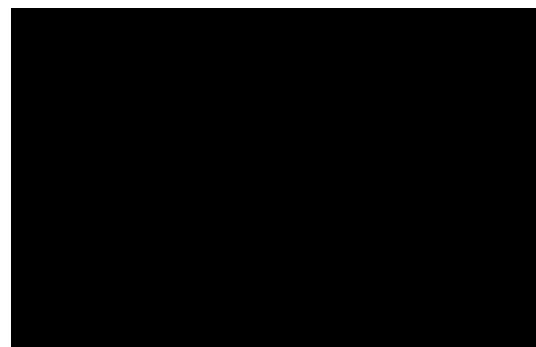


Basics of Parliamentary Procedures for Colorado Municipalities

Effective Governance: Resources and Skills for
Elected Officials
March 21, 2018

Robert (Bob) Widner
City Attorney City of Centennial, Colorado
Widner Juran LLP

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Boring Uninspiring Plain Tiring Common
Ho-hum Dry Dreary Banal Flat
Resigned Uninspiring Tedious Spiritless
Vanilla Humdrum Bland Arid Confusing
Bureaucratic Dullsville Soul-destroying
Dull Conventional Stale Lifeless
Monotonous Plodding Colorless Arid
Uneventful Unvaried Mundane Trying

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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.”

Oxford Dictionary, Parliamentary Procedure

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Why Use Procedures?

Help Accomplish
Goals
and
Avoid or Resolve
Problems

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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.
7. Children under 12 supervised by parent.

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's work time and give their when it's play time. Students breaking any of the following rules, may receive an out of class time. No bad attitude. No talking during work time. No cheating or gaming. No talking or "talking". No "mean talking" or teasing. All students must be present for all activities. Students must share all games.

SHOOTING RANGE RULES
Students must follow the rules of the shooting range. No running or pushing. No talking or "talking". No "mean talking" or teasing. All students must be present for all activities. Students must share all games.

CLASS RULES
Listen when others are talking.
Follow directions.
Keep hands, feet, and objects to yourself.
Work quietly and do not disturb others.
Show respect for school and personal property.
Work and play in a safe environment.

PERSONAL HYGIENE RULES
1. Bath or shower frequently, when possible every day.
2. Brush teeth frequently, when possible every day.
3. Use deodorant.
4. Trim fingernails and toenails.
5. Wash hands frequently with soap and water.
6. Avoid sharing personal items.
7. Avoid touching your face.
8. Avoid touching your eyes.
9. Avoid touching your mouth.
10. Avoid touching your nose.
11. Avoid touching your ears.
12. Avoid touching your hair.
13. Avoid touching your skin.
14. Avoid touching your clothes.
15. Avoid touching your shoes.
16. Avoid touching your bag.
17. Avoid touching your backpack.
18. Avoid touching your lunch.
19. Avoid touching your water bottle.
20. Avoid touching your pencil.
21. Avoid touching your paper.
22. Avoid touching your desk.
23. Avoid touching your chair.
24. Avoid touching your floor.
25. Avoid touching your walls.
26. Avoid touching your ceiling.
27. Avoid touching your windows.
28. Avoid touching your doors.
29. Avoid touching your lockers.
30. Avoid touching your lockers.

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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

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The **Problem** =

Government Meetings can be Dysfunctional

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Common Reasons for Meeting Dysfunction

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

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How Rules/Procedures Help "Fix" Dysfunction

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

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Hey Toto, we need parliamentary rules, but how to choose?

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Criteria?

- Compatible with Practice
- Easy to Understand (Very, Very Easy)
- Short and Simple
- “Tool not Weapon”
- Provide for Flexibility

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Common Practice...

*Rules of Procedure & Order
of [Unnamed Municipality]*

Rules of Order. On all points of order not herein specifically provided for by these Rules, Robert's Rules of Order is hereby adopted and made the law governing the deliberation of the Council and committees of the Council.

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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

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“Support” for Roberts Rules

“Because the system is so intimidating, it often leads to situations in which a small minority who are comfortable with the process wind up dominating the proceedings, thwarting the majority's will, and making everyone feel like crap.”

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

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“Support” for Roberts Rules

“When everyone in the group is familiar with the Robert's structure and comfortable actively participating within it, it can be an incredibly effective, even liberatory (sp), tool.

Where those conditions are absent, of course, it's a recipe for disaster.”

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

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Some Fun With Robert's Rules of Order

- Motion to Consider Seriatim
- Rule Against Chair Participation in Debate
- Removal from Office
- Investigations/Trial in Executive Session
- Penalties for Members
- Call of the House

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Defense of Robert's Rules

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

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Good Rules And Not So Good

- Amazon Booksellers
- Rosenberg's Rules of Order
- Other Community's Rules
- Your Community's Rules
- But the Absolute Best?
 - Rules that are Used – Tailored to You
 - Simple & Understandable

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... and I have found this one works a lot better!

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Bob's Rules of Order

- Some Simple Terminology
 - “Chairperson”
 - “In Order” / “Out of Order”
 - “Floor”

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Bob's Rules of Order

- Basic Requirements

Chairperson as Parliamentarian

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Bob's Rules of Order

- Basic Requirements

No Motion Needed for Discussion or Debate

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Bob's Rules of Order

- Basic Requirements

Vote "Yes" or "No"
(No Abstention)

... a word about conflicts

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Bob's Rules of Order

- Basic Requirements

No Explaining Vote

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Bob's Rules of Order

- Basic Requirements

The "Floor Rule"

- Not Required for Points
- Always Required to Speak

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Bob's Rules of Order

3 Points & 10 Motions

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Bob's Rules of Order

Points = No Second
Motions = Need Second

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Three (3) Points

Point of **Information**

Point of **Order**

Point of **Appeal**

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Ten (10) Motions

- Recess
- Adjourn
- Reconsider
- Postpone (Agenda Item) to a Date Certain
- Postpone (Agenda Item) Indefinitely
- Main Motion
- Amend (a Pending Motion)
- Continue (Open Item) to Date Certain
- Close Debate (Call Question)
- Executive Session

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- **Close Debate** (Call Question)
- **Executive Session**

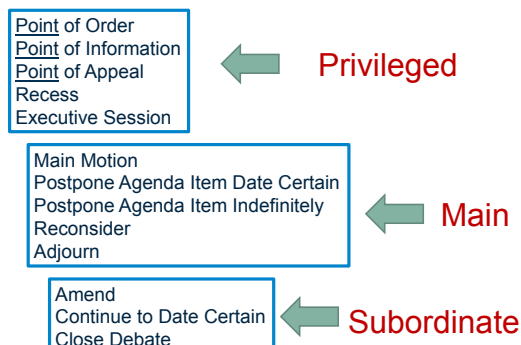
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Points and Motions

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

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Flexibility

- Chairperson Discretion (with Appeal)
- Suspending the Rules

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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

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Questions



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