

Parliamentary Procedure

Parliamentary procedure is the accepted rules, ethics, and customs governing meetings of an assembly or organization. Its object is to allow orderly deliberation upon questions of interest to the organization and thus to arrive at the will of the majority of the assembly upon these questions.

Decorum

- The Chairperson keeps discussions focused on the matter at hand.
- Only one member may speak at a time and must do so at a volume that is audible to the other members and attendees of the meeting.
- There shall be no side discussion or debate during a meeting.
- All members shall observe a business casual dress code.

Making Main Motions

The purpose of the main motion is to clearly state the desired action of the maker of the motion.

- Maker states, *"I move to (approve, deny, table or take no action)... "*
- A second to the motion is required.
- The maker of the motion has the right to speak first during the discussion.
- The maker also has the privilege of speaking last before the vote.

To Amend a Motion

- Maker states, *"I move to amend the main motion (state amendment)"*
- Requires a second from the member who seconded the main motion.

Motion to Table Action

- Maker states, *"I move to table this item to the (definite calendar date) meeting."*
- Requires a second.
- No debate is allowed.
- No amendments to the tabling motion can be made.
- Majority vote is required.
- A motion to table must set a definite date for reconsideration.
- The staff liaison or designee shall place the item on a future agenda in accordance with a motion that tabled the item. At the future meeting upon which the tabled item is placed, the item shall automatically be taken from the table for consideration in accordance with said future agenda.

Motion to Take No Action

- Maker states, *"I move to take no action."*
- Requires a second.
- The maker of the motion has the right to speak first during the discussion.
- The maker also has the privilege of speaking last before the vote.
- Majority vote is required.

Discussion and Debate

- a) Direct all remarks to the Presiding Officer
- b) Confine remarks to the issue being discussed and shall not communicate with members of the audience unless:

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- (1) it is during a public hearing and the member is addressing an audience member who has been duly authorized to speak; or
 - (2) the Presiding Officer has recognized an audience member to speak and the member of the Governing Body has also been recognized to speak.
- c) Avoid using other members' names when referring to issues and positions under debate and should avoid attacking other members' motives.
 - d) Members of the Governing Body should avoid personal attacks and offensive comments and shall not use obscene language.
- c) The Presiding Officer will open the public hearing and state the time.
 - d) All other persons wishing to speak during the public hearing will be limited to three (3) minutes to discuss the item and may speak only one time on a public hearing item.
 - e) The Presiding Officer will close the public hearing and state the time.
 - f) The petitioner/applicant, if any, will be offered an opportunity to respond to comments or questions from the Governing Body but will be limited to not more than three (3) minutes.

Public Hearings

- a) The staff liaison or designee will provide a summary report and recommendation as appropriate on the agenda item.
- b) The petitioner/applicant may be offered an opportunity to discuss the

Vote

Each member answers “yes/aye” or “no/nay” as his or her name is called. This method is used when a record of each person’s vote is required.

Roles of Officers and Liaisons

Chairs/Presidents/Presiding Officers

- a) Opens the meeting on time
- b) Announces the presence of a quorum
- c) Follows the agenda
- d) Keeps the meeting focused
- e) Calls for motions, seconds and votes
- f) Opens and closes public hearings
- g) May authorize a member of the public to speak regarding an agenda item under appropriate circumstances

- h) Limits public comments to 3 minutes
- i) Warns members about a serious offense (for example-personal attacks, use of obscene language, etc.)
- j) Uses reasonable measures to keep meetings from becoming unreasonably long
- k) If discussion wanders or becomes confused, the Presiding Officer calls people's attention to the motion on

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the floor as a way of refocusing discussion

- l) If it is clear that a decision will not be made within a reasonable period of time, the Presiding Officer may ask

for a motion to table the issue to a later meeting

Vice Chairs/Vice Presidents

- a) In the Chairperson's absence, facilitates the meeting

Secretaries

- a) Records attendance
- b) Records motions as stated
- c) Assists with voting
- d) Prepares Meeting Minutes
 - 1. Meeting minutes are the official record of the actions
 - 3. following:
 - a. Kind of meeting (e.g., regular or special)
 - c. Date, time and location
 - d. Members present
 - e. Main motions, seconds and votes
 - f. Time of adjournment

and decisions taken in a meeting. Minutes capture the important actions of a meeting without recording a verbatim transcript of what was said.

- 2. Minutes shall include the
 - b. Name of board

Staff Liaisons

Staff liaisons are responsible for preparing agendas and business packets. Will report to Council as needed on recommendations.

Council Liaisons

Council Member appointed to attend meetings to observe meeting proceedings and report to Council any findings.