

# PARLIAMENTARY PROCEDURE

## A) PURPOSE & HISTORY

The purpose of parliamentary procedure is to expedite city business in an orderly fashion. The phrase dates back to the 16<sup>th</sup> and 17<sup>th</sup> centuries in England in the House of Commons and early colonists in America followed the British model in town hall meetings. President Thomas Jefferson published the first book on parliamentary procedure in 1801 which served as the rules for the U.S. Congress.

Henry Martyn Robert (1837 – 1923) (the “Robert” in “*Robert’s Rules*”) was a U.S. Army officer waterway engineer. He was assigned to go to a church meeting as the presiding officer. Due to a procedurally chaotic meeting, he developed the first rendition of procedural rules in 1876 formally published as the *Pocket Manual of Rules of Order for Deliberative Assemblies* (also commonly known as “*Robert’s Rules of Order*”). Although applied more efficiently in private organizations and civic groups, the rules have been adopted by local governing bodies such as Apache Junction. (See Apache Junction City Code, Vol. I, § 2-4-6(A), which requires the mayor to preserve order and decorum at meetings and conduct them pursuant to the parliamentary rules contained in *Webster’s New World Robert’s Rules of Order*, © 1999, by Robert McConnell, as revised). Any conflict in the rules with state law shall render them unenforceable. The city attorney interprets the rules for the council and its boards and commissions.

## B) GOALS

- 1) Decision making is done by a majority vote.
- 2) Every member of the voting body has equal rights and privileges to make motions, ask questions, speak and vote.
- 3) Minority views may be heard and considered.
- 4) The process is simple and direct.
- 5) There is a requirement to follow the basic motion rules.
- 6) Generally, one question at a time is considered.
- 7) Voting members are to be impartial and should seek recognition from the chairperson before speaking and should never make or engage in personal attacks with other members, staff or the public.

### C) MOTIONS

A motion (a proposal to do something) is the way business is conducted by a deliberative group. Generally, in order to make a motion, a voting member of the deliberative group needs to first be recognized as having the floor from the mayor or chairperson. The motion can be made by saying “I move that \_\_\_\_\_”. A second is required and then a roll call vote can be taken. Typically and not exactly in perfect form with Robert’s Rules, it is historical practice for the council and its boards and commissions to first have a discussion before a motion is made, not after the motion is made or after a second. Motions fail if they do not receive a second or if they do not have a majority count after the vote.

Elected officials and appointed members cannot abstain from voting unless they declare a conflict of interest. A failure or refusal to vote shall count as a “yes” vote and in the case of a tie vote, a proposed measure shall be considered defeated.

A motion to reconsider a vote may only be made by a member who voted on the prevailing side when the vote for the main motion occurred. The motion shall be made at the time immediately after the initial vote, or at the regularly scheduled subsequent meeting; otherwise the ability to reconsider is lost.

### D) OTHER COMMON MOTIONS AND ACTIONS

Amendment	“I move to amend the motion by _____.”
Tabling (indefinite delay)	“I move to table the motion _____.”
Continuing (temporary delay)	“I move to continue this matter until _____.”
Recess or break time	“I move for a _____ minute recess.”
Withdraw	“I move to withdraw my motion.”
Substitution	“I move that the motion be stricken and substituted with the following motion: _____.”
Change order of agenda	“I move that item #_____ be placed before item #_____.”
Objecting to procedure	“Point of order.”

E) NOMINATION OF OFFICERS

Selection of the chairperson and vice chairperson for boards and commissions and for vice mayor by the council shall be as follows:

- 1) Chairperson/Mayor calls for a motion to open nominations.
- 2) Chairperson/Mayor calls for a second.
- 3) Roll call vote is then taken on motion to open nominations.
- 4) Chairperson/Mayor calls for nominations. This is where a member, after having been recognized by the chairperson/mayor, has the chance to nominate members for the positions by simply stating “I nominate \_\_\_\_\_ for the position of \_\_\_\_\_.”
- 5) Chairperson/Mayor calls for any other nominations (must ask three additional times).
- 6) Chairperson/Mayor calls for motion to close nominations.
- 7) Chairperson/Mayor calls for a second.
- 8) Roll call vote is then taken on motion to close nominations.
- 9) Chairperson/Mayor calls for a motion to approve first person nominated for the position.
- 10) Chairperson/Mayor calls for a second.
- 11) Roll call vote is then taken on nomination. If there are multiple motions, whoever gets the most votes at the first instance is nominated for the position.