



**THE CITY OF MADEIRA BEACH, FLORIDA
PUBLIC NOTICE**

AGENDA

PARLIAMENTARY PROCEDURE WORKSHOP

10 a.m. – 12 p.m.

The Florida League of Cities will meet in the Patricia Shontz Commission chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City Business listed at the time indicated below.

10:00 A.M.

WEDNESDAY, MAY 8, 2019

COMMISSION CHAMBERS

PARLIAMENTARY PROCEDURE WORKSHOP

Ann Guiberson, Professional Parliamentarian

10:00 a.m. – 12:00 p.m.

Training to be provided by Ann Guiberson, PRP includes:

1. Presentation on the importance of procedural rules on April 23, 2019 at 2:00 p.m. (15 minutes)
2. Parliamentary Procedure Workshop on May 8, 2019 from 10 a.m. to 12:00 noon, including:
 - a. Instructional presentation
 - b. Interactive learning activities
 - c. Handout resource
 - d. Questions and answers period



Overview of Experience

Ann works with trade associations, professional societies, and other organizations to have better meetings, improved governance processes, and confident leadership. Her goal is to help you have the tools you need for your group to have smooth meeting, accomplish business efficiently, and have a confident feeling of accomplishment. Ann has extensive experience in both parliamentary procedure and association management. Her unique combination of experience and expertise in both disciplines means you will benefit by a practical approach to finding real-world solutions. She has been in many leadership positions as president and on boards of directors, so her understanding of the problems that come with governing guide her approach to your problem-solving needs.

She is a parliamentarian who believes parliamentary procedure is a wonderful tool to be used in a practical manner to fit the needs of an organization. Her services are customized for each client. Whether your problems are with disruptive members, confusing bylaws, or a need to strengthen leadership, Ann can help.

Ann served as president of the National Association of Parliamentarians and of the Florida Society of Association Executives. She was honored as Executive of the Year in 2009.

One or more Elected or Appointed Officials may be in attendance.



How to Have a Great Meeting

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WHY DO WE NEED RULES FOR MEETINGS?

1. What is parliamentary procedure?

- a. Rules of democracy: Defines how groups of people, can meet most effectively, make decisions in a fair, consistent manner, and make good use of everyone's time.
- b. It expedites business, maintains order, ensures justice, provides equal treatment for member, helps organization accomplish its purposes.

2. Basic principles

- a. One person, one vote.
- b. Decisions are generally final.
- c. Power is in the hands of the voting members.
- d. A quorum is necessary to make decisions.
- e. All members have equal rights—to make motions, debate and vote.
- f. Members have the right to vote – or not. Silence means consent.
- g. Majority rules.
- h. Discuss only one item at a time.
- i. Only one person speaks at a time.
- j. Personal remarks are never in order.

3. Time Savers.

- a. Use a consent agenda
- b. Use unanimous consent or general consent
- c. Stay on topic.
- d. Send minutes out ahead of the meeting.
- e. Follow the rules.



4. Know Your Governing Documents and Hierarchy of Rules

- a. Procedural Rules in State Statutes
- b. Articles of Incorporation
- c. Bylaws
- d. Special Rules
- e. Rules of Order
- f. Standing Rules
- g. Customs

WHAT TO DO IN A MEETING

A. Attendance

Determine quorum or roll call
Absence of quorum: **FARM**

B. Call to Order – On Time!

One tap of the gavel

C. Adopted Order of Business

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
 - i. Proclamations
 - ii. Presentations
 - iii. Dais Log Review
- E. Public Comment
- F. Consent Agenda - including Approval of Minutes and other consent items, items for discussion can be pulled from the consent agenda during the Approval of Agenda discussions by request of any single Commissioner
- G. Unfinished Business
- H. Contracts/ Agreements
- I. New Business
- J. Staff Reports
- K. Reports/Correspondence
 - City Commission
 - City Attorney
 - City Manager
 - City Clerk



D. Standard Order of Business in RONR

- I. Minutes
- II. Reports of Officers, Boards, Committees
- III. Special Orders
- IV. Unfinished Business
- V. New Business
- VI. Adjournment

HOW TO CONDUCT BUSINESS IN SMALL BOARDS (12 Members) AND IN COMMITTEES



In Small Boards:

- Members may raise hands to be recognized.
- Motions do not need to be seconded.
- No limit on the number of times to speak.
- Informal discussion is permitted without a motion.
- When a proposal is perfectly clear to all present, a vote can be taken without having a motion introduced.
- Votes can be taken by a show of hands.
- Chair can be seated while conducting the meeting.
- Chair can speak in informal discussion and in debate without leaving the chair.
- Chair can make motions and vote on all questions.
- These rules still apply:
 - Be recognized by the chair.
 - People who haven't spoken yet have preference over someone who has already spoken.

In all committees:

- All of the above
- Chairman is usually the most active participant in discussions and work

HOW DECISIONS ARE MADE IN A MEETING

Motions: What is a motion? A motion is a formal proposal, made by a member, that the organization take action.

Six Steps to Handle a Motion

Three steps to introduce a motion:

- A member makes a motion. "I move that..." or "I move to..."
- Another member seconds the motion. "Second."
- The chair states the question. "It is moved and seconded that..."

Three steps to consider a motion:

- Debate
- The chair puts the question to a vote: "Is there any further discussion? Hearing none, those in favor of..."
- The chair announces the result of the vote. "The ayes have it, the motion is adopted, and the organization will..."

Debate

Time Limits

1. Each speech is limited to ten minutes.
2. Members may speak no more than twice to any debatable motion.
3. No one may speak a second time until after all who wish to speak a first time have done so.
4. Speech time is not transferable to another member.

Recognition

5. The maker of the motion is entitled to speak first.
6. Members must wait to seek recognition after a speaker is finished.
7. The chair should recognize the first person to rise (or raise hand) after the speaker is finished.
8. The chair should recognize members who have not yet spoken before recognizing someone who has already spoken.

Rules of debate

9. Debate must be confined to the merits of the question and must be **germane**.
10. Always address all remarks and questions to the chair.
11. Personal remarks are not in order. Debate issues, not personalities.
12. Formality helps maintain decorum. Avoid using names of other members.

KNOW THE MOTIONS AND WHEN TO USE THEM

Use the following to help you know what motions to use and how to say them:

MOTION OR ACTION	WHAT TO SAY	WHEN TO SAY IT
Main motion	"I move to ..."	To bring up an idea or topic for action
MOTIONS THAT HELP YOU MAKE A DECISION		
Postpone Indefinitely	"I move to postpone the motion indefinitely."	To kill a motion for the current session. It avoids a direct vote on the motion.
Amend	"I move to amend by—"	To change or improve the wording of a motion
Refer to a committee	"I move to refer the motion to the _____ committee."	To send a motion to a committee for more study
Postpone definitely	"I move to postpone the motion until _____."	To delay considering the motion and to set a specific time to bring it up again.
MOTIONS THAT HELP THE MEETING		
Limit Debate or Extend Debate	"I move to limit debate to 10 minutes on this motion." "I move to limit debate to two minutes for all speakers."	To set a limit on length of time for speeches or for total time on an item or to extend the limits.
Previous question or call the question.	"I move the previous question" or "I call the question."	To close debate and vote immediately
Recess	"I move to recess for _____ minutes."	To take a short break during a meeting.
Adjourn	"I move to adjourn."	To end the meeting
MOTIONS THAT PROTECT RIGHTS		
Point of Order	"Point of order!" (Call out without recognition)	To require the chair to rule when you think the rules of the assembly are being violated
Appeal	"I appeal from the decision of the chair."	After the chair has ruled, this takes the decision from the chair and the assembly votes to make the final decision.
Call for the Orders of the Day	"I call for the orders of the day."	To require the assembly to conform to the agenda
Request for Information	"I have a request for information."	To ask for information related to a motion
Parliamentary inquiry	"I rise to a parliamentary inquiry."	To ask for information about procedure
Raise a question of privilege	"I rise to a question of privilege."	Relates to rights and privileges of the assembly or a member.

Main Motion and Amendments

Main Motion: Presents a new idea for consideration.
One idea at a time.
These motions help the assembly make a decision
Postpone Indefinitely
Amend
Refer to a committee
Postpone to a definite time

Amendment: May modify the wording and may change the meaning of the main motion

How to word an amendment:

State where to change the words
State the precise words to use
Amendments must be germane.

Example: I move to remove the recommended list of items from the capital equipment inventory.

Types of amendments:

- Amendments can insert words: I move to amend by inserting the word “staff” before the word, “recommended.”
- Amendments can add words: I move to add the words “and from the capital equipment budget.”
- Amendments can strike out words: I move to strike out the word “recommended.”
- Amendments can strike out and insert words: I move to strike out “recommended list of items” and insert “fully depreciated equipment.”

Amend an amendment:

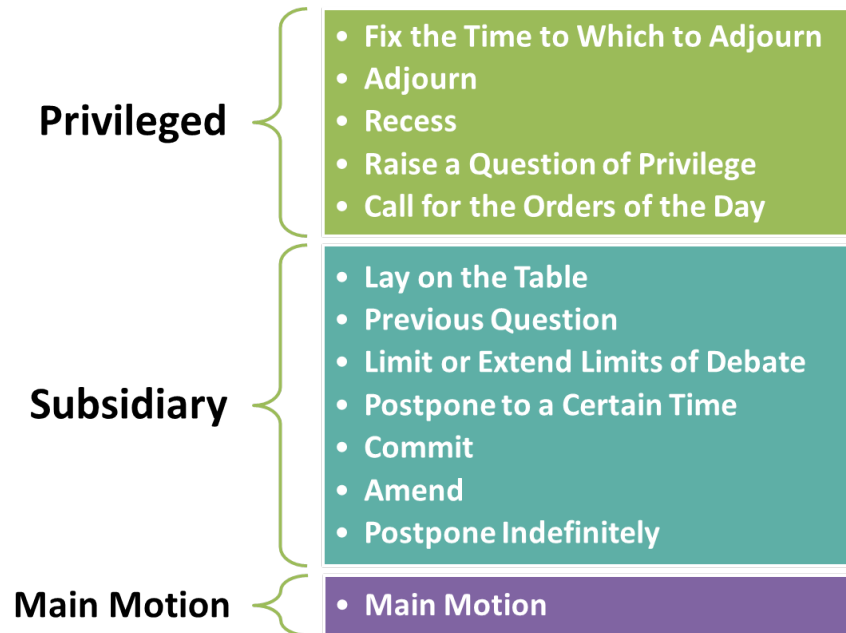
An amendment may be amended by a secondary amendment. A secondary amendment cannot be amended.

Main motion: I move to remove the fully depreciated capital equipment from the capital equipment inventory.

Amendment: I move to insert the words “as identified by staff” after “equipment”.

Secondary amendment: I move to insert the words “and recommended” after the word identified.

WHAT MOTIONS ARE IN ORDER? PRECEDENCE OF MOTIONS



HOW TO ENFORCE THE RULES



“We only have a few rules around here,
but we really enforce them.”

Chairman

Has the duty to enforce the rules

Members

Point of order

Call the chair's attention to a violation
of the rules

Appeal

Disagree with the chair's ruling, and
allows the assembly to decide

Call for the orders
of the day

Require the assembly to conform to the agenda

Parliamentary inquiry

Ask a question about the rules

Request for information

Ask a question about a motion.

WHAT GOES IN THE MINUTES

Minutes are the official record of your organization's meetings.

The first paragraph should contain the following information:

- kind of meeting: regular, special, adjourned regular, or adjourned special, and the name of the group.
- date, time of the meeting, and place, if it is not always the same.
- the fact that the regular chairman and secretary were present
- whether the minutes of the previous meeting were approved.

The body should contain:

- all main motions, except any that were withdrawn.
- secondary motions if necessary for completeness or clarity.
- the complete substance of oral committee reports.
- all notices of motions.
- all points of order and appeals.

The last paragraph should state the hour of adjournment.

Approving minutes:

- Must be done as soon as possible.
- Do not have to be read if they are sent to everyone before the meeting.
- The chair says:
“The secretary will read the minutes.” OR “The minutes were sent to all members in advance of the meeting. Are there any corrections to the minutes? There being no corrections (or no further corrections to the minutes, the minutes stand approved (or approved as corrected.)”



Remember that:

- The minutes should contain what was *done*, not what was *said*.
- Include the name of the maker of a main motion but not the seconder.
- When the vote is counted or by ballot, record the number of votes for each side
- The secretary signs the minutes. Do not use “*respectfully submitted*.”
- The approved minutes are the only official permanent record.
- The secretary should sign the minutes and they can be signed by the president, too, if the group wishes
- When the minutes are approved, the word *Approved*, with the secretary's initials and the date, should be written below them
- Minutes can be corrected at any time, even years later, by using the motion to *amend something previously adopted*.

THIRTEEN RANKING MOTIONS

- **Privileged Motions**, while they do not have any relation to the pending question, are so urgent or important they are entitled to immediate consideration.
- **Subsidiary Motions** are those that may be applied to another motion to modify it, delay action, or dispose of it.
- **Main Motions** are the basis of all parliamentary procedure. They provide the method to bring business before the assembly for consideration and action.

Type	Name of Motion	In order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	Vote needed to adopt?	May it be reconsidered?
P	Fix the Time to which to Adjourn	No	Yes	No	Yes	Majority	Yes
P	Adjourn	No	Yes	No	No	Majority	No
P	Recess	No	Yes	No	Yes	Majority	No
P	Raise a Question of Privilege	Yes	No	No	No	Chair Decides	No
P	Call for the Orders of the Day	Yes	No	No	No	No vote; Demand	No
S	Lay on the Table	No	Yes	No	No	Majority	No
S	Previous Question	No	Yes	No	No	2/3	Yes
S	Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	Yes (1)
S	Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	Majority (2)	Yes
S	Commit (Refer to a Committee)	No	Yes	Yes	Yes	Majority	Yes (3)
S	Amend	No	Yes	Yes (4)	Yes	Majority	Yes
S	Postpone Indefinitely	No	Yes	Yes	No	Majority	Aff. Only
M	Main Motion	No	Yes	Yes	Yes	Majority	Yes

(1) Unexecuted part may be reconsidered.

(3) Only if committee has not started work.

(2) 2/3 vote if made a special order.

(4) If applied to a debatable motion.

INCIDENTAL AND RESTORATIVE MOTIONS

- **Incidental Motions** (1) arise out of a pending question; or (2) arise out of a question that has just been pending; or (3) related to the business of the assembly. Incidental motions usually apply to the method of transacting business rather than the business itself. They have no rank among themselves because they are in order whenever they are incidental to the business at hand.
- **Motions that Bring a Question Again before the Assembly (Bring Back)** are motions that bring a question again to the assembly for consideration.

Type	Name of Motion	Interrupt	Second	Debatable	Amendable	Vote required	Reconsider
I	Point of Order	Yes	No	No	No	Chair rules	No
I	Appeal	Yes	Yes	Yes(1)	No	Majority (2)	Yes
I	Suspend the Rules	No	Yes	No	No	2/3	No
I	Objection to the Consideration of the Question	Yes	No	No	No	2/3 against sustains objection	Negative only
I	Division of a Question	No	Yes	No	Yes	Majority	No
I	Consideration by Paragraph	No	Yes	No	Yes	Majority	No
I	Division of the Assembly	Yes	No	No	No	No vote; Demand	No
I	Motions on Voting and Polls	No	Yes	No	Yes	Majority (4)	Close polls-no; Reopen polls-neg. only – yes All others-yes
I	Motions on Nominations	No	Yes	No	Yes	Majority (4)	Yes, except to close or reopen
I	Request to be excused from a duty	Yes	No, except motion	Yes	Yes	Majority	Yes on negative vote only
I	Requests and Inquiries	Yes	Yes, except Parl. Inquiry or Request for Information	No	No	Majority, except no vote on Inquiry or Request for Information	Yes, except Inquiry or Request for Information and negative vote on Withdraw
B	Take from the Table	No	Yes	No	No	Majority	No
B	Rescind/Amend Something Previously Adopted	No	Yes	Yes	Yes	2/3 (5)	Yes-negative vote only
B	Discharge a Committee	No	Yes	Yes	Yes	2/3 (5)	Yes-negative vote only
B	Reconsider	Yes(3)	Yes	Yes(1)	No	Majority	No

(1) If applied to a debatable question.

(2) Majority in the negative required to reverse the Chair's decision.

(3) In order if another has been assigned the floor – if that member has not begun to speak.

(4) Except 2/3 vote is required to close nominations or to close polls

(5) Except majority vote with notice or majority vote of the entire membership