

Conducting Board Meetings in Full Compliance With Parliamentary Procedures

Jay Worona

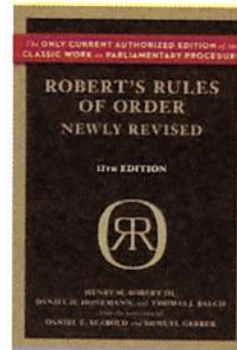
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Parliamentary Procedure

Definition

- Correct rules for conducting or running a successful meeting



Parliamentary Procedure

3 goals of Parliamentary Procedure

- Make meetings run smoothly in sync with time constraints that CEC's operate under
- Assure everyone gets to voice their opinion
- Maintain order



Parliamentary Procedure



Parliamentary Procedures should be used to provide decorum to meetings, not for purposes of obstructing democracy.

Everyone gets the chance to voice their opinion

Everyone gets the chance to Vote

- Must take yes and no votes
 - Anyone who doesn't vote is **abstaining**
- "10 in favor, 4 opposed, and 2 abstaining"

Parliamentary Procedure

Started in 1562 in England with Sir Thomas Smyth writing down the procedures for carrying on the business of the Parliament.



The Official Rule Book is Robert's Rules of Order written by U.S. Army General and engineer Henry Martyn Roberts. First published in 1876 and still the most popular authority.



Parliamentary History

• Quorum

- 1/2 of members of the Council plus 1
- Minimum number of members that must be present at a meeting for legal business to be transacted



Parliamentary History

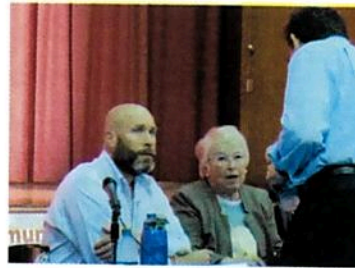
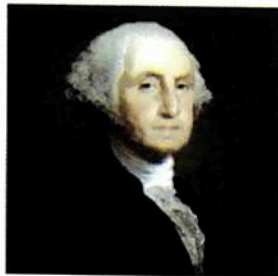
- **Majority under Roberts Rules of Order**
 - 1/2 of members present at any meeting plus 1 is the minimum number of members required to vote for a motion to pass

SPECIAL NEW YORK STATE RULES

Although Roberts Rules of Order defines a majority of those members present and voting, New York State Law sets forth a majority of the entire body, not simply those present is required for the body to take official action.

Parliamentary Procedure

- **Presiding Officer referred to as:**
 - Mr./Madam President
 - Mr./Madam Chairperson



Parliamentary Procedure

- Everyone gets the chance to voice their opinion

- Everyone gets the chance to Vote

- Must take yes and no votes

- Anyone who doesn't vote is abstaining

- "10 in favor, 4 opposed, and 2 abstaining"



Parliamentary Procedure

- Only one topic at a time can be discussed

- Whoever makes a motion has the right to discuss it first



Debate

Arguing for or against a motion



Debate



• **Good debate:**

- Is directed to the chairperson, not another speaker
- Uses facts and new points to support their discussion, not repeating others
- Has to be about whatever is currently up for discussion

Motions vs. Resolutions



Motions should be used for getting basic Council business done.

• Examples of Common Motions:

- Motion to approve minutes from the calendar and business meetings on such and such date
- Motion to modify the budget as follows
- Motion to hold a legislative breakfast on x date

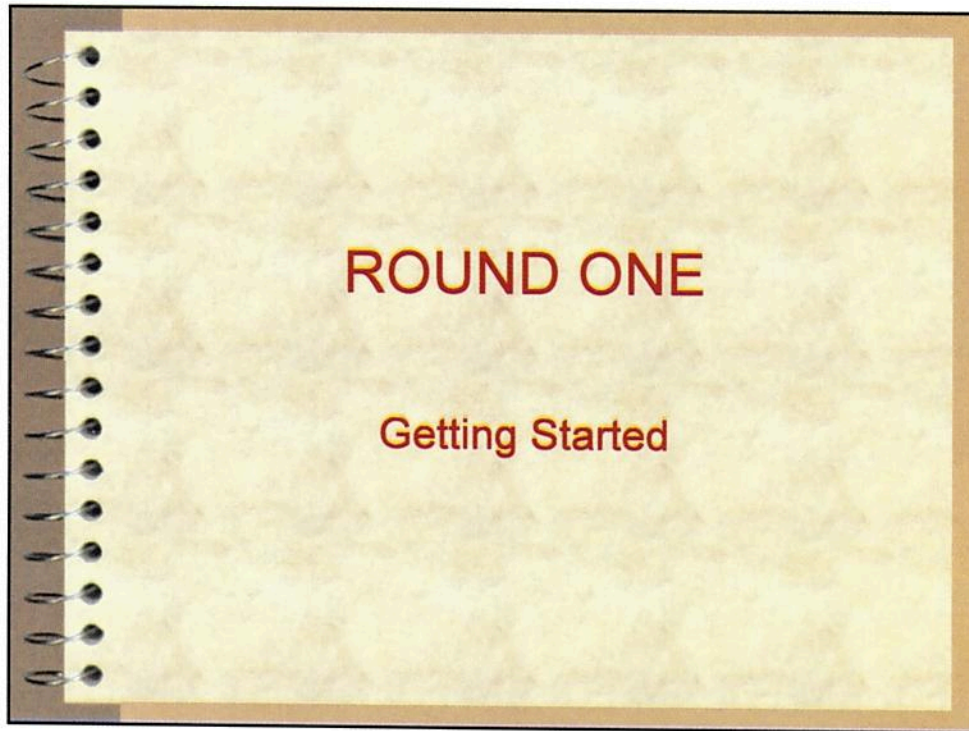
Motions vs. Resolutions

Resolutions should be used for taking a position, putting Council support behind a cause, or taking an action that requires justification.

• Examples of Resolution Topics:

- Resolution to vacate a seat on the Council
- Resolution on a position relating to a particular action by the DOE (e.g., closing a school)
- Resolution on a position relating to an educational issue (e.g., gifted & talented programming)

In order to become an official Resolution of the Council, a Council member will need to make a motion to adopt the resolution.




Type of Motion: Main

Main Motion

- Used to introduce an idea to the group
 - Must start with "I MOVE . . ."
 - Cannot be negative
- Example: "I move we buy Jay Worona a car."

Interrupt?	NO
Second?	YES
Amend?	YES
Debate?	YES
Vote?	Majority




Round Two

Changin' it Up

Type of Motion: Subsidiary

Postpone Indefinitely

• Purpose: to kill a main motion	Interrupt?	NO
– Can only make when the main motion is being discussed	Second?	YES
– Argue against the main motion in your debate	Amend?	NO
• Example: “I move to postpone this matter indefinitely.”	Debate?	YES
	Vote?	Majority

Amendment

- Purpose: change the current motion
 - Must start with “I MOVE TO AMEND . . .”
 - Cannot change intent of motion

- Example: “I move to amend by striking ‘car’ and inserting ‘chicken.’”



Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**

Amendment

- Purpose: change the current motion
 - Must start with “I MOVE TO AMEND . . .”
 - Cannot change intent of motion

- Example: “I move to amend by striking ‘red’ and inserting ‘blue.’”



Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**

Amend to Amendment

- Purpose: change the current amendment
 - Must start with “I MOVE TO AMEND the amendment . . .”
 - Can only change the amendment, not the original motion
 - Example: “I move to amend the amendment by inserting the word ‘shiny’ in front of blue.”
- | | |
|------------|-----------------|
| Interrupt? | NO |
| Second? | YES |
| Amend? | NO |
| Debate? | YES |
| Vote? | Majority |



Round Three

Doing more stuff

Refer to Committee

- Purpose: give current topic to a committee to research further
 - Must assign committee and give them a job to do
- Example: “I move to refer this to a committee appointed by the chair to research and report back at the next Council meeting.”

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Postpone Definitely

- Purpose: to put the vote off to a different time
 - Must specify when you are postponing it to
 - Should be a regularly scheduled meeting
- Example: “I move to postpone this matter to the September Council meeting.”

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Type of Motion: Subsidiary

Lay on the Table

- Purpose: to put the current matter aside
 - You **MUST** have more important business to discuss if you move this
 - Can take from the table later
- Example: “I move to lay this matter on the table.”



Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **Majority**

Type of Motion: Subsidiary

Take from the Table

- Purpose: to bring up an earlier-tabled topic
- Example: “I move to take the motion that reads ‘to buy a car’ from the table.”



Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **Majority**

Type of Motion: Subsidiary

Limit/Extend Debate

• Purpose: set rules for how much debate can happen

- Either time limit **OR**
- Number of speakers

• Example:

- "I move to limit debate to 5 minutes for this topic."
- "I move to have three speakers for and three speakers against this motion."

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **NO**

Vote? **2/3**



Round Four

Getting Down to Business

Previous Question

- Purpose: to end discussion and force a vote
 - Can be for just the item being discussed now
 - OR**
 - Be for all items that are pending

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **2/3**

- Example:
 - "I move previous question."
 - "I move previous question on all pending business."



Suspend the Rules

- Purpose: allow you to break parliamentary rules or constitution for a short time

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **2/3**

- Example:
 - "I move to suspend the rules . . ."



Modify/Withdraw a Motion

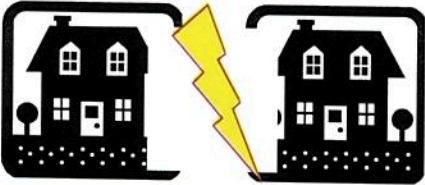
- Purpose: allows maker to take back their motion
 - No vote required if chair has not stated the motion
 - *Majority vote if it has already been stated **and** one person objects to the withdraw
- Example:
 - "M. Chairperson, I withdraw my motion."

Interrupt?	YES
Second?	*
Amend?	NO
Debate?	NO
Vote?	*

Division of the House

- Purpose: calls for a hand vote if someone has a question over a voice vote
- Example:
 - "I call for a division of the house."

Interrupt?	YES
Second?	NO
Amend?	NO
Debate?	NO
Vote?	NO




Type of Motion: Privileged

Adjourn

- Purpose: to end the meeting!
- Example:
 - "I move to adjourn."

Interrupt?	NO
Second?	YES
Amend?	NO
Debate?	NO
Vote?	Majority



Round Five

Someone messed up. Now what?

Point of Order

- Purpose: to correct a parliamentary error
 - Can be called on any person
 - Always directed to the chair
 - Chair will decide if "Point well taken" or "Point not well taken"

- Example:
 - "Point of Order. Mr. Chairman, there was no second for that motion."



Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **NO**

Vote? **Chair Decides**

Appeal

- Purpose: to reverse the chair's decision if the chair is in error
 - Chair must allow appeal
 - Chair gives explanation
 - Goes to vote to "uphold the decision of the chair"

- Example:
 - "I appeal the decision of the chair."



Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **YES**

Vote? **Majority**

Question of Privilege

- Purpose: to ask for something that will help the meeting go more smoothly

- Change temperature
- Have others speak up
- Explain a motion, etc.

- Example:
 - “Question of privilege, Ms. Chairman.”



Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **NO**

Vote? **Chair Decides**

Reconsider

- Purpose: to reevaluate an earlier decision, usually a no-vote

- Time limits apply
- Only made by someone on the winning side

- Example:
 - “I move to reconsider the motion to buy Jay Worona a car.”



Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **YES**



Vote? **Majority***

Type of Motion: ***


Rescind

- Purpose: to reconsider an earlier vote
- Example:
 - “I move to reconsider the vote to buy the car.”

Interrupt?	NO
Second?	YES
Amend?	YES
Debate?	YES
Vote?	Majority*

ADJOURN!
That means:



For now.