



PARLIAMENTARY PROCEDURE

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BACKGROUND & HISTORY

Laws are enacted through deliberative discussion, debate and vote

Parliamentary rules serve to:

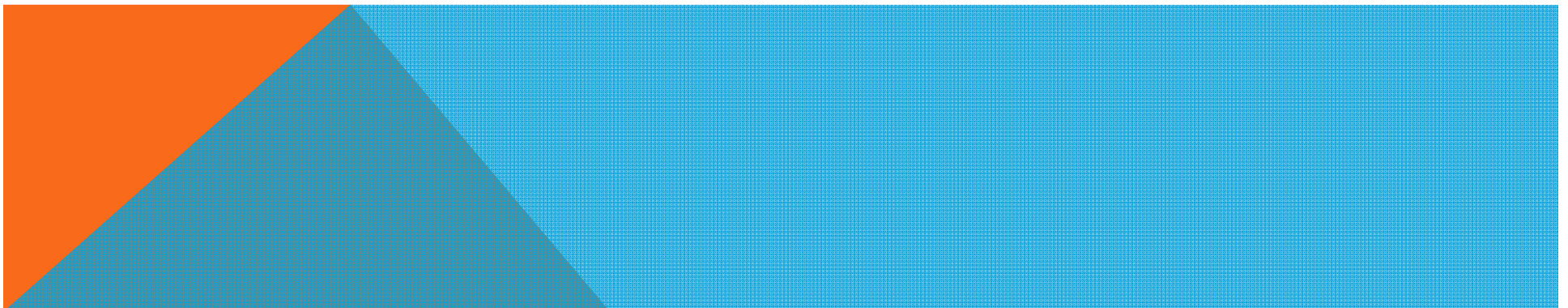
- Expedite business
- Maintain order
- Ensure justice and equal treatment
- Accomplish the organization's purpose

Roberts Rules of Order

- Minority never controls the Majority

City Council Rules

- (<http://www.coj.net/City-Council/Rules-of-the-Council.aspx>)

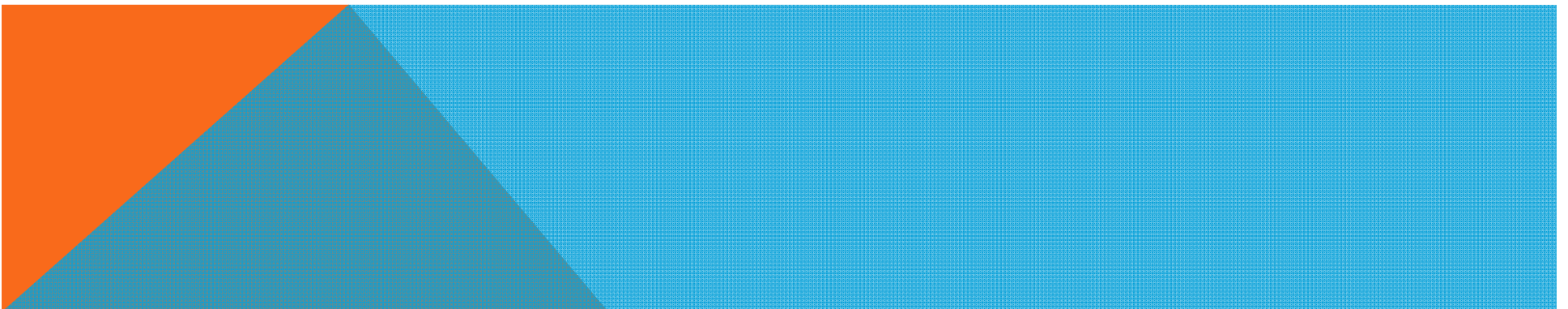


10 COMMANDMENTS OF PARLIAMENTARY PROCEDURE

1. Rights of the organization supersede rights of the Individual
2. All members are equal and all rights are equal
3. A quorum is necessary to do business
4. The majority rules
5. Silence means consent
6. A 2/3 vote is required when taking away members' rights or changing a Decision (e.g., appeal of the decision of the Chair)
7. One at a time
8. Debatable motions receive full debate
9. A decision is a decision (usually)
10. Personal remarks are always out of order

WHO INTERPRETS THE RULES?

- The presiding officer interprets the rules (5.102)
- Chairman of the Rules Committee advises the presiding officer (5.101)



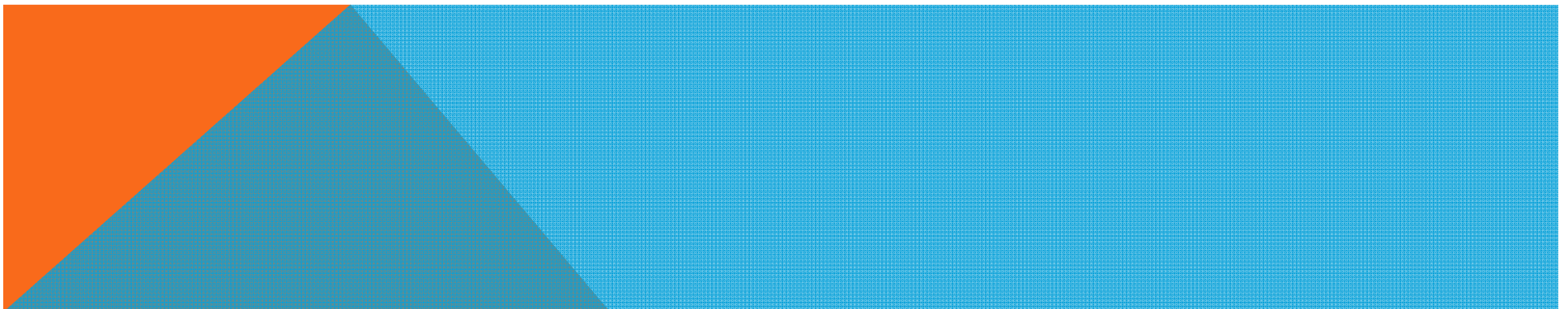
WHICH RULES CONTROL?

The primary source of parliamentary rules is the *Rules of Jacksonville City Council*

- Ordinance 2015-7-E (revised February 12, 2015)

The secondary source is *Roberts Rules of Order* (when *Council Rules are silent*)

- *Roberts* supplements the City Council Rules (see Rule 5.101)



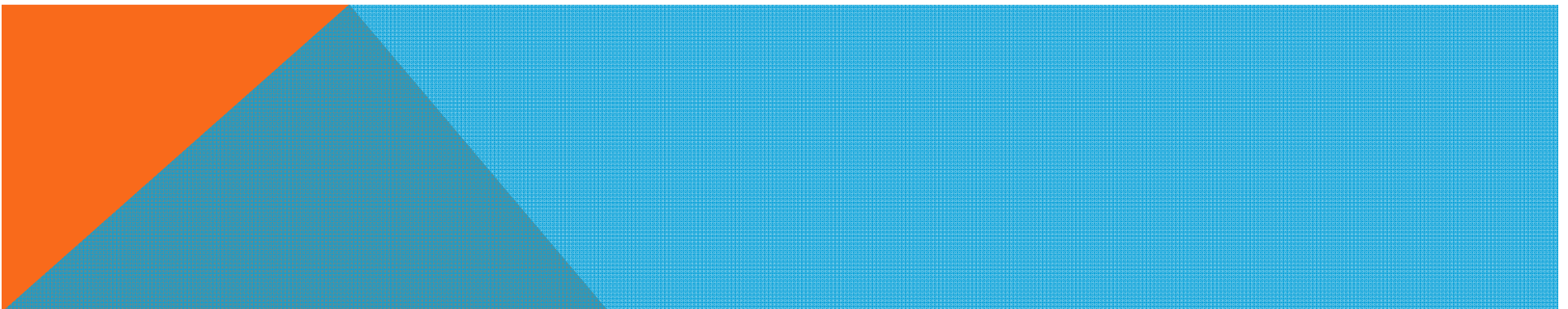
BASIC MEETING RULES

Quorum

- Need 14 members to conduct business at Council (4.106)
- Need 4 members to conduct business at Committee (5 for Finance Committee)

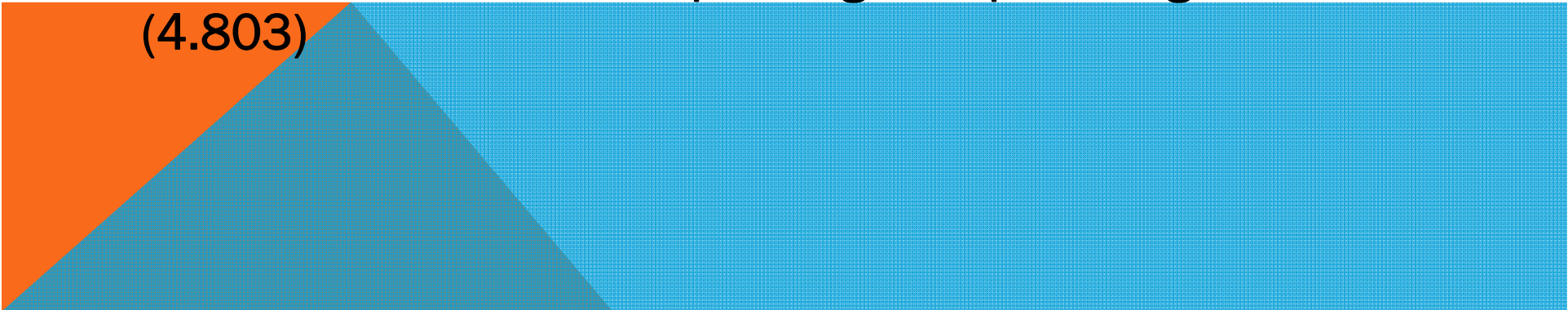
Absence from Meeting.

- Must give notice to Council Secretary prior to convening of the meeting.



BASIC RULES

ORDER AND DECORUM

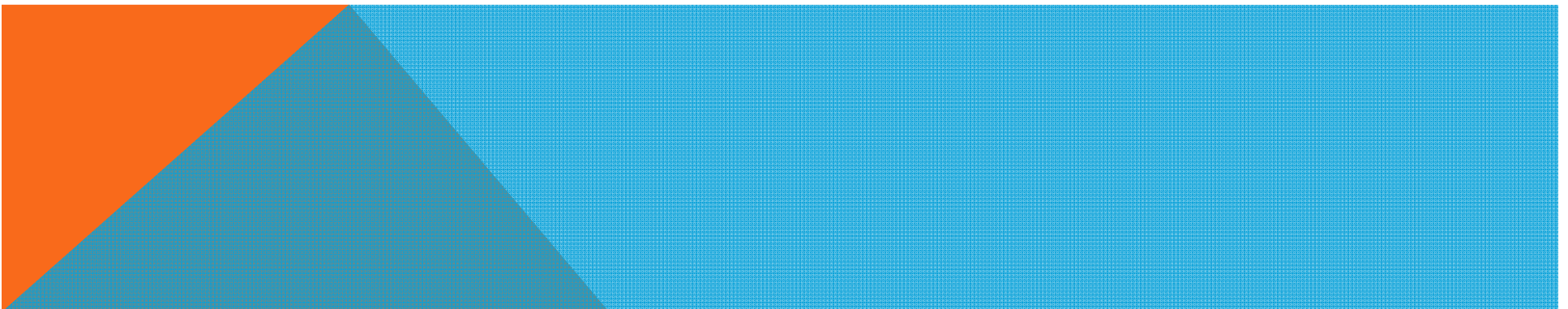
- All members work to preserve decorum (4.502)
 - No delays or interruptions allowed (4.501, 4.803)
 - The presiding officer is to be obeyed (4.502)
 - Must be recognized by presiding officer (4.504, 4.802)
 - Must rise to speak (4.504, 4.802)
 - Address only the issue, not any personality (4.504)
 - May only speak to matters germane to the question (4.802)
 - If called to order, cease speaking until presiding officer rules (4.803)
- 

BASIC RULES VOTING

- Each member present must vote on each question put (4.602; F.S. 286.012)
- Exception: must abstain in matters involving a conflict of interest (4.602. F.S. 112.3132)
- A vote not cast is deemed an affirmative vote (4.602)
- Manner of voting (4.603)
 - Procedural matter = voice
 - Emergency = hands/roll call
 - All other = electronic or written roll call
- The number of votes needed to pass a measure is shown on the "Frequent Council Rules Actions" Chart

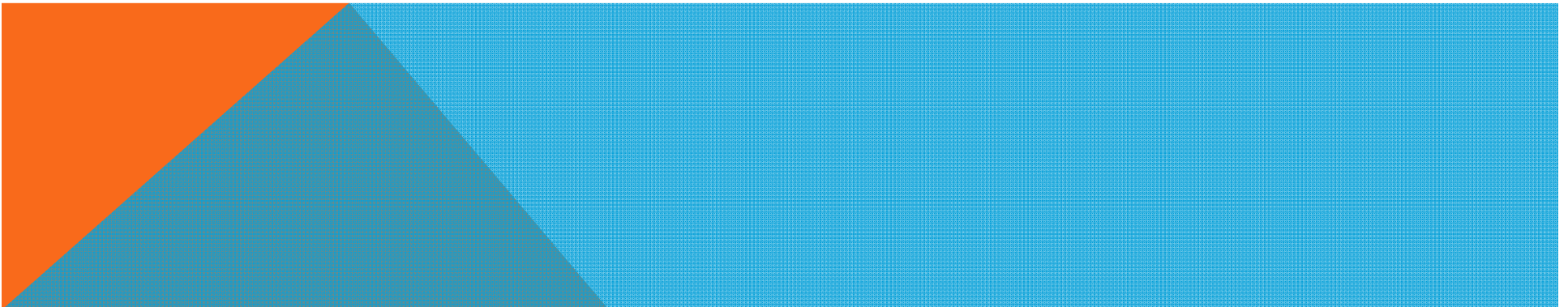
CITY COUNCIL ACTS BY ORDINANCE OR RESOLUTION

1. Move the bill
2. Amend / Substitute
3. Withdraw
4. Delay action
 - Defer
 - Re-refer
 - Postpone to a date certain
 - Lay on the Table



COMMITTEE ACTION

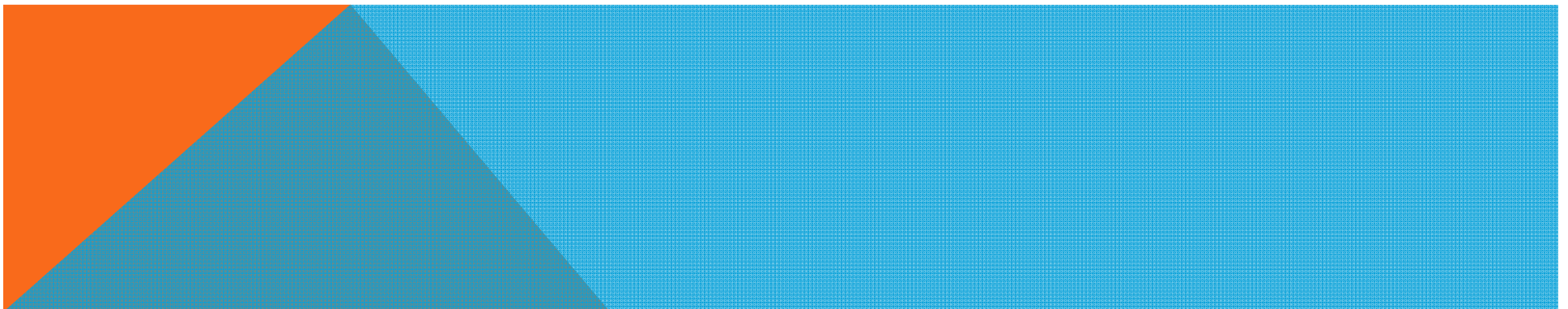
- 4 votes in any one direction = Committee Report (5 for Finance)
- Only legislation with committee reports will be published on Council Agenda for action
- Committee vote of 3-2 will not generate a committee report (4-3 for Finance).



BASIC RULES

MOTIONS - GENERALLY

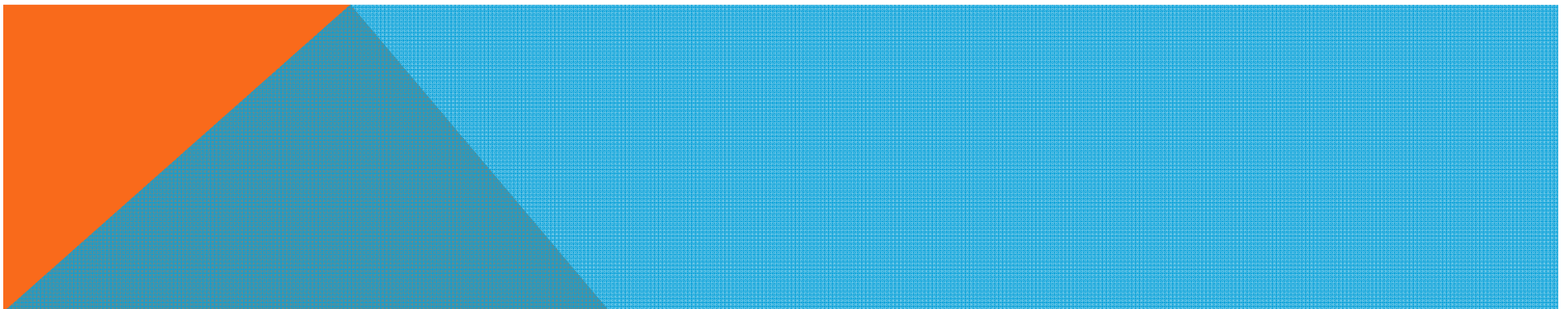
- Motions are usually done orally (although they may be in writing) (4. 701)
- A “second” is needed for debate or vote (4.701)
- A committee report serves as a second at Council (4.702(4) and Roberts Rules of Order)



BASIC RULES

MOTIONS - AMENDMENTS

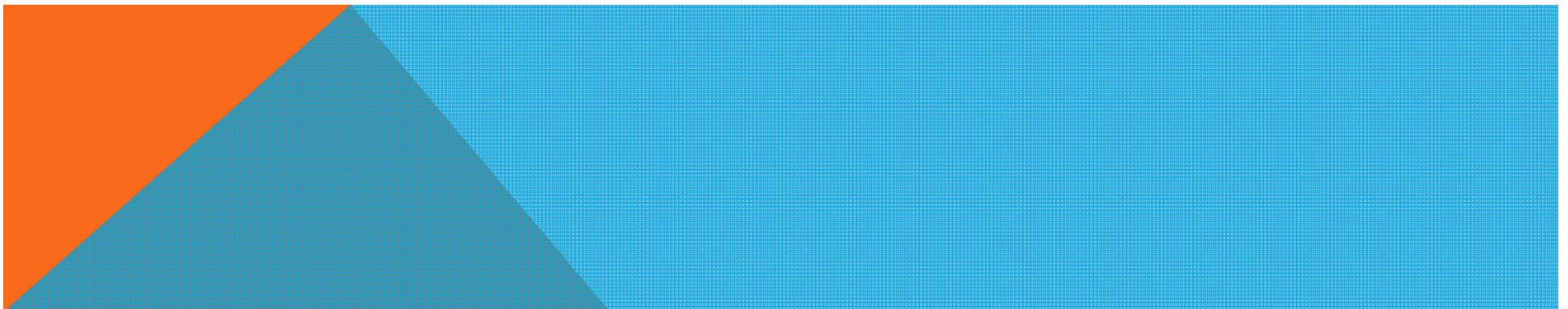
- Motions to amend must be germane (4.709)
- Amendments must be seconded
- Amendments must be considered one at a time
- No more than two amendments on the floor at a time
- Sponsor of the amendment can accept a friendly amendment



BASIC RULES: EXTRAORDINARY MOTIONS

Previous Question

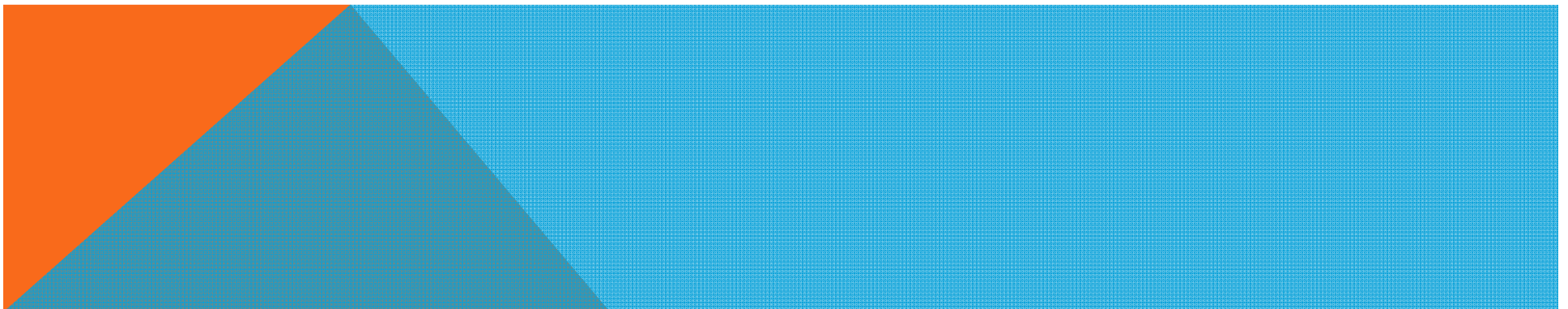
- Stops debate
- Brings the main question and all amendments to a vote (4.714)
- Neither the bill's introducer nor mover may make the motion (4.714)
- 2/3 vote required



BASIC RULES: EXTRAORDINARY MOTIONS

Appeal Decision of the Chair

- Can be made as a motion to challenge a procedural matter or decision of the Chair (4.203)
- No debate on the motion
- Majority vote required
- Illustrates that the rights of the organization supersede the rights of the Individual
- Takes priority over all other motions except to adjourn or lay on the table



BASIC RULES: EXTRAORDINARY MOTIONS

Emergency

- Council, by 2/3 vote, may declare that legislation is an emergency (4.901)
- A Rezoning may not be passed as emergency legislation (4.905)
- The effect of declaring an emergency (4.901):
 - Three readings are waived
 - Council immediately considers the bill
- Council must debate existence of emergency and vote on that motion before voting on merits of the bill (4.902)
- Vote required to declare an emergency:
 - Ordinance – need 2/3's of entire Council (e.g. 13 votes)
 - Resolution – need majority of Council present



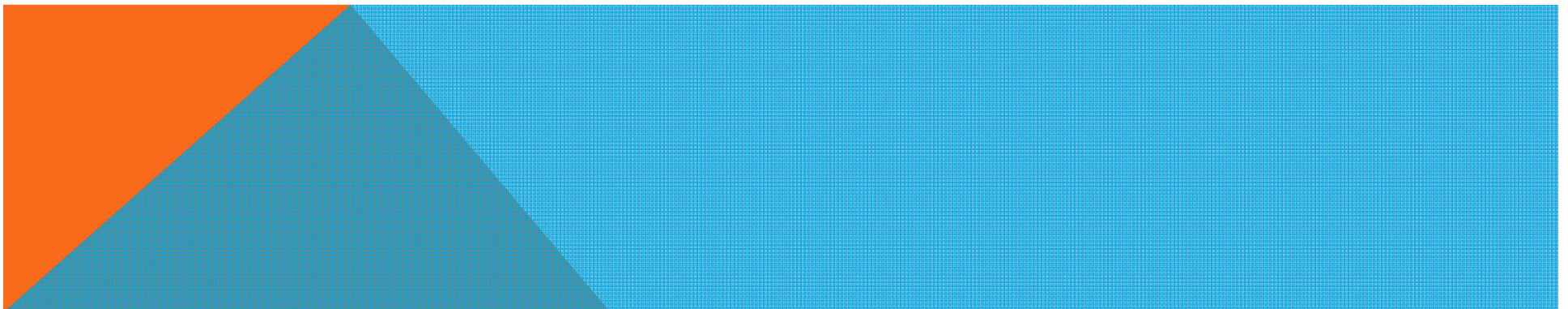
"We're tabling the motion."

CN
COLLECTION

BASIC RULES: EXTRAORDINARY MOTIONS

Lay on the Table

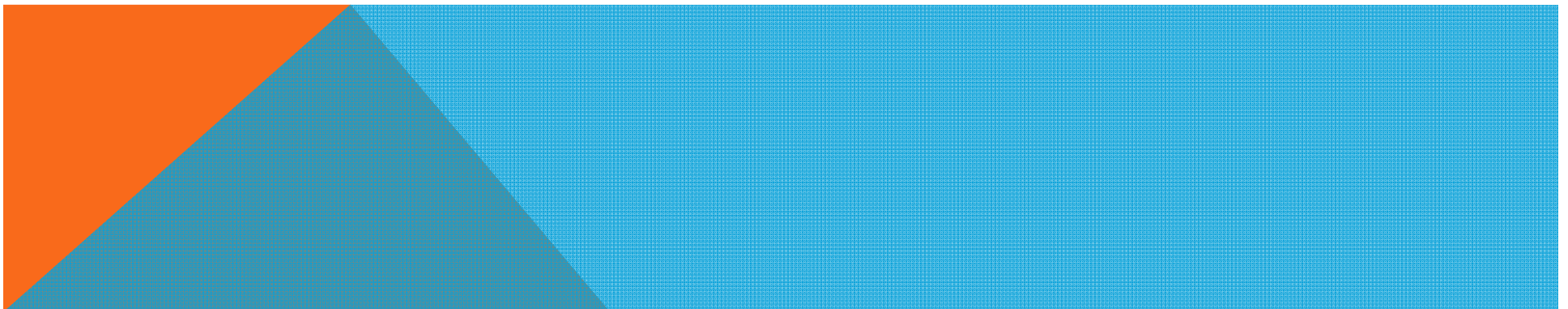
- Removes the bill from consideration until the body votes to take it from the table (4.716)
- Requires a majority vote
- Is intended to be a courtesy motion, not a dilatory tactic
- Use to set aside question temporarily because something else is more important needs to be handled first
- Postpone to a date certain



BASIC RULES: EXTRAORDINARY MOTIONS

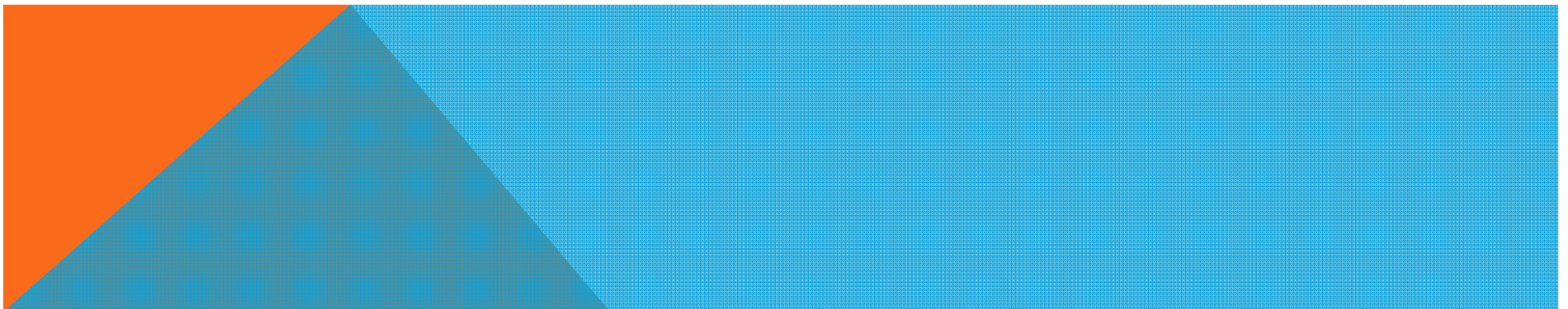
Reconsider prior action

- Must be moved by member on prevailing side at the same meeting (4.711)
- May be seconded by any council member
- Motion is debatable
- Motion can only be made once
- Majority vote required



BASIC RULES CHEAT SHEETS

- Council Rules of Motions - The chart is a handy guide as to which motions are debatable, need a second, can be amended, are in order and the number of votes needed to pass the measure.
- Robert's Rules Parliamentary Procedure at a Glance - is another helpful tool regarding motions and rules which pertain to them.



FREQUENT COUNCIL RULES ACTIONS

ACTION	Council Rule	Vote	2nd?	Debate?	Notes	19	18	17	16	15	14
						NUMBER OF VOTES REQUIRED					
QUORUM = 14											
Addendum - Agree to Adopt or add to	3.703(b)(1)	<u>2/3</u> present	2nd req'd		Council may accept any portion or all of Addendum	13	12	12	11	10	10
Adopt Ordinance Regular	4.601	Majority present	2nd req'd	debate		10	10	9	9	8	8
Adopt Resolution: Emerg or Regular	4.601	Majority present	2nd req'd	debate		10	10	9	9	8	8
Amend or substitute Ord or Reso		Majority present	2nd req'd	debate or amend		10	10	9	9	8	8
Amend an Amendment		Majority present	2nd req'd	debate	Only once	10	10	9	9	8	8
Amend an Amendment to an amendment	4.704	Not Permitted			Not Permitted						
Amend Council Rules	5.105	<u>2/3</u> of all Members	2nd req'd	debate		13	13	13	13	13	13
<u>Appeal</u> decision of Chair	4.203	Majority present	2nd req'd	<u>NO</u> debate		10	10	9	9	8	8
<u>Call</u> the Question (stop Debate)	4.714	<u>2/3</u> present	2nd req'd	<u>NO</u> debate	amend	13	12	12	11	10	10
Deferal in Committee	2.210(3)										
Discharge from Committee	2.205	<u>2/3</u> present	2nd req'd	debate		13	12	12	11	10	10
Disruption of Meeting	4.505										
Emergency, Declared	4.901	<u>2/3</u> present	2nd req'd	debate		13	12	12	11	10	10
Emergency Ordinance Passed	4.902	<u>2/3</u> of all Members	2nd req'd	debate		13	13	13	13	13	13
Permanent Change to Rules	5.105	<u>2/3</u> of all Members	2nd req'd	debate or amend		13	13	13	13	13	13
Point of Order or Personal Privilege	4.702, 4.703	Chair must recognize	NO	<u>NO</u> debate	decision of Chair						
<u>Postpone</u> to time or date certain	4.705	Majority present	2nd req'd	debate or amend		10	10	9	9	8	8
Precedence, Order of	4.705										
Reconsider previous action	4.711, 4.712, 4.713	Majority present	2nd req'd	debate	Must be moved by Member on prevailing side	10	10	9	9	8	8
Rereferal to Committee	3.203	Request of Chair/President Request of Council Memb.	no vote yes	no vote debate	Refers to 1.201 for						
Suspend Council Rules (Waive)	5.104	<u>2/3</u> of all Members	2nd req'd	<u>NO</u> debate		13	13	13	13	13	13
<u>Table</u> , Lay on or remove*	4.716	Majority present	2nd req'd	<u>NO</u> debate or amend		10	10	9	9	8	8
Veto Override (generally)	4.1004	<u>2/3</u> present	2nd req'd	debate		13	12	12	11	10	10
Veto Override, Budget Item/Money	4.1004	Majority present	2nd req'd	debate (CR 4.1004)		10	10	10	10	10	10
Waive Council Rules (Suspend)	5.104	<u>2/3</u> of all Members	2nd req'd	<u>NO</u> debate		13	13	13	13	13	13

* Motion to remove from table must be made by the end of the meeting after the meeting at which the bill was laid on the table or the bill is automatically removed from the agenda.

Parliamentary Motions Guide

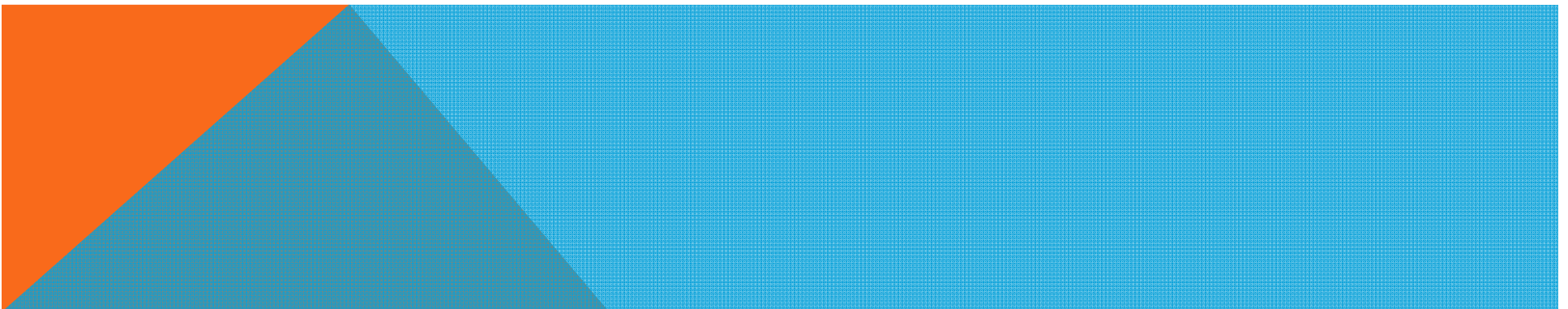
Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

PROCEDURAL RULES APPLICABLE TO COMMITTEE MEETINGS

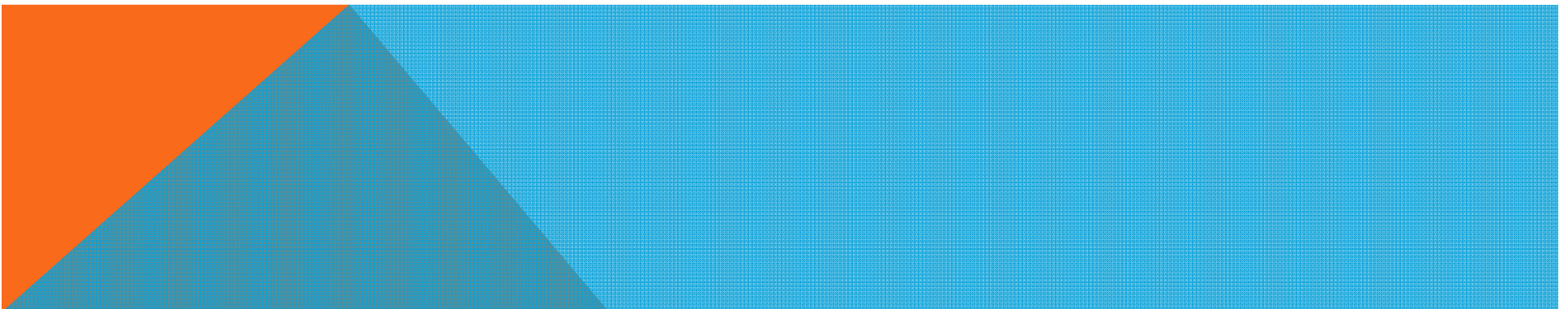
- Committee proceedings are less formal than council meetings.
- No need to stand to address Committee.
- No time limit on debate.



PROCEDURAL RULES APPLICABLE TO COMMITTEE MEETINGS - ATTENDANCE

President's attendance

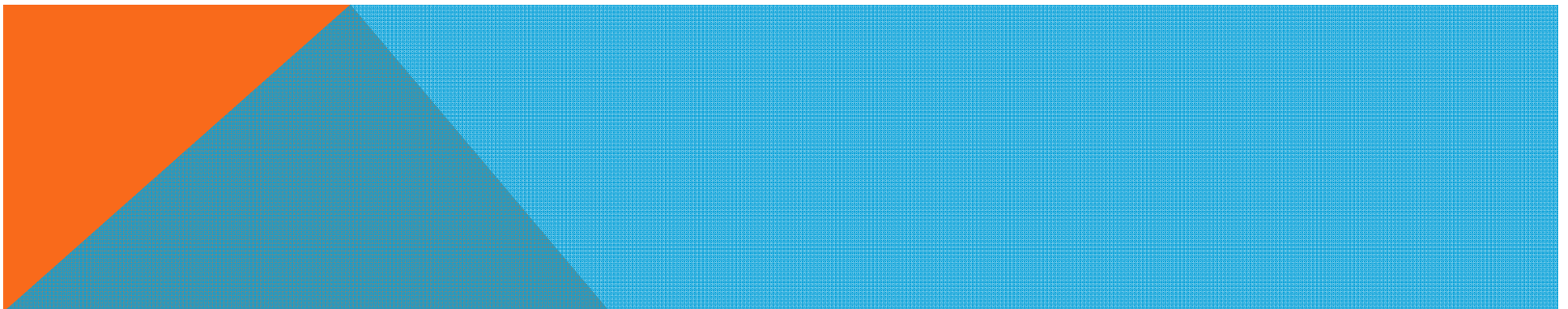
- President may attend any committee meeting (Rule 2.211)
- President's attendance may make quorum (2.211)
- President may vote on any issue in committee (2.211)



PROCEDURAL RULES APPLICABLE TO COMMITTEE MEETINGS - VOTING

Voting (Rule 2.202)

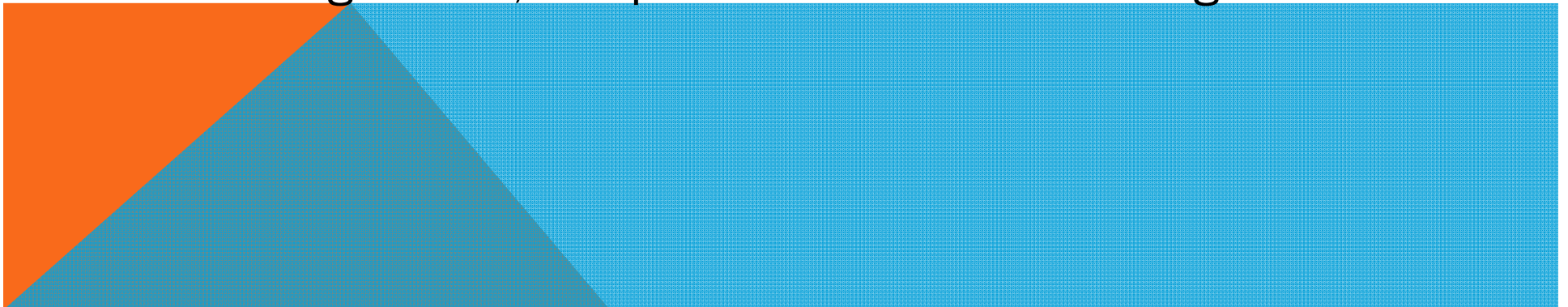
- No proxy voting allowed
- Each member present shall vote on every question (unless a conflict exists)
- Four votes for committee report (5 for Finance Committee)



PROCEDURAL RULES APPLICABLE TO COMMITTEE MEETINGS - REPORTS

Reports (Rule 2.204)

- Requirements of reports
 - All bills must be reported; either:
 - favorably, or
 - favorably with committee amendment, or with substitute,
 - or unfavorably
- Majority report goes to Council
- Vote on a report must be by electronic or written roll-call
- Second and re-refer is not a "report"
- Deferring the bill, is equivalent to no action being taken



PROCEDURAL RULES APPLICABLE TO COMMITTEE MEETINGS - REPORTS

➤ Amendments (3.303)

- Are reduced to writing (usually after enactment)
- Contain name of offerer
- Are approved as to form by Office of General Counsel

➤ Substitutes (2.208)

- A committee may draft a new bill and recommend it to the Council
- A committee may also adopt a substitute bill proposed by another committee
- Council shall consider the substitute instead of the current bill
- Once a substitute bill is adopted by Council, the previous bill may no longer be considered

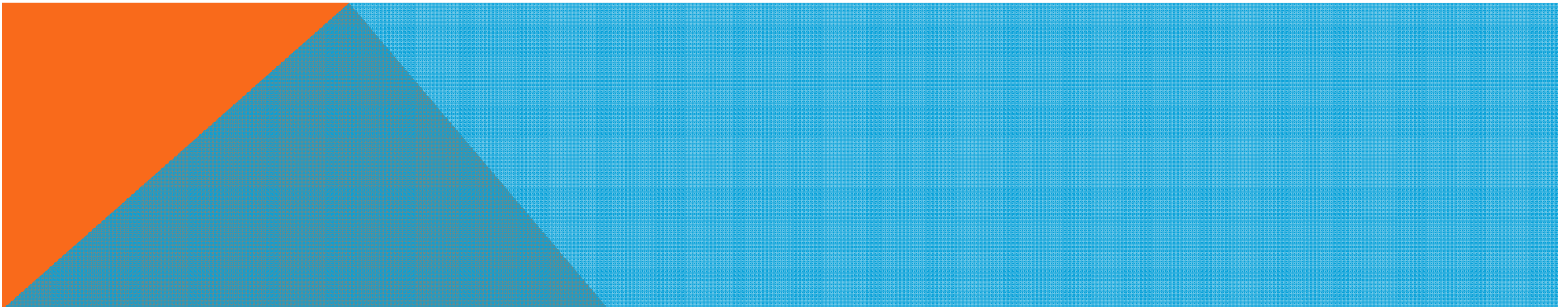
DIFFERENCES IN MEETINGS

COUNCIL

- Members must stand when speaking
- “Majority” based on those present
- Debate limited

COMMITTEE

- No need to stand
- “Majority” based on number in Committee
- Unlimited debate



EASY STEPS TO MAKING A MOTION:

Obtain the Floor

- Request the floor
- Chair recognizes and assigns the floor

Handle the Motion

- Stand and make the motion
- Motion is seconded (no need to rise)
(no second needed if there is a committee report)
- Chair states the motion
- Chair asks for discussion
- Debate (Maker of motion has first right to discuss)
- Chair puts question to a vote by again restating the question

Chair announces the vote

Thank you!

