

Basics of Parliamentary Procedures for Colorado Municipalities

Effective Governance: Resources and Skills
for Elected Officials
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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
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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 Simple & Understandable



...AND I HAVE FOUND THIS ONE WORKS A LOT BETTER.

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

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”)

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

Priority

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

Flexibility

- Chairperson Discretion (with Appeal)
- Suspending the Rules

Summary of Requirements for Motions and Points

MOTION	Type	Second Required?	Debatable?	Vote Required
Point of Order	Privileged	No	No	No Vote Required
Point of Information	Privileged	No	No	No Vote Required
Point of Appeal (to challenge the Chairperson's decision)	Privileged	No	Only as needed to explain the Decision and the applicable Rule subject to challenge	Majority of quorum present
Motion to Recess	Privileged	Yes	No	Majority of quorum present
Motion for Executive Session	Privileged	Yes	No	2/3rds of quorum present

Questions

