



Parliamentary Procedure Basics Relating to League Policy Committees

(adapted from Robert's Rules of Order Newly Revised¹)

Note: This document is designed to provide practical examples of common procedural matters encountered by League policy committees. It strives to provide guidance to foster productive and efficient meetings; it is not meant to be an exhaustive or comprehensive discussion of Robert's Rules. As always, it is the role and discretion of the chair to provide helpful guidance to individuals that may digress from the appropriate form and substance related to the conduct of meetings and the presentation of motions and other procedural matters set forth below.

I. COMMON MOTIONS

1. Main Motions

Purpose: To introduce items to the committee for their consideration.

Example: "I move the staff recommendation to support AB 123."

2. Motion to Amend

Purpose: Retains the main motion under discussion, but changes it in some way.

Example: "I move to amend the (presented main) motion to support AB 123 if amended."

"Friendly" Amendments

Purpose: To offer an amendment to the main motion that is still supportive of the main motion.

Example: If there is currently a motion to support AB 123 on the floor and a committee member makes a "friendly" amendment to support AB 123 and also request that staff report back after contacting the sponsor for clarification on specific language.

Note: This is commonly mishandled procedurally. Often the individual that seeks to offer the "friendly" amendment will inquire if the maker of the original motion will "accept" the amendment, and if so the chair will treat the motion as amended. This is not the proper way to handle such an amendment. It is not the discretion of the mover of the original motion (or the chair) to accept or decline the amendment, rather it must be adopted by the committee.

However, if it appears to the chair that an amendment (or any other motion) is uncontroversial, it is proper for the chair to ask if there is "any objection" to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like

¹ Additional information relating to Robert's Rules of Order is available at: www.robertsrules.com.

any other, regardless of whether its proposer calls it "friendly" and regardless of whether the maker of the original motion endorses its adoption.

3. **Substitute Motion**

Purpose: Removes the motion under discussion and replaces it with a new motion.

Example: When there is a main motion on the floor to support a bill, a substitute motion would be, "I move a substitute motion that the committee oppose AB 123."

Addressing Multiple Motions

The following examples provide guidance relating to how multiple motions are handled, and the impact failed substitute motions have on original (main motions) and any proposed amendments. The last motion presented should be considered first.

Note: Substitute motions commonly occur during policy committee meetings, yet Robert's Rules does not make a distinction between motions to amend and substitute motions. However, motions to amend must be considered prior to a main motion. Because the use of "substitute" motions is fairly widespread, the label as it is reflected in practice is used in the examples below. Rosenberg's Rules of Order² do reference substitute motions and their impact is also reflected below.

Example 1

Committee Member 1: "I move that we support AB 123."

Committee Member 2: "I move that we support AB 123, if amended."

Committee Member 3: "I move a substitute motion that we oppose AB 123."

Characterizing the Motions:

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made an *amendment* to Committee Member 1's motion.

Committee Member 3 has made a *substitute* motion to Committee Member 1's motion.

Order for Consideration and the Possible Outcomes

Committee Member 3's motion is considered first. If Committee Member 3's motion *fails*, Committee Member 2's motion will be considered next. If Committee Member 2's motion *fails*, Committee Member 1's motion will be considered. If Committee Member 2's motion *passes*, there is no need to consider Committee Member 1's motion.

If Committee Member 3's motion *passes*, there is no need to consider Committee Member 1's motions because Committee Member 3's motion replaces Committee Member 1's original motion. There is also no need to consider Committee Member 2's motion since it is an amendment to Committee Member 1's motion that has been replaced by Committee Member 3's substitute motion.

² Additional information relating to Rosenberg's Rules of Order is available at:
http://www.cacities.org/resource_files/22486.ParliamentaryRevised.pdf

Example 2

Committee Member 1: "I move that we support AB 123."

Committee Member 2: "I move a substitute motion that we oppose AB 123."

Committee Member 3: "I move that we oppose AB 123 unless amended."

Characterizing the Motions

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made a substitute motion to Committee Member 1's motion

Committee Member 3 has made an amendment to Committee Member 2's substitute motion (sometimes referred to as a substitute to a substitute motion).

Reviewing the Possible Outcomes

Committee Member 3's motion should be considered first. If the motion *fails*, Committee Member 2's motion is considered.

If Committee Member 2's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 2's motion substitutes for it.

If Committee Member 3's motion *fails*, Committee Member 2's motion is considered. If Committee Member 2's motion *fails*, the substitute motion for Committee Member 1's motion fails, and Committee Member 1's motion is considered.

If Committee Member 3's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 3's motion substitutes for it.

Example 3

Committee Member 1: "I move that we support AB 123."

Committee Member 2: "I move a substitute motion that we oppose AB 123."

Committee Member 3: "I move a substitute to the substitute motion that we take no position on AB 123."

Characterizing the Motions

In the above example:

Committee Member 1 has made a (main) motion.

Committee Member 2 has made a substitute motion to Committee Member 1's motion

Committee Member 3 has attempted to make a substitute to Committee Member 2's substitute motion (sometimes referred to as a substitute to a substitute motion).

Reviewing the Possible Outcomes

While procedurally permissible, in an effort to avoid confusion Committee Member 3's motion should *not* be entertained by the chair until Committee Member 1 and Committee Member 2's motions have been discussed and voted upon.

Committee Member 2's motion should be considered first. If the motion *fails* Committee Member 1's motion is considered. If Committee Member 1's motion *fails*, then Committee Member 3's may make the motion to "take no position on AB 123."

If Committee Member 2's motion *passes*, it is not necessary to consider Committee Member 1's motion because Committee Member 2's motion substitutes for it.

4. **Motion to Withdraw**

Purpose: To withdraw an item from discussion.

Making the Motion to Reconsider: Only the individual that made the initial motion can make a motion to withdraw an item from discussion. The individual may interrupt a speaker (after being recognized by the chair) to withdraw the motion under discussion at any time.

Note: This type of motion typically occurs following some debate by the committee that may provide additional information that influences the mover to reconsider continued debate on the original motion presented. Another member may subsequently make the same motion after it has been properly withdrawn.

Example: “Madame Chair, I move to withdraw my motion to support AB 123.”

5. **Motion to Reconsider**

Purpose: To revisit discussion of an issue.

Making the Motion to Reconsider: A motion to reconsider must be made by an individual that previously voted in the majority of the original motion. A motion to reconsider made by an individual that previously voted in the minority must be characterized as out of order.

Timing: A motion to reconsider must be made at the same meeting where the original motion was discussed, or the next meeting of the body. Motions for reconsideration following the next meeting are out of order.

Example: “I move to reconsider the committee’s position to support AB 123.”

6. **Motion to Table**

Purpose: This motion is often used in the attempt to "kill" a motion by setting it aside. The option is always present, however, to "take from the table," for reconsideration by the committee.

Note: This type of motion should be reserved to temporarily set an item aside if agreed upon by a majority of the committee to take up an item of immediate urgency. However, in practice it is sometimes used as an option to end debate and prevent a vote, and not typically to take up an item of immediate urgency. This is technically improper procedure (or out of order) under Robert's Rules.

Example: “I move that the committee table the motion to support AB 123.”

7. **Call for the Question**

Purpose: To refocus the committee on the agenda in the event there is sentiment that the discussion has drifted. The individual seeking to end debate must first be recognized by the Chair, make the motion and the motion must receive a second. The motion must be adopted by a 2/3 vote or unanimous consent.

Example: “I move the previous question.”

Note: The above procedure is consistent with Roberts Rules, however, in practice when an individual calls for the question a vote is not usually taken. The motion simply serves as an indicator to the chair that the debate may have drifted from the agenda, and the chair should remind the committee to return to the agenda. If there is a sense that the current discussion is productive the chair may elect to ask for a vote relating to the motion to call for the question, or the chair may propose continued discussion for some short period to allow individuals that wish to speak the opportunity.

8. **Motion to Appeal**

Purpose: To appeal a ruling made by the chair. A committee member may move to appeal a ruling by the Chair, but it must be seconded and receive a majority vote to be reversed.

Example: "I move to appeal the Chair's ruling that the committee approved support of AB 123."

9. **Adding an Item to the Agenda for Consideration**

Purpose: To have the committee discuss an item that is not on the prepared agenda before them. Because the League is committed to complying with the legal requirements and spirit of the Brown Act additional agenda items may be considered only if they fall within any of the below exceptions:

- An item may be added to the agenda by circulation to the committee members and posting on the League website at least 72 hours prior to the meeting.
- An item may be placed on the agenda at the meeting if the majority decides that it is an "emergency situation." An emergency situation includes work stoppage, crippling disaster, or any other activity that impairs public health safety or both.
- Two-thirds of the committee members present (or all of the members if less than two-thirds are present) must determine that there is a need for immediate action, and the need to take action arose subsequent to the circulation of the agenda.

If an item does not fall within one of these exceptions it may not be discussed and acted upon, but may be added to a subsequent agenda.

Note: This procedure is typically used when there is a supplemental agenda that is distributed at the meeting that was not mailed to the committee prior to the meeting.

II. **OTHER ITEMS**

1. **Point of Privilege**

Purpose: To draw attention to an item that interferes with the comfort of the meeting.

Example:

Committee Member: "Point of privilege."

Chair: "State your point."

Committee Member: "Madame Chair, may we inform the hotel staff that the room is uncomfortably hot and request that the air conditioning be adjusted."

2. **Point of Order**

Purpose: To draw attention to inappropriate conduct at the meeting.

Example:

Committee Member: "Point of order."

Chair: "State your point."

Committee Member: "Madame Chair, the motion was approved without opportunity for debate."

3. **Public Comment**

In the spirit of the Brown Act an opportunity for public comment is included on all agendas. The chair should exercise discretion in determining the appropriateness and extent of public comment during committee meetings setting reasonable limits as needed.

III. HOW TO PRESENT A MOTION

1. Obtain the floor by raising your hand and wait to be recognized by the chair.
2. Make your motion.
 - a. Speak clearly and concisely.
 - b. Always state a motion affirmatively. For example, "I move the staff recommendation that we support AB 123..." rather than, "I move that we do not take a position ...".
 - c. Avoid comments unrelated to the subject of the motion.
 - d. Avoid making any arguments supporting your motion at this time, simply state the motion.
3. Wait for someone to second your motion.
4. Another member will second your motion or the chair will call for a second.
5. If there is no second to your motion it is lost and no vote will be taken by the committee.
6. If there is a second to your motion the chair should re-state the motion, or ask League staff to re-state the motion.
 - a. The chair will say, "it has been moved and seconded that we ..." This places the motion before the committee for consideration and action.
 - b. The committee then either debates the motion or may move directly to a vote.
 - c. Once a motion is presented to the committee by the chair it becomes "committee property," and cannot be changed by the maker of the motion without the consent of the committee.
7. At this point the individual making the initial motion (the mover) may elect to expand on the motion. For example, this would be the appropriate time for the mover to present an argument in support of the motion.
8. The chair should always recognize the mover first.
 - a. All comments and debate must be directed to the chair.
 - b. Keep to the time limit (if any) for speaking that has been established.
 - c. The mover may speak again only after other speakers are finished, unless called upon by the chair.
9. Putting the Question to the Committee
 - a. The chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken on the motion.
 - c. If the motion passes, the committee moves on to the next item on the agenda.

- d. If the motion fails, and no other motion is on the floor, then a new motion is in order.

Note: If a motion to support AB 123 fails, this does not mean that there is opposition to AB 123 by default. A separate motion to oppose AB 123 or some other formal motion must be made and voted on by the committee.

IV. VOTING ON A MOTION

1. Voting is Conducted by Voice

The chair asks those in favor to say, "aye," those opposed to say "no." If the outcome is unclear by voice, a hand vote may be taken. Any member may move for an exact count. Following the vote, the chair should announce the outcome.

Example:

Chair: There is a motion and a second to support AB 123. All those in favor say, "aye." All those opposed say, "no." If the outcome by voice is clearly in support the chair would announce that, "The motion to support AB 123 passes." If the outcome results in opposition to the motion, the chair would announce that, "The motion to support AB 123 fails." If the outcome is unclear the chair, or another member may ask for a hand count.

V. QUORUM

1. Presumption of a Quorum

The presence of a quorum is *presumed* unless the issue is raised.

Note: It is not necessary, and is disfavored for the chair to routinely begin a meeting inquiring about the presence of a quorum.

2. Calculating the Presence of a Quorum

If the issue of whether a quorum is present is raised, a quorum consists of a majority of all appointed, voting members of a policy committee. A majority simply means more than half, not fifty percent plus one.

3. Votes Taken Prior to the Question of Whether a Quorum is Present Are Valid

If a vote(s) is taken prior to the question of whether a quorum was present is asked, and it is later determined that a quorum was not present when the vote(s) was taken, the action taken is still valid.

4. Votes Taken in the Absence of a Quorum are Advisory

A vote may be taken on matters *even if a quorum is not present*, but all votes taken by that body will be *advisory* to the League Board or the General Resolutions Committee, and the Board or the General Resolutions Committee must be advised that a quorum of the body was not present. The vote count should also be noted and communicated.