

CML Webinar
Effective Governance

**Bob's Rules & Basic
Parliamentary Procedure**

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The Problem

**Government Meetings
are “at times”
Dysfunctional**



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SOME Common Reasons for Meeting Dysfunction

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



Professionalism/Courtesy



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Professionalism/Courtesy



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Professionalism/Courtesy

You were elected or appointed by the public to serve their needs and interests. Your “platform” was to seek their vote so you could represent them. You did not go door to door asking them to vote for you so you could pursue your own agenda, stroke your ego, or be unreasonable. You asked to be part of a team to make the city or town better.



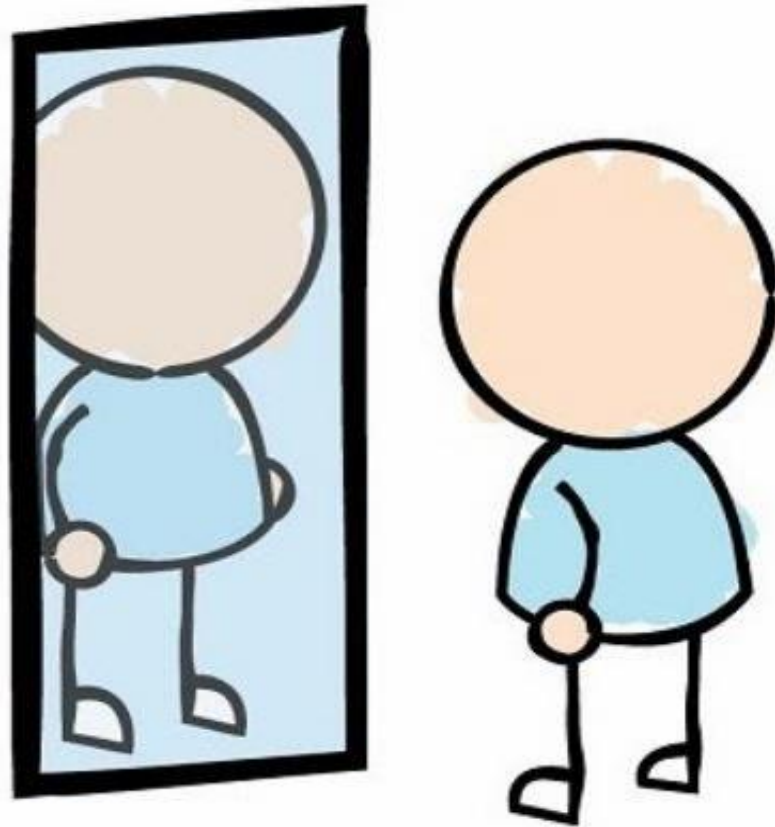
Leadership is an
opportunity to serve. It
is not a trumpet call to
self-importance.

J. Donald Walters
The Art of Leadership



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Professionalism/Courtesy



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**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



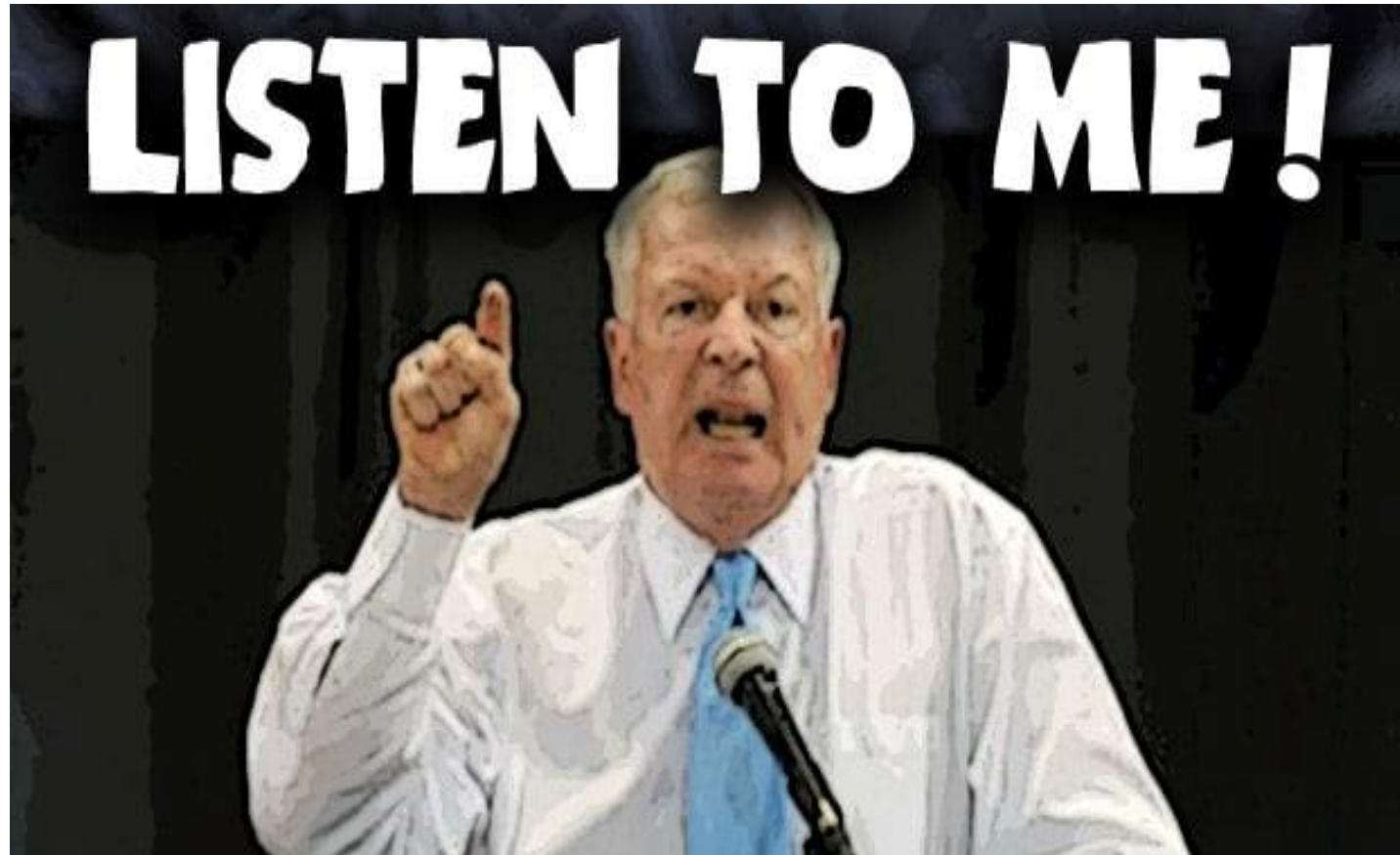
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Professionalism/Courtesy



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Professionalism/Courtesy



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**MOST PEOPLE
DO NOT LISTEN
WITH THE INTENT
TO UNDERSTAND;
THEY LISTEN
WITH THE INTENT
TO REPLY.**



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Right Leadership



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Right Leadership



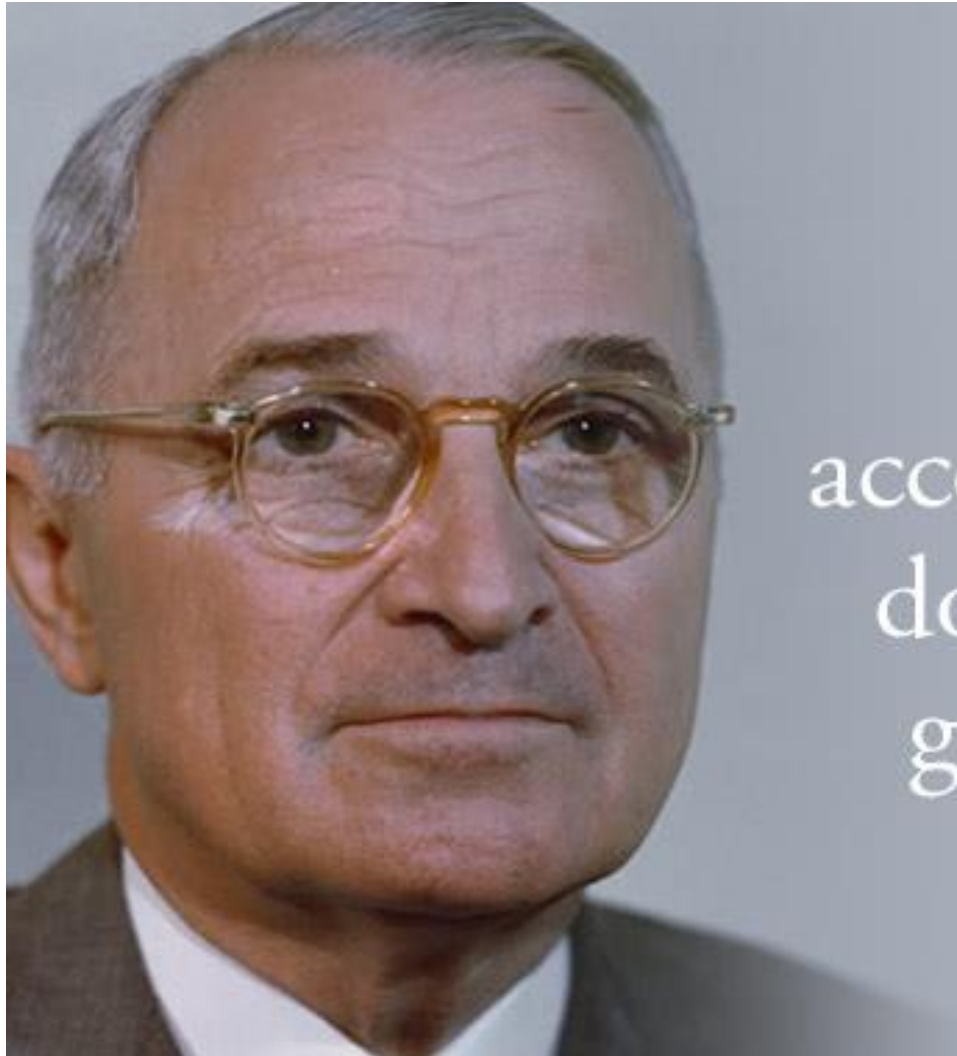
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Right Leadership



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“It is amazing
what you can
accomplish if you
do not care who
gets the credit.”

– Harry S. Truman



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Rule Use or Knowledge



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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.

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.

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!

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.

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 towards other students or teachers!

SHOOTING RANGE RULES

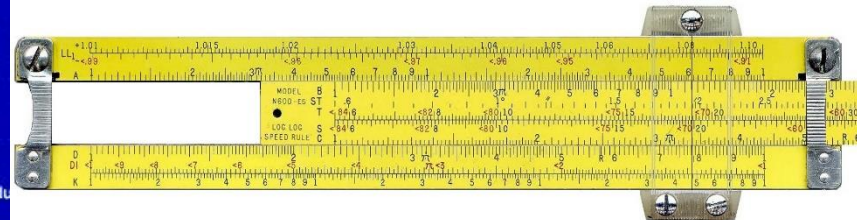
Fundamental NRA Rules for Safe Gun Handling:

- ♦ **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



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Parliamentary Procedures

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



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Why Use Procedures?

**Rules HELP
Accomplish Goals
and
Resolve Problems**



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The Goals

- Accomplish Government Business
- Instill Confidence in Government
- Deliver Effective Service to the Public
- Create Healthy Working Relationships
- Facilitate Effective Representation
- Adjourn by a Reasonable Hour



SOME Common Reasons for Meeting Dysfunction

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Good And Not So Good

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



Good And Not So Good

- **Robert's Rules of Order**
 - Published in 1876; Now in 11th 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!



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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 during deliberation



Bob's Rules of Order

Points vs. Motions



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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



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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



Specialized Rules - Emergency

RESOLUTION NO. 2020-R-22 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO APPROVING CITY COUNCIL POLICY 2020-CCP-02 ON TELEPHONIC/ELECTRONIC PARTICIPATION DURING CITY COUNCIL MEETINGS AND FULLY REMOTE MEETINGS DURING TIMES OF EMERGENCY

https://onbase.centennialco.gov/OnBaseAgendaOnline/Documents/ViewDocument/Regular_Meeting_1681_Agenda_Packet_5_4_2020_6_00_00_PM.pdf?meetingId=1681&documentType=AgendaPacket&itemId=0&publishId=0&isSection=false



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Questions?



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