



Parliamentary Procedure

Presented by:

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Agenda

- Introduction
- General Principles of Parliamentary Procedure
 - What is parliamentary procedure? Its purpose and use
 - General Principles
 - The Role of Advisory Council Members
 - The Role of the Advisory Council Leadership
- Transacting Business as a Council Member
- Rules Related to Motions
- Is the Council Ready to Vote?



Introduction

- Objectives of the Presentation:
 - > To Provide the Council Members with an understanding of the Purposes and Basic Procedures of Parliamentary Law.
 - > To Ensure the adoption of a set of Rules of Order by the Council Members that the Council will hold itself bound by.
 - > To Provide the Council, a deliberative body, with the Rules of Order for the orderly transaction of business during council meetings
 - > To Provide the Council with a greater understanding of how the Rules of Order provide a basis for resolving questions of procedure that may arise
 - > To Provide the Council members with a greater understanding of carrying through motions while observing the application of the Council's governing authority



General Principles of Parliamentary Procedure: Its Purpose and Use

- What is Parliamentary Procedure?
 - A system of maintaining order
 - A set of rules:
 - For conducting meetings
 - That allows everyone to be heard and make informed decisions



Rules of Order

The written rules of parliamentary procedure formally adopted by the Advisory Council (deliberative assembly) that will provide for the

- > orderly transaction of business
- > duties of the presiding officer
- > facilitation of the meeting
- > conduct of its member



Parliamentary Law: Application and Authority

- Application
 - Any deliberative assembly, including the Advisory Council
- Authority
 - Ensures that meetings proceed within governing authorities
 - SB 882, the enabling law
 - The Bagley-Keene Act, California's open meetings law
 - The Council's adopted rules of order
 - Controls the conduct of its members



Role of the Council Members

- Review agenda and materials before the meeting
- Attend Meetings
- Discuss matters on the noticed agenda
- Make, discuss, and vote on motions
- Active engagement to “move the agenda” (Orders of the Day)



Role of the Presiding Officer

- The Chair
 - >Calls Meeting to Order
 - Requests staff to call the roll to determine whether **quorum** has been established
 - Announces whether a quorum has been established
 - Gives welcoming comments
 - **Moves** the agenda in the order noticed and presented (unless that order is changed by **motion**)



Role of the Presiding Officer

- Rules on Questions
 - Points of Information
 - Points of Order
 - Points of Parliamentary Inquiry
 - Points of Personal Privilege
- Determines readiness to vote



Working as a Council

- Quorum
- Introducing Business
 - Agenda
 - Motions
- Handling Motions
 - Making a motion
 - Rules of Debate/Discussion
 - Voting



Quorum

- The minimum number of people needed to meet or take action
- SB 882 does not define quorum, so we use a **majority** or five of the nine members
- **What if there is no quorum?**



Introducing Action Items (Making Motions)

- A basic part of parliamentary procedure is making motions
 - “I move to ...”
- To take action:
 - The type of action must be noticed on the agenda (an **action item**)
 - A **motion** must be made
 - A **vote** must be taken on the **motion**



Motions

- Any Advisory Council member, except the chair, may **make** or **second** a motion
- The Chair states the motion and **calls** for discussion/debate
- The Advisory Council discusses/debates the motion
- Amendments (changes) are **moved and voted on**
- Discussion debate ends when the Advisory Council all agree or a member “calls for the previous question”
- Council votes on the “the call of the previous question” (end debate)
- The Chair restates the motion/question and votes on the “call of the question”
- Advisory Council members vote on the main motion (staff records the vote)
- Chair announces result



Is the Council Ready to Vote?

- The Chair determines readiness to vote when:
 - There is no further discussion from Advisory Council members
 - There has been a call for the question
 - Must be seconded
 - Is not debatable
 - Requires a 2/3 vote



Ending Debate/Discussion

- When the Chair determines that everyone agrees to end discussion (consensus)
- When an Advisory Council member moves to “call the previous question”
- Council members have the right to know, at all times, the immediately pending question, and to have it restated before a vote is taken.



Debate/Discussion

- Advisory Council members may not speak until **recognized** by the Chair
- Only one main motion may be discussed at a time
- All remarks must be about the motion and addressed to the Chair
- Each member should have a chance to speak before any member speaks a second time
- Please do not:
 - Make personal attacks like questioning motives
 - Interrupt other members



Voting on Motions

- No secret ballots
- All votes are by roll call
 - The staff will call each member's name and record the vote
 - The members vote
 - Yes/aye
 - No/nay
 - Abstain (not voting)
- The Chair announces the Vote



Other Rules About Main Motions

- Bring business to the floor
- Must be **seconded**
- Must be debatable
- Must be amendable
- Generally require a majority vote, **unless**
 - Requires a 2/3's vote
 - Changes something the Advisory Council has already voted
 - Rescind
 - Amend
 - Reconsideration



Other Points & Questions

- Review the Table of Rules related to motions
- Precedence of motions
- Frequent things you may want to do
- Staff are available during meetings to respond to questions on procedure
- What happens when a member leaves the meeting early?



Summary and Questions?

Thank you!

Parliamentary Procedures Quick References

Frequent Processes Chart

Objective	Appropriate Motion
Present an idea for consideration or action	Main motion or Resolution; Consider subject informally
Improve a pending motion	Amend; Division of the question
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)
Delay a decision	Refer to committee; Postpone definitely; Postpone indefinitely (kills motion)
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw a motion
Meet an emergency	Question of privilege; Suspend rules; Lay on the table
Gain information on a pending motion	Parliamentary inquiry; Request for information; Question of privilege; Request to ask member a question
Question the decision of the chair	Point of order; Appeal from decision of chair
Enforce rights and privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair
Consider a question again	Resume consideration; Reconsider; Rescind
Change an action already taken	Reconsider; Rescind; Amend motion previously adopted
Terminate a meeting	Adjourn; Recess

This table was based on a table in Alice Sturgis's *The Standard Code of Parliamentary Procedure* (3rd edition), but modified for motions in *Robert's Rules of Order Newly Revised*.

Tables of Related Motions

Motions Table

MOTION (by order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Personal Privilege	Yes	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Point of Information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous Question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
MAIN MOTION	No	Yes	Yes	Yes	Majority
RECONSIDER	Yes	Yes	If motion is	No	Majority
RESCIND	No	Yes	Yes	No	2/3 (majority)
AMEND MOTION PREVIOUSLY ADOPTED	No	Yes	Yes	Yes	2/3 (majority)

Incidental Motions Table – No order of precedence

MOTION (no order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
Appeal from decision of chair	Yes	Yes	Sometimes		Majority
Suspend the rules	No	Yes	No	No	2/3 (majority)
Object to consideration	Yes	No	No	No	2/3 against con.
Point of order	Yes	No	No	No	Chair
Withdraw a motion	Yes	Yes	No	No	Majority
Division of question	No	Yes	No	Yes	Majority
Division of assembly	Yes	No	No	No	None

Both tables based on *Robert's Rules of Order Newly Revised*.