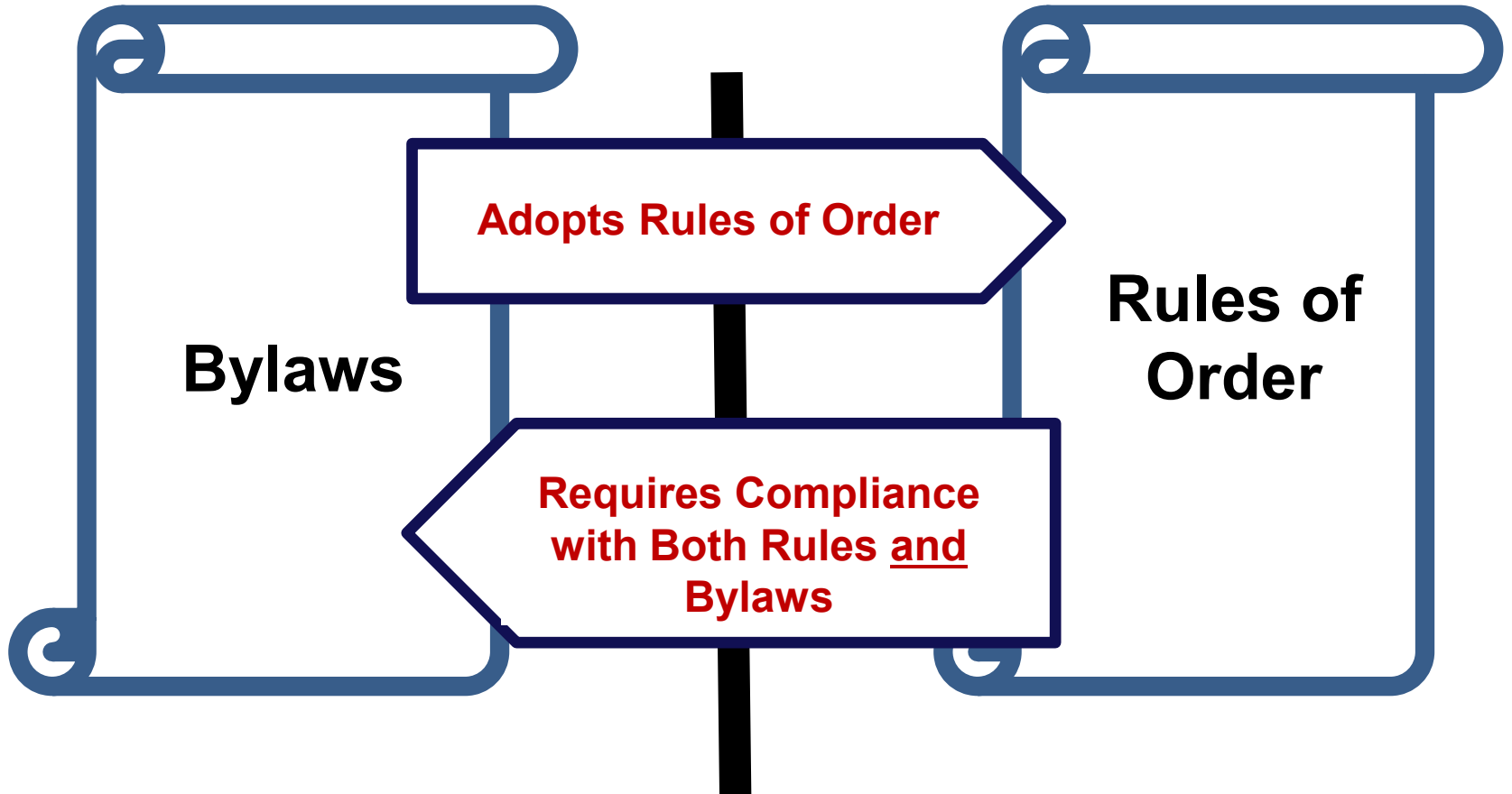
RULES OF ORDER

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...

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Bylaws & Rules of Order

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The “**Ruleless**” Meeting

- Speak whenever, often, and as long as want
- “Domination by the Dominant”
- Mayor Too Powerful or Mayor Ineffective
- No Obligation for Mayor to Grant Floor!
- Inconsistent Process or No Real Process
- Conflict with 1st Amendment & Due Process
- The Myth of “We Self Regulate”



Benefit of Rules of Order



FAIRNESS



**DEFENDING
DECISIONS**



EFFICIENCY

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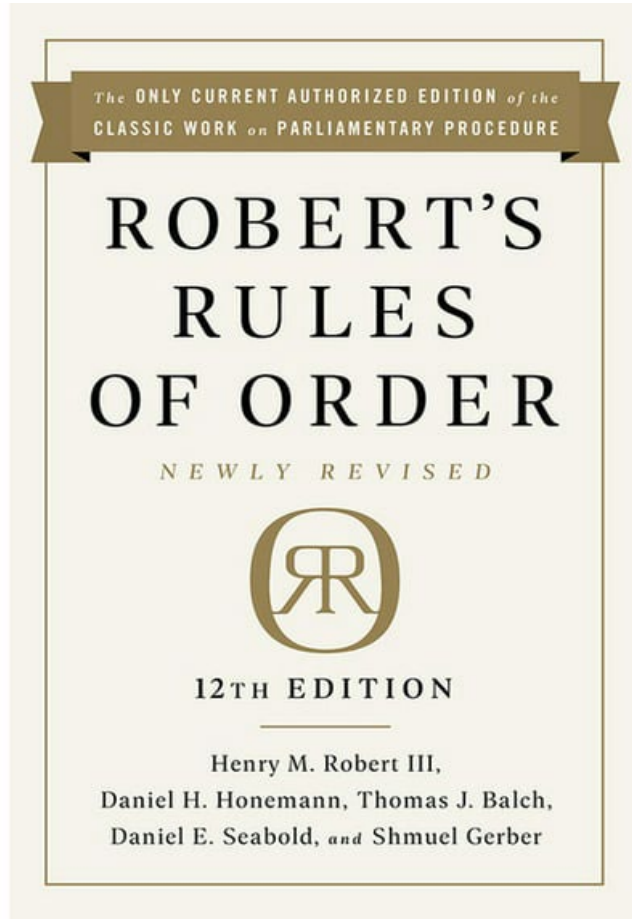
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“Best” Rules of Order?



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





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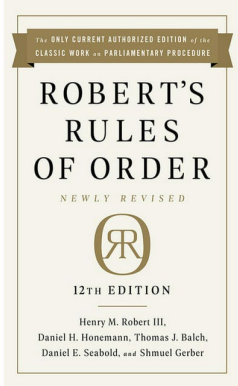


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803 Pages & **96** Motions

Good for Large Legislative Bodies

But For Typical Local Government?

- Very Difficult to Quickly Reference
- Several Conflicts with Colorado Law
- Unacceptable Procedures for Government
- No recognition of Quasi-judicial Actions
- Simply Not Used or Usable – “As It Is”



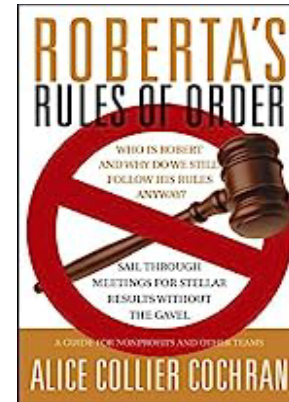
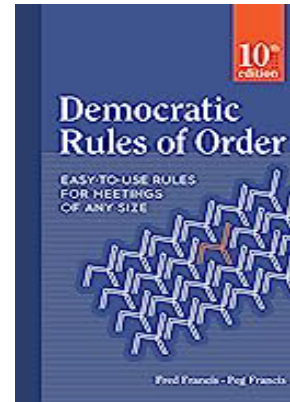
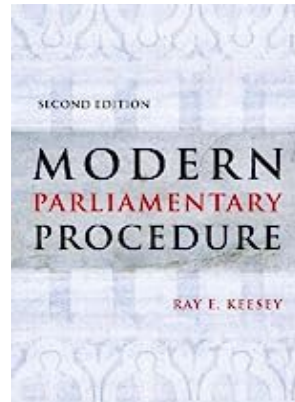
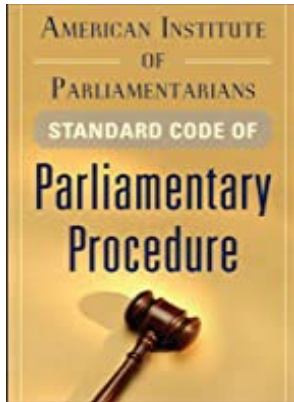


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Some Too Simplistic



Some More Complex than Needed



Are Not Rules – More General Discussion



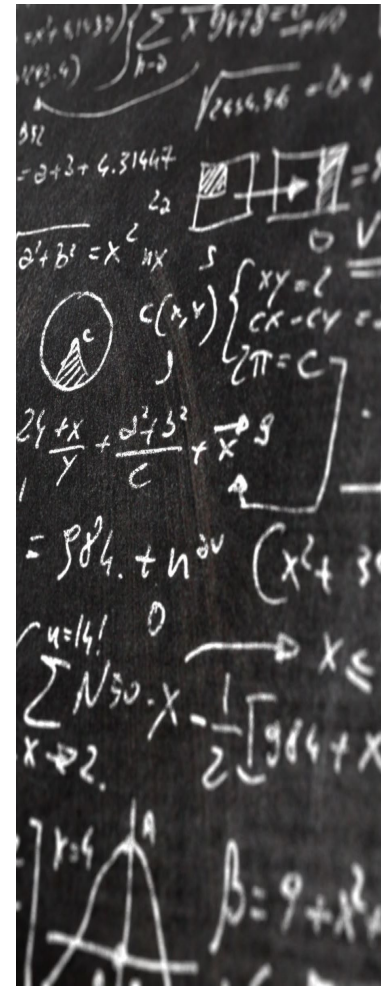
Do Not Address Quasi-Judicial Meeting Issues



Do Not Recognize *Local Government* Obligations

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

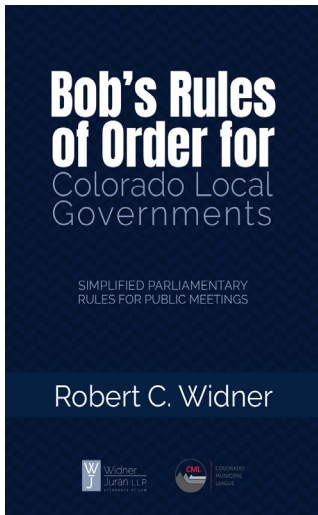
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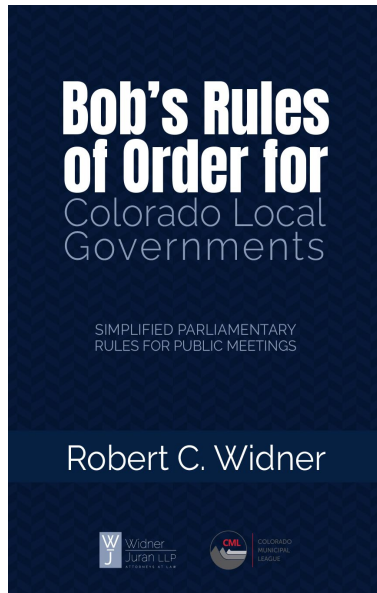


- Just the Basics Needed
- (Hopefully) Simplistic Enough
- Provides Flexibility
 - Presiding Officer Discretion
 - Suspend & Deviate
- Amendable
- Conforms to Colorado Law
- Meets Quasi-Judicial Obligations



Bob's Rules of Order

Look



Why & How to Adopt
Terminology
Rules
Points & Motions

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Terminology

Words:

“Body”
“Presiding
Officer”
“Quorum”
“Floor”

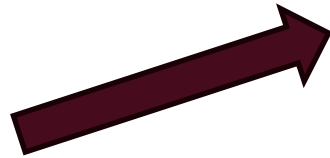
Distinctions:

Legislative & Quasi-Judicial
Continue ↔ Postpone
Discussion & Debate
Recuse & Abstain

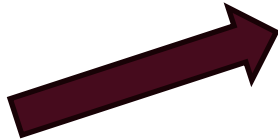


The Rules

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



For Each Rule.....

1. Think About Need for the Rule

Then Decide:

2. Should We Follow the Rule?

99% of Time: “Of Course”/“We Already Do.”

3. Delete or Revise?



Deleting or Revising



NOT NECESSARILY A STAND-ALONE RESOURCE

Step 1 – **Review** the Rules

Step 2 – **Revise** as Needed (It is Okay!)

Step 2A – **Delete** as Desired - But Recognize Impact

Step 3 – Adopt (as Revised or Deleted)

Step 4 – Train & Follow

Step 5 – Eventual “Autopilot”



Some Notable Rules

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



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.



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**



Motions (Only 8)

Principal Motion

Motion to **Continue or Postpone**

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Motion to **Recess**

Motion to **Adjourn**

Motion for **Executive Session**



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	Yes	When no motion is pending	Yes	Yes	Majority of quorum
SUBSIDIARY		Yes	When a Principal Motion is pending	Yes	Yes	Majority of quorum
	Amend a pending debatable motion	Yes	When a debatable motion is pending	Yes	Yes	Majority of quorum
	Close Debate	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 Do I Find Bob's Rules of Order

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

Bob's Rules "*for Mayors*"

3.0 The Presiding Officer

Rule 3.1

The Presiding Officer shall be the exclusive director and facilitator of all meeting conduct.



Bob's Rules "*for Mayors*"

Rule 3.2

The Presiding Officer serves as the parliamentarian unless the role is assigned to another person.



Bob's Rules “for Mayors”

Rule 3.3

The Presiding Officer is entitled to the same rights as a Member unless otherwise limited by law.



Bob's Rules "*for Mayors*"

Rule 3.4

The Presiding Officer may exercise discretion during the meeting subject to a Point of Order or Point of Appeal.



Bob's Rules "*for Mayors*"

Rule 3.5

The Presiding Officer shall facilitate the meeting in a fair and neutral manner and, whenever practicable, defer to the Members to initially lead discussion, offer motions, and direct debate.



Bob's Rules "*for Mayors*"

Rule 4.2

A Member shall be granted the Floor by the Presiding Officer when properly requested in accordance with the *Rules* and local meeting practice.



Bob's Rules "*for Mayors*"

Rule 5.4

To be placed on the Floor for the Body's consideration, the Presiding Officer must acknowledge that the motion was properly stated and seconded in accordance with Rules 5.2 and 5.3.



Bob's Rules "*for Mayors*"

Rules 6.1 & 6.2

A Friendly [Amendment / Withdrawal] is authorized only for a debatable motion, and the [amendment / withdrawal] of the motion will be effective unless a Member objects.



Bob's Rules "*for Mayors*"

Rule 8.1

The Presiding Officer may suspend certain rules.



Bob's Rules "*for Mayors*"

Rule 8.3

An inadvertent and non-substantive deviation from a rule by the Presiding Officer or the Body without objection from a Member is authorized and intended.





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