### Basics of Parliamentary Procedures for Colorado Municipalities

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#### **Parliamentary Procedures**

"Rules that defines how a particular situation is to be handled, or a particular outcome achieved, in a legislature or deliberative body."



#### Why Use Procedures?

Rules
Accomplish Goals
and
Resolve Problems



#### 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



#### The Problem =

Government Meetings can be/are

Dysfunctional



### Common Reasons for Meeting Dysfunction

- · Lack of Professionalism and Courtesy
- · Lack of Individual Member Preparation
- Lack of Rule Use or Knowledge of Rules
- · Lack of Member Equality
- · Lack of Fairness to Citizens
- · Lack of the Right Leadership



## How Rules/Procedures "Fix" Dysfunction

- Lack of Professionalism and Courtesy
- · Lack of Individual Member Preparation
- · Lack of Rule Use/Knowledge of Rules
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## How Rules/Procedures "Fix" Dysfunction

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#### Good Rules 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 Understanding
  - Cheat Sheets, Simplified Editions, FAQ's
  - Even a "Roberts Rules for Dummies" Book



#### Defense of Robert's

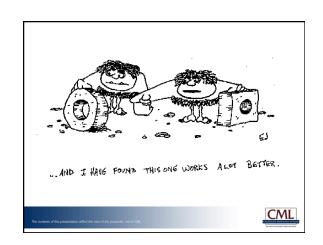
http://studentactivism.net/ 2013/10/26/roberts-rules/



#### Good Rules And Not So Good

- Rosenberg's Rules
- · Other Community's Rules
- Your Community's Rules
- · But the Absolute Best?
  - Rules that are Used Tailored to You
  - Rules that are <u>Simple</u> & Understandable





#### **Bob's Rules of Order**

- Some Simple Terminology
  - "In Order" / "Out of Order"
  - -"Floor"



#### **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



#### **Bob's Rules of Order**

3 Points & 10 Motions

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### Three (3) 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)

#### **Points and Motions**

- · Simple "Priority"
  - Privileged (Always "In Order")
  - Main (A "Business Step")
  - Subordinate (Below "Main")

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### **Priority**

- Privileged (Always "In Order")
  - Point of Information
  - Point of Order
  - Point of Appeal
  - Motion to Recess
  - Motion for Executive Session



## **Priority**

- Main (A "Business Step")
  - Main Motion
  - Motion to Adjourn
  - Motion to Reconsider
  - Motion to Postpone Agenda Item to Date Certain
  - Motion to Postpone Indefinitely

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## **Priority**

- Subordinate (Below "Main")
  - Motion to Amend (a Main Motion)
  - Motion to Continue Matter
  - Motion to Call the Question (Close Debate)

The contents of this presentation reflect the view of the presenter, not of CML.



## **Flexibility**

- Chairperson Discretion (with Appeal)
- Suspending the Rules

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