

# Parliamentary Procedures Training

Executive Committee  
Item 7c  
April 25, 2023

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“Parliamentary Procedure enables the overall membership of an organization – expressing its general will through the assembly of its members – both to establish and empower an effective leadership as it wishes and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself.” RONR (12th ed.)

**WELCOME  
Parliamentary  
Procedure  
Is Your Friend!**

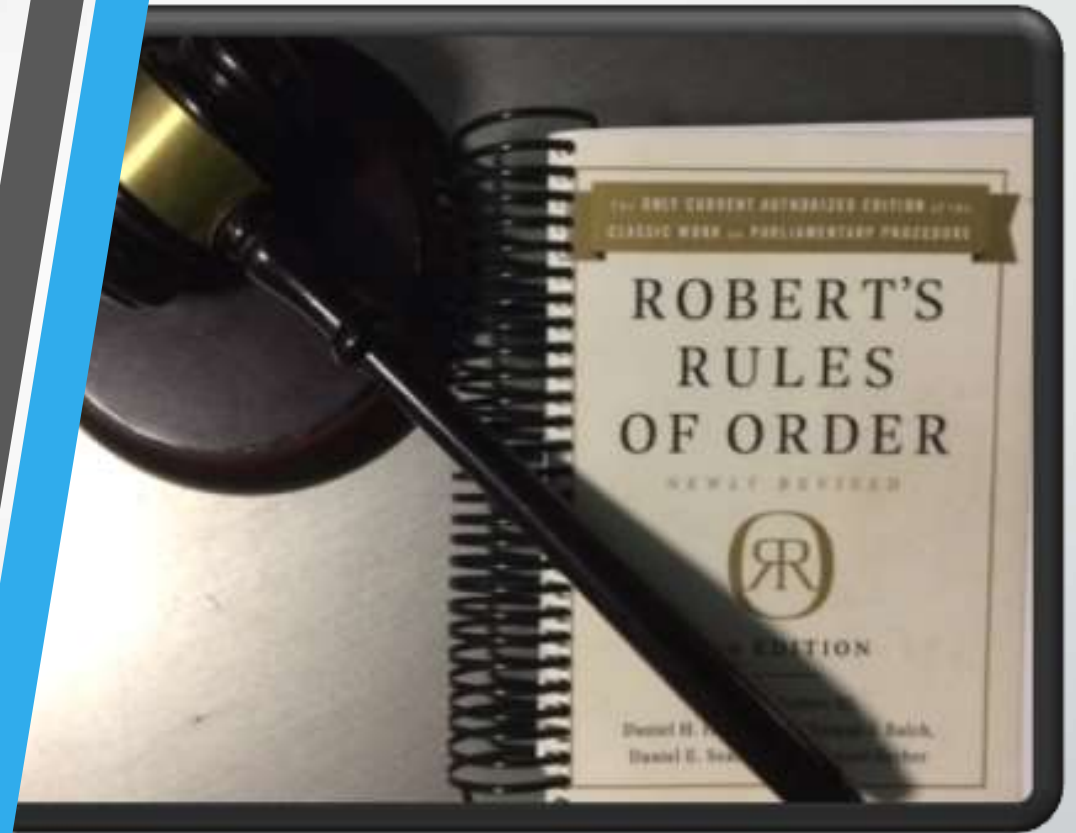
# Journal of the House of Commons (London)

- One subject at a time. 1851
- Alternation between opposite points of view when assigning the floor. 1592
- Requirement that the chair always call for the negative vote. 1604
- Decorum and avoidance of personalities in debate. 1604
- Confinement of debate to the merits of the pending question. 1610
- Division of a question. 1640

# Robert's Rules of Order, Newly Revised

Rules of parliamentary procedure are based on a regard for the rights of –

- the majority,
- the minority, especially a strong minority – greater than one-third
- individual member,
- absentees, and
- all of these together.



The Special Committee on Board Meetings recommends holding a Water Conservation Celebration in July. The governing documents include this line: “The current edition of *Robert’s Rules of Order Newly Revised* shall govern in all cases in which it is not in conflict with these bylaws.”

## Fact Pattern #1

# SCRIPT #1

**CHAIR:** The next item of business is new business. (Pause) The chair recognizes Member 1. (Now Member 1 has the floor.)

**MEMBER 1:** I move that we direct staff to organize a special event celebrating water conservation in July 2023.

**MEMBER 2:** Second

**CHAIR:** It is moved and seconded to direct staff to organize a special event celebrating water conservation in July 2024.

**MEMBER 1:** Do you wish to speak to your motion?

**MEMBER 1:** Thank you, Chair. I support this motion on the grounds that it is important to inform others on water conservation.

**MEMBER 2:** (Raising hand) Chair!

**CHAIR:** Does member two wish to speak against the motion?

**MEMBER 2:** Not exactly.

**CHAIR:** State your purpose.

**MEMBER 2:** I move to amend the motion by striking *July* and inserting *May*.

# SCRIPT #1, Cont'd

**MEMBER 3:** Second!

**CHAIR:** It is moved and seconded to amend the main motion by striking July and inserting May. If amended, the motion will read that we direct staff to organize a special event celebrating water conservation in May 2023<sup>4</sup>

Is there any debate? (Silence)

**MEMBER 4:** (Raising hand.)

**CHAIR:** The Chair recognizes Member 4.

**MEMBER 4:** I move to amend the main motion by striking *Water Conservation* and inserting *Water Resiliency*.

**CHAIR:** The motion is out of order at this time. Once the pending motion is resolved, the member may reintroduce an amendment to the main motion.

**MEMBER 5:** (Hand raised)

**CHAIR:** The Chair recognizes Member 5.

**Member 5:** I move to amend the amendment by striking *May* and inserting *June*.

**MEMBER 6:** Second!



# SCRIPT #1, Cont'd

**CHAIR:** The chair suggests creating a blank by striking out *May*, so the main motion will be *that we direct staff to organize a water event in \_\_\_\_blank\_\_\_\_ 2024*. If there is no objection, a blank will be created. [Pause]  
Hearing no objection, a blank is created.

There are three suggestions so far to fill the blank: *July*, *May*, and *June*. Are there any further suggestions? [Pause]

Hearing none, is there any debate? [Silence]

The question is on filling the blank in the motion to amend. Suggestions will be voted on in the order proposed, the first suggestion to obtain a majority vote is adopted, and no further votes to fill the blank will be taken.

Are you ready for the question? [Silence]

Those in favor of filling the blank with *July*, say "aye". [Resounding] [Pause]

The Chair hears majority support for *July* [Pause]

The blank will be filled with *July*, and the question is now on the main motion as follows: *that we direct staff to organize a Water Conservation event in July 2023*. Is there any debate?

**MEMBER 4:** (Raising hand.)

**CHAIR:** The Chair recognizes Member 4.

**MEMBER 4:** I move to amend the main motion by striking *Conservation* and inserting *Resiliency*.  
[Second!]

# SCRIPT #1, Cont'd

- CHAIR:** It is moved and seconded to amend the main motion by striking *Conservation* and inserting *Resiliency*. If adopted the motion would read *that we direct staff to organize a Water Resiliency event in July 2023*. Member 4, would you like to speak to your motion?
- Member 4:** Thank you Chair. I am in favor of the amendment. Water conservation is a familiar phrase, water resiliency will spark more interest.
- Member 5:** (Raising hand.) Chair.
- CHAIR:** The chair recognizes Member 5.
- MEMBER 5:** Thank you. I rise to speak against the motion to amend. I think we should rely on the more familiar phrasing “water conservation”. Conservation and resiliency are related topics, and both can be covered, but the more familiar wording will attract more attendees.
- CHAIR:** Is there further comment in favor of the motion? [Silence] Is there any further debate? [Silence] All right. The question is on amending the main motion by striking *Conservation* and inserting *Resiliency* Those in favor say “aye”. [Pause] Those opposed, say “no”. [Pause] The “ayes” have it, the amendment passes.
- The question now is on the main motion as amended, *that we direct staff to organize a “Water Resiliency event” in July 2023*. Is there further debate?”

# SCRIPT #1, Cont'd

**MEMBER 5:** (Raising hand.)

**CHAIR:** The chair recognizes Member 5.

**MEMBER 5:** I move to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration.” (Second!)

**CHAIR:** It is moved and seconded to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration and signatures if approved. Member 5, do you wish to speak to your motion?

**MEMBER 5:** Thank you no Chair. I think the motion to refer speaks for itself.

**CHAIR:** Very good. Is there further debate? [Silence]  
Are you ready for the question? [Silence]

All those in favor of referring the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution for approval by the Board, say “aye”. [Pause]

All those opposed say “no”. [Pause] The “ayes” have it, the motion is adopted, and the matter will be referred to a committee to prepare a resolution. The committee will report at our next regular meeting.

The Social Media Committee will discuss a proposal to recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. For committee meetings, “The current edition of *Robert’s Rules of Order Newly Revised* shall govern in all cases in which it does not conflict with our rules.”

## Fact Pattern #2

# SCRIPT #2

**CHAIR:** The next item of business is new business. The chair recognizes Member S.

**Member S:** I move that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.

**MEMBER T:** Second!

**MEMBER W:** (Hand raised.)

**CHAIR:** It is moved and seconded that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. Does Member S wish to speak to their motion?

*(Member S speaks to the motion.)*

**MEMBER W:** (Hand raised.)

**CHAIR:** The Chair recognizes Member W.

**MEMBER W:** I move to amend the motion by striking “solicit bids” and inserting “seek volunteers”.

**MEMBER T:** Second!

# SCRIPT #2, Cont'd

**CHAIR:** It is moved and seconded to amend the main motion by striking “solicit bids” and inserting “seek volunteers”, so that if adopted, the main motion would be **that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

The question is on the motion to amend. After the amendment is resolved the main motion will be considered. Does Member W wish to speak to their motion to amend?

*(Member W speaks in support of the motion to amend.)*

**MEMBER A:** (Hand raised.)

**CHAIR:** The question is on the motion to amend. The chair recognizes Member A.

**MEMBER A:** I rise to speak in favor of the motion. Making a public service announcement around thoughtful water usage is a great opportunity. Even a contest. Southern California Influencers could submit an audition video. The best 3 would win modest prizes and be asked for a second video. The Finalist would receive a prize or recognition of some kind in addition to the exposure that 12 months of PSA’s would provide. I support the amendment because I think the main motion can be achieved through volunteers.

**CHAIR:** Does any member wish to speak in opposition to the amendment?

**MEMBER Z:** (Hand raised.)

**CHAIR:** Member Z?

# SCRIPT #2, Cont'd

- MEMBER Z:** I am not in favor of the amendment. I think you get what you pay for. If we do this, it should be done by a paid professional.
- MEMBER A:** (Hand raised.)
- CHAIR:** Does any member who has not spoken wish to speak? The chair recognizes Member B.
- MEMBER B:** I support the amendment to seek volunteers. I believe that many people are concerned about water supply and usage and want to help. There might be influencers already out there who are focused on water use and conservation who would love the opportunity to produce some PSAs.
- CHAIR:** Thank you. The chair recognizes Member Q.
- MEMBER Q:** Let's vote, so we can defeat the main motion! *I call the question!*
- MEMBER T:** *Second!*
- CHAIR:** It is moved and seconded to cease debate on the pending amendment and go to an immediate vote. Unless any member objects, we will go to an immediate vote on the pending amendment. Once resolved, the chair will state the question and open debate on the main motion.

# SCRIPT #2, Cont'd

*(Pause)* Hearing and seeing no objection, the question is the motion to amend the main motion by striking “solicit bids” and inserting “seek volunteers”. If the amendment is adopted, the main motion will be that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.

If an objection is made by any member, the Chair must conduct a vote on the motion for Previous Question – that is, the motion to stop debate and go to an immediate vote. The motion is not debatable and not amendable. It must be adopted by a 2/3 vote.

**CHAIR:** *(Calls for the vote on the amendment.)* Those in favor of the amendment, say “aye”. *(Pause)* Those opposed, say “no”. *(Pause)* The “ayes” have it, the amendment is adopted.

**CHAIR:** The question is now on the motion to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage**. As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?

**MEMBER S:** *Member S speaks in favor of the motion as amended.*

**CHAIR:** Does any member wish to speak against the motion?

**MEMBER B:** *(After being assigned the floor.)* I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.



# SCRIPT #2, Cont'd

- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influences, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.** As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?
- MEMBER S:** *Member S speaks in favor of the motion as amended.*

# SCRIPT #2, Cont'd

- CHAIR:** Does any member wish to speak against the motion?
- MEMBER B:** *(After being assigned the floor.)* I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.
- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influences, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

# SCRIPT #2, Cont'd

**CHAIR:** Those in favor of postponing the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board, say "aye". *(Pause)*  
Those opposed say "no". *(Pause)*

The "ayes" have it. The matter is postponed for further study and report at the final May meeting of the board. Thank you. The next item of business is ...

**MEMBER T:** (Raised hand)

**CHAIR:** The Chair recognizes Member T.

**MEMBER T:** I move that we take a 5-minute recess.

**CHAIR:** If there is no objection, we will take a 5-minute recess. When we reconvene in 5 minutes, we will take up the next item of business. *(Pause)* Hearing no objection, we will take a 5-minute recess.

~~~~~ **Five Minutes Later** ~~~~~

**CHAIR:** (Rap once with the gavel, then) The Committee is reconvened and will come to order.

~~~~~ **The End** ~~~~~

Questions

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