

SUMMARY OF PARLIAMENTARY PROCEDURE

For advisory board meetings

Link to the video shown in today's meeting



Roberts Rules Basics at SFSS Meetings—SFSS
(<https://www.youtube.com/watch?v=aSAN-OKKNk>)

Tips to Remember

- **Use titles:** (Female) “Madam Chair”. (Male) “Mister Chair” or “Chairman”.
- **Address the Chair (not individuals).** Look at the Chair when speaking.
- **Wait to be recognized before speaking.** Do not speak before the Chair states your name.
- **State your name, and action for the record.** This assures minutes are accurate.
- **Maintain a courteous tone.** Remember you have been appointed to represent your community and the City while speaking.

Standard Meeting Procedures

The Meeting Agenda

The meeting agenda is set and published in accordance with State requirements, and local laws and requirements.

Agenda items may only be added to a meeting agenda if they meet certain requirements. These items are known as “add-on” items. To add an item on, the item must receive a super majority vote (a majority +1).

The Chair may remove (withdraw or pull) items from the agenda, if so desired.

Presenting an Item Recommendation

The Chair will present the recommendation. Prior to accepting a motion, the Chair will read the title and recommendation. **Discussion is not opened until a motion and second have been received.**

Note: The Chair never makes motions unless control of meeting is relinquished and Chair is replaced by an officer/someone else -- only members make motions.

Making a Motion

Board members may not make a motion prior to being recognized by the Chair.

To request recognition:

- a. Look at the Chair and state, “Madam Chair”/ “Mister Chair” / “Chairman” to request recognition.
- b. Wait to be recognized.
- c. When recognized, Chair states, “Board Member, Jon Arbuckle has the floor”.

Member makes a motion and states, “I move that (...the Board accept the motion as stated).”

Seconding a Motion

When seconding a motion, recognition by the Chair is not required.

**To second a motion member states name and then says: “I second the motion”.
(There is no need to be recognized by the Chair to second a motion.)**

Note: Seconding a motion does not mean that the member does, or does not agree with the motion, only that he/she agrees that the motion should be discussed.)

Chair then states “I have a second”.

What happens when a second is not received?

If a second is not immediately received, Chair may ask if there is a second twice more.

If none is received, Chair closes the item and states: “Hearing no second, motion dies for lack of a second. Next item of business.”

Overview of the Item (Optional)

Prior to opening discussion/debate, Chair will typically acknowledge staff to provide an overview of the item.

Opening Discussion / Debate

Chair re-states the motion - “There is a motion on the floor that...”

Chair asks, “Is there any discussion?”

Note: Maker of the motion speaks first; then opposing member/other Board members.

!!! REMINDER - To Request to Speak:

- a. **Wait until recognized by the Chair.** Do not speak until recognized by the Chair.

Note: Everyone is given an opportunity to speak before anyone speaks twice. After a person has spoken twice, they may only speak a third time if permitted by the Chair.

b. Member must address Chair.

- Do not address other individuals or board members.
- Remember to be courteous.

When debate wanes, Chair opens the floor for public comment.

Motion Amendments

A motion on the floor may be amended.

Friendly Amendment - When there appears to be consensus, the member who made the motion may request a friendly amendment and state for the record the substance of the amendment. If the Board accepts the motion it may be considered for a vote without an additional motion or second.

Amended Motion - When there does not appear to be consensus, a member may state that they wish to make an amendment to the motion and state the substance of the amendment. If there is a second, the amended motion is called for a vote. If the amended motion carries, then the original motion is abandoned. If it fails, the original motion has the floor.

Public Comment

Note: In the State of Florida, Boards must accept public comment prior to voting.

Chair asks if any members of the public have asked to speak. If so, staff will introduce the speaker(s).

Chair acknowledges the speaker. Time limit shall be three (3) minutes unless otherwise permitted by the Chair.

Responding to a Speaker

Board members who wish to respond to a speaker shall address the Chair to request to speak.

Note: Chair has authority to moderate discussion, permitting, denying or closing discussion as he/she sees fit.

Public comment closes once all speakers have had the opportunity to speak.

Taking the Vote

The Chair will call a vote once he/she has closed public comment and discussion.

Chair restates the motion and calls the vote by roll call (calling each member individually for a verbal vote)

- a. "All in favor say Aye"
- b. "All opposed say no"

The Chair announces the results—"motion passes" or "the motion fails". Staff may also announce the results if requested by the Chair.

What happens if there is a tie?

If there is a tie, then the motion fails (is defeated).

If it seems that an alternative motion may be appropriate, the Chair may re-open the floor for further discussion, and potentially, an alternative motion.