

The Majority Rules, But Why Let Them

“Life with the Power of Choice and Possibilities”



Lorenzo R Cuesta
Professional Registered Parliamentarian
<http://www.roberts-rules.com>
parliam@roberts-rules.com



Parliamentary Workshop

Valley Mountain Regional Center -- January 9, 2018



Table of Contents

Page	Concept
3	Hierarchy of Governance
3	Dos and Don'ts of Minute Taking
4	Debate Protocol
5	Six Steps to Handling a Motion
6	Script A: Handling a Motion
9	Amendments – Insert or Add
10	Amendments – Strike
11	Amendments – Strike and Insert
12	Postpone a Main Motion vs. the Lay it on the Table
14	Refer a Main Motion to a Committee
15	Script D: Point of Order and Appeal
17	Suspend the Rules that Prohibit
18	Welfare and Institution Code – Board Meetings §4660-4669
20	Strategy through Parliamentary Procedure
5	Purpose and Form for each Motion
6	Ranking of Selected Motions



Hierarchy of Governance

- ↖ Federal Statutes
- ↖ State Laws:
 - ✓ Corporations Code; Ca Public Records Act; Ca Education Code
 - ✓ Lanterman Developmental Disabilities Services Act
 - ✓ Welfare & Institutions Code §4660-4669 (Open Meeting Law)
- ↖ City and Local Statutes
- ↖ Constitution: Highest requirements for change
- ↖ Bylaws: A Society's Business Defined
- ↖ Rules of Order (Robert's): Everything else
- ↖ Standing Rules: Routine maintenance rules
- ↖ Customs: Scary part

Dos and Don'ts of Minute Taking

- ↖ Do Include
 - ↖ Meeting Information (i.e., date, time, location, type of meeting)
 - ↖ Attendance, quorum, name of each motion maker
 - ↖ Exact wording and action of motions, amendments
(e.g., adopted, defeated, postponed, referred, laid, etc.)
 - ↖ How every member voted
 - ↖ All Points of Order, Appeals, Rules Suspended, Notices
 - ↖ Reports from Close Sessions
- ↖ Do Not Include
 - ↖ Report details, debate content, personal opinions
 - ↖ Court transcript narrative
 - ↖ Withdrawn motions
 - ↖ Phrases of praise or criticism



Debate Protocol (to Sway the Vote)

1. Only one person speaks at a time.
"Please, at the moment, Director B has the floor."
2. A speaker must be recognized before speaking.
"We have a speaker's queue. Please wait for your turn."
3. All comments are made through the chair.
"Please direct your comments to the chair, and not to another board member."
"Please have a seat, and discontinue your side conversations."
4. Comments are confined to the current issue.
"Do you have any specific comments related to the pending motion?"
"Do you have any information that we have not heard, yet?"
5. Discussion should alternate between Pro and Con.
"We have had 3 speakers in favor, does anyone wish to speak against the motion?"
"Thank you for your comments. The chair now recognized Director B."
6. Have no right to complain; only have a right to make a motion, sway the vote.
"Do you wish to amend, ...to refer, ...to postpone the motion?"
"Are you speaking for or against the motion?"
7. No right to speak a 2nd time unless no one seeks to speak their 1st time.
"You have already spoken once, and there are others who have not spoken?"
8. Members debate in the absence of a main motion.
"Since we do not have a motion on the floor, do you wish to make a motion?"

Parliamentary Workshop

Valley Mountain Regional Center -- January 9, 2018



Purpose and Form for Each Motion (Beware of Order of Precedence)	
Purpose	The Motion and its Form
Propose some action	Main Motion I move to donate \$50 to preserve the habitat of the Clay Pigeon.
Improve a proposal	Amend I move to amend the motion by striking \$50 and inserting \$75.
Change the amount of time for discussion	Limit or Extend Debate I move to limit debate to 1 minute per speaker.
Stop discussion and vote now	Close Debate I call the previous question.
Delay a decision	Refer I move to refer the motion to the bylaws committee Postpone to a Certain Time I move to postpone the motion until after the break. Recess I move to recess for 5 minutes.
Kill a motion	Postpone Indefinitely I move to postpone the motion indefinitely.
Deal with an emergency	Lay on the Table I move to lay the motion on the table. Suspend the Rules (Not Suspend the Orders of the Day) I move to suspend the rules that prohibit us from taking up the new business now.
Obtain information	Parliamentary Inquiry Mr. Chair, if we adopt this motion can we rescind it tomorrow? Request for Information Mr. Chair, can the treasurer tell us if we have enough money for this motion?
Challenge the ruling of the chair	Point of Order Point of Order. We cannot vote on this motion. There is already another motion on the floor. Appeal I appeal from the decision of the chair.
Assure the accuracy of the voice vote	Division Division. Division.
Close the meeting	Adjourn I move to adjourn.

Parliamentary Workshop

Valley Mountain Regional Center -- January 9, 2018



Ranking of Selected Motions

	Interrupt	Second	Debate	Amend	Vote
PRIVILEGED MOTIONS					
13. Fix the Time to Which to Adjourn		S		A	M
12. Adjourn		S			M
11. Take a Recess		S		A	M
10. Raise a Question of Privilege	I				C
9. Call for the Orders of the Day	I				C**
SUBSIDIARY MOTIONS					
8. Lay on the Table		S			M
7. Previous Question		S			2/3
6. Limit or Extend Limits of Debate		S		A	2/3
5. Postpone to a Certain Time		S	D	A	M**
4. Commit (Refer)		S	D	A	M
3. Amend		S	D**	A	M
2. Postpone Indefinitely		S	D		M
1. MAIN MOTION		S	D	A	M
INCIDENTAL MOTIONS (No Ranking)					
Appeal	I	S	D		M
Division of Assembly	I				**
Point of Order	I				C**
Request for Information	I				C
Suspend the Rules (that prohibit)		S			2/3
BRING AGAIN BEFORE ASSEMBLY					
Rescind/Amend Something Prev Adopted		S	D**	A	**
Reconsider the Vote		S	D		M
Discharge a Committee		S	D**	A	**
Take from the Table		S			M

** See Robert's Rules
 C Chair Decides
 I Can Interrupt

S
 A, D
 M or 2/3

Requires a Second
 May be Amended, Debated
 Vote Required to Adopt