

# **COMMITTEE FOR PEOPLE WITH DISABILITIES**

## **Presentation on Robert's Rules of Order and Conducting Board Meetings**

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**Office of the City Clerk**

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**974-2210**

# **ROLES OF THE BOARD AND COMMITTEE MEMBERS**

- **Individual board members may not act in an official capacity except through the action of a majority of the board**
- **Board does not supervise or manage staff and may not direct staff to perform work on behalf of the board; however, requests may be made through the liaison or department to provide information or resources**
- **Adhere to provisions in City Code (Chap. 2-1 & 2-7), bylaws, Open Meetings Act**
- **File an Annual Review and Work Plan, if required**
- **Perform the duties listed in the b/c purpose found in Chapter 2-1**

# OPEN MEETINGS

- Any action taken by the Commission must occur in a public meeting properly posted 72 hours in advance
- Any action take that was not properly posted is invalid
- All agenda and minutes must be uploaded by the staff liaison to the Board and Commission Information Center (BCIC)
- Bylaws, minutes, agendas, etc. are posted for public accessibility on the BCIC

# AGENDAS

- **Agendas are prepared by staff with input from the board with the chair approving each final meeting agenda prior to posting**
- **The chair does not have veto power over an item on the agenda (provided the item has been properly submitted)**
- **Two or more board members may request that an item be placed on the agenda by oral or written request to the staff liaison at least five (5) days before the meeting**
- **Items can be proposed during a board meeting for a future meeting under the item on the agenda identified as ‘future agenda items’**
- **Only items posted on the agenda can be considered or discussed at a meeting**

# AGENDAS

- **Agendas should include:**

- Name of board
- Date
- Time
- Location
- All issues that will be considered with a description that provides enough information for any reasonable person to understand what will be discussed and acted upon
- If a vote or any action is scheduled, the agenda must state that action will be take
- Citizen Communication
- ADA Statement

# AGENDAS

- **Members may discuss any item posted on the agenda**
- **Changes to the agenda (adding an item, changing the type of action, location, date, or time must be made at least 72 hours in advance and posted as a revised agenda)**
- **Changes to the agenda to correct a typo or withdraw an item can be done at the meeting**
- **Each board meeting agenda shall provide for citizen communication**
- **City Code prohibits boards from meeting in closed session unless the city attorney has given the board prior approval**



# MINUTES

- **Minutes should be action minutes and reflect only actions or direction relating to items that were properly posted on the agenda and not the dialogue between members.**
- **Minutes should include:**
  - Date of meeting
  - Time meeting was called to order
  - Members present and absent
  - State the subject of each deliberation
  - Actions taken
  - Name of presenters if any
  - Vote of each action including names of who voted for or against an item; recused or was off the dais
  - Time of adjourned

# MINUTES

- **Changes to minutes**

- Approved minutes:

- Changes should be brought to the attention of the staff liaison and chair
    - Changes must be approved by the Committee
    - The agenda item for approval of minutes would need to include approval of revised minutes of a specific meeting (date).

- Draft minutes:

- Changes can be proposed during discussion on the agenda item for approval of the minutes and incorporated upon Committee approval



# CITIZEN COMMUNICATION

- **General citizen communication**

- 3 minutes to speak on any topic (either on the agenda or not)
- Comments from the citizen should be directed to the members
- Discussion between the members and the citizen is limited to factual information or requests from members to place the item on a future agenda

- **Speaking on agenda items**

- Citizens may register to speak on any item properly posted on the agenda
- Speakers are given 3 minutes
- Members may if they wish ask questions to the speaker
- Citizens should be acknowledge by the Chair and informed they have 3 minutes
- Chair would inform them know when their time has expired

# DUTIES OF THE CHAIR

- **Preside at board meetings**
- **Appoint all committees**
- **Represent the board at ceremonial functions**
- **Chapter 2-1 states the after consulting with and receiving input from the staff liaison, the board chair shall approve each agenda prior to posting**
- **Same voting privilege as any other member**
- **Adjourn the meeting not later than 10 p.m. unless the board votes to continue the meeting**

# CONFLICT OF INTEREST AND RECUSAL

- **At the beginning of each meeting, each member must sign the attendance sheet and indicate any conflict of interest with an item(s) on the agenda**
- **Conflict of interest exists when a person's personal interests would reasonably be expected to affect the person's performance of a duty**
- **If a conflict exists, the member must note the item number**
  - Recuse him/herself from discussions or votes on the item
  - While it is not necessary to leave the dais, it is common practice
- **Staff liaison would capture the recusal in the minutes**

# COMMITTEES OR WORKING GROUPS

- **Committees**

- Can only be created by amending the bylaws
- Can only be done in an open meeting of the board or commission
- The proposed amendments must be vetted through the City Clerk's Office and approved by the Council Audit and Finance Committee before they are valid
- The chair appoints the members of committees based on feedback from the board/commission
- Non-members may not service on a committee
- Must comply with Open Meetings Act and Chapter 2-1

- **Working group**

- Can be created without amending the bylaws for a defined matter
- Dissolved when it reports back to the board with its recommendations
- Working groups are not required to comply with the Open Meetings Act or keep minutes of its meetings.

# CHAPTER 2-1-48: RULES OF ORDER

- **Each person and board member attending a board meeting should observe decorum.**
  - A person or board member should not speak out of turn
  - Use disparaging or abusive language
  - Or make threats of violence against any other person during a board meeting
- **The presiding officer:**
  - Should maintain order
  - Should exercise the officer's authority impartially
  - May shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section



# ROBERTS RULES OF ORDER

- **Roberts Rules of Order are designed to provide order and structure to a meeting. However, they do not replace any requirement for how a governmental body conducts business that is required in the Open Meetings Act, City Code, Committee Bylaws or other statutory requirement**
  - Organization is paramount
  - All members are equal
  - Quorum must be present
  - Only one member can have the floor at a time
  - Personal remarks during debate are always out of order
  - Silence means consent
  - Everyone has the right to speak
  - Everyone's opinion matters
  - No participants should be confused about which issue is being decided



# RULES OF DEBATE

- **Members first obtain the floor**
- **The maker of the motion may speak first**
- **Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members**
- **Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended**
- **Debate can be closed only by the assembly or by the chair if no one seeks the floor for further debate**

# TABLING, POSTPONING OR WITHDRAWING AN ITEM

- **Tabling an item occurs when the Committee would like to temporary stop discussion on an item to either take up another related item or recess for staff to pull information needed.**
  - The item should be taken back up before the meeting adjourns.
- **Postponing an item allows the Committee to reschedule the item to a future date.**
  - The date the item will be taken up should be identified.
  - The item would then automatically be listed on the agenda for that meeting by staff
- **Withdrawing an item allows the Committee to send an item back to staff, committee or working group for further research, etc.**
  - Would be scheduled for a future date to be determined
  - A report to the members may be required rather than posting it to an agenda

# QUESTIONS

