

# Leadership Summit

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## Purposeful Tools for a Successful Leadership



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## **Dos and Don'ts of Minute Taking**

### **Make sure you ...**

1. DO use the agenda as a guide;
2. DO record the kind of meeting, date, time, and location;
3. DO record the presiding officer's and the minute taker's complete name;
4. DO record the presence of a quorum if announced by the presiding officer (Roll Call?);
5. **DO write the full name of the maker of every motion;**
6. **DO include the totals from the treasurer's report for previous balance, receipts, disbursements, and current balance;**
7. DO record the full names of officers and committee chairs who presented a report;
8. DO file complete signed reports of all written reports attached to the minutes as exhibits;
9. **DO enter motions and amendments in the exact wording as stated by the presiding officer and as finally adopted;**
10. **DO show the exact action taken on every motion (e.g., adopted, defeated, postponed, referred, laid on the table, etc.);**
11. **DO record all votes by name, for, against and abstain (Brown Act!);**
12. **DO record all Notices, Points of Order, Appeals (including the reason for the chair's ruling and the outcome of the appeal);**
13. DO include the category of business;
14. DO list the names of members elected or appointed to special committees, the name of each committee, and its purpose;
15. DO include important announcements pertaining to the whole society.

### **Make sure to ...**

1. **NOT forget to check past minutes for agenda items;**
2. **NOT include the names of the seconds;**
3. **NOT include every detail from a report;**
4. **NOT include any content of debate unless ordered by the assembly to do so;**
5. **NOT include any motion withdrawn before the presiding officer stated it;**
6. **NOT include personal opinions or descriptive phrases;**
7. NOT include words of praise or criticism from anyone;
8. NOT forget to include the time of adjournment;
9. NOT close with "Humbly" or "Respectfully submitted,";
10. NOT forget to date and sign the minutes with your title, adding whether the minutes were later adopted with or without corrections.



## Six Steps to Handling a Motion

A motion is a formal proposal by a member during a meeting that the assembly take certain action. The basic form of the motion is the Main Motion.

### A Main Motion is brought before an assembly:

1. **Motion is moved:** While no motion is pending, a member “rises” and seeks recognition. (In a board, raising of the hand replaces rising.) Once she is recognized she has the exclusive right to be heard at that time. Member makes the motion,  
***I move** we allocate \$300 to repair the computers.”*
2. **Motion is seconded:** Someone without needing to be recognized, seconds the motion. The seconder is not claiming to agree with motion. The seconder is stating that the motion should be discussed and voted by the organization.
3. **Motion is stated:** The chair states the question, *“It is moved and seconded to allocate \$300 to repair the computers.”* As the chair turns to the maker of the motion, she states, *“Are you ready for the question?”* The motion no longer belongs to the mover; it belongs to the assembly, but debated first by the mover.

### A Main Motion is considered by the assembly:

4. **Motion is debated:** All remarks by the members are made through the chair, never to or about another member. Debate can be closed only by a 2/3 vote of the assembly.
5. **Motion is put:** The chair says, *“The motion is to allocate \$300 to repair the computers. All in favor of the motion indicate by raising your hand”.  
All opposed to the motion indicate by raising your hand.”*  
The wording of the motion when the question is put is the way it goes into effect.  
A voice vote is not acceptable under the Brown Act.\*  
A rising vote is also the normal method when a 2/3 vote is required for adoption.\*  
A ‘show of hands’ is intended for small assemblies or after an inconclusive voice vote.\*
6. **Vote is announced:** The chair makes the following 4 statements.
  - *“The ‘ayes’ have it.”* Or, *“The ‘Noes’ have it.”*
  - *“The motion is adopted.”* Or, *“The motion is lost.”*
  - The chair states the effect of the vote or orders its execution.
  - *“The next item of business is ...”*

*\*Beware the Brown Act requirements*



## **Script A: Handling a Motion**

**We join the regular monthly meeting during the 'New Business' part of the agenda.**

*[Nine speaking roles – CH, A, B, C, D, E, F, G, Z]*

**CH:** The first item under New Business is the purchase of the council's printer system.

**[Step 1]**

**A:** Madam Chair *[Rises and is recognized]*

**I move** that the council purchases a printer system at a cost not to exceed \$1,500.

**[Step 2]**

**Z:** Second

**[Step 3]**

**CH:** It is moved and seconded that the council purchase a printer system at a cost not to exceed \$1,500.

**[Step 4]**

Are you ready for the question? *[Or, - Is there any debate? Are you ready to vote?]*

**A: and B:** *[Simultaneously]* Madam Chair. *[Both rise seeking recognition]*

**A:** I have distributed several documents illustrating the specifications and benefits of the best printer model under \$1,500. That is the one I suggest we purchase.

**B:** Madam Chair. Shouldn't we buy a new screen instead? Why can't we replace the microphone system instead? I know, let's buy an iPad for each officer, instead.

**CH:** Thank you for your comments. Are you ready for the question?

**A:** *[Is recognized and begins to speak for the second time.]*

**C:** Madam Chair, **Point of Order.**

**CH:** What is your Point of Order?

**C:** Member A has already spoken once and there are others seeking to speak. Member A should not be recognized again yet.

**CH:** Your point is well taken. Member A will please sit down.

Script A Page 1



*[Illustration of Ranking of Motions]*

**E:** Madam Chair, [recognized] I move to amend by striking “\$1,500” and inserting “\$2,000”.

**Z:** Second

**CH:** It is moved and seconded to amend by striking “\$1,500” and inserting “\$2,000”.  
Is there any discussion?

**F:** Madam Chair, [recognized] I move to refer the motion to the Finance Committee.

**Z:** Second

**CH:** It is moved and seconded to refer the motion to the Finance Committee.  
Is there any discussion?

**G:** Madam Chair, [recognized] I move to postpone the motion until after lunch.

**Z:** Second

**CH:** It is moved and seconded to postpone the motion until after lunch.  
Is there any discussion.

**CH:** All in favor of postponing the motion until after lunch indicate by raising your hand.[Few]

Those opposed raise your hand. [Everyone]

**CH:** Motion fails.

**CH:** The question before you now is the motion to refer the main motion to the Finance Committee. Is there any discussion?

**CH:** All in favor of referring the motion to the Finance Committee, raise your hand.[Few]

Those opposed raise your hand. [Everyone]

**CH:** Motion fails.

**CH:** The question before you now is the motion to amend by striking ‘\$1,500’ and inserting ‘\$2,000’. Is there any discussion?

**CH:** All in favor of amending the motion indicate by raising your hand.[Few]

Those opposed raise your hand. [Everyone]

**CH:** Motion fails.

# Parliamentary Workshop

Sacramento City College -- October 2, 2015



**CH:** The question before you now is the main motion. Is there any discussion?

**D:** Madam Chair, Request for Information.

**CH:** What is your question Member D?

**D:** Do we have the right to spend up to \$1,500 on a printer system?

**CH:** The council has already been authorized to spend a certain amount of money on business equipment as long as it is for the benefit of the student body.  
Are you ready for the question?

## **[Step 5]**

**CH:** The question before you is, shall the council purchase a printer system at a cost not to exceed \$1,500?

All in favor of the motion indicate by raising your hand. *[Half do so.]*

All opposed to the motion indicate by raising your hand. *[Half do so.]*

## **[Step 6]**

The 'Ayes' have it. The motion is adopted.

**Z:** Division. Division.

**Ch:** Division has been call for.

We need to retake the vote, but by rising.

All in favor of the motion indicate by rising. *[Most do so.]*

All opposed to the motion indicate by rising. *[Few do so.]*

The 'Ayes' have it. The motion is adopted.

The council will purchase a printer system at a cost not to exceed \$1,500.

The next item under New Business is ...



## Amendments

### 1° Amendment (Form 1) – Insert or Add

1. Original Main Motion

I move that membership not be restricted on the basis of race, religion, etc.

2. What you really wanted was ...

I want to include ‘**age**.’

3. You need to move to amend

I move to amend by inserting “**age**” after the word “**religion**.”

4. If the amendment is adopted the main motion will read

I move that membership not be restricted on the basis of race, religion, **age**, etc.

### DRILL: Primary Amendment (Form 1)

**A:** Is recognized and makes a clear motion in one breath.

**Z:** ...

**Ch:** The motion is [*as created by a volunteer*].

Are you ready for the question?

**B:** Madam Chair, **I move to amend the motion by inserting ...**

**Z:** ...

**CH:** It is moved and seconded to amend by inserting ...

Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by inserting ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by inserting ... is ...

We are back to the main motion (as amended).

Are you ready for the question?



## Amendments

### 1° Amendment (Form 2) – Strike

1. Original Main Motion

I move that membership not be restricted on the basis of race, age, genetic information, etc.

2. What you really wanted was ...

I don't want '**genetic information**' included.

3. You need to move to amend

I move to amend by striking "**genetic information**" after the word "**age.**"

4. If the amendment is adopted the main motion will read

I move that membership not be restricted on the basis of race, age, etc..

### DRILL: Primary Amendment (Form 2)

**A:** Is recognized and makes a clear motion in one breath.

**Z:** ...

**Ch:** The motion is [*as created by a volunteer*].

Are you ready for the question?

**B:** Madam Chair, **I move to amend the motion by striking ...**

**Z:** ...

**CH:** It is moved and seconded to amend by striking ...

Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by striking ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by striking ... is ...

We are back to the main motion (as amended).

Are you ready for the question?





## Amendments

### 1° Amendment (Form 3) – Strike and Insert

1. Original Main Motion

I move that a majority be defined as **50% plus 1**.

2. What you really wanted was ...

I do not want the Hollywood version. I want the Mathematical version.

3. You need to move to amend

I move to amend by striking “**50% plus 1**” and inserting “**greater than half.**”

4. If the amendment is adopted the main motion will read

I move that a majority be defined as **greater than half**.

### DRILL: Primary Amendment (Form 3)

**A:** Is recognized and makes a clear motion in one breath.

**Z:** ...

**Ch:** The motion is [*as created by a volunteer*].

Are you ready for the question?

**B:** Madam Chair, **I move to amend the motion by striking ... and inserting ...**

**Z:** ...

**CH:** It is moved and seconded to amend by striking ... and inserting ...

Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by striking ... and inserting ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by striking ... and inserting ... is ...

We are back to the main motion (as amended).

Are you ready for the question?



## **The Brown Act of 1953 (California Government Code §54950-54963)**

### **Before the Meeting:**

#### **1. Public need not identify self (§54953.3)**

- a. A member of the public shall not be required as a condition of attendance to register or to supply any identification.
- b. If a sign in sheet is used, it shall clearly state that signing in is strictly voluntary.

#### **2. Agenda packet (§54954.1)**

- a. Any person may request in writing that a copy of the agenda, or a copy of all the documents constituting the agenda packet, be mailed to that person for a fee.

#### **3. 72 hour posting (§54954.2 (a) (1))**

- a. At least 72 hours before a regular meeting, the board shall post an agenda containing a brief general description of each item of business to be transacted at that meeting including items for a closed session.
- b. No action or discussion shall be undertaken on any item not posted on the agenda 72 hours before the regular meeting. Except the following.

**Exception #1:** Upon the determination by a majority vote that an emergency situation exists.

**Exception #2:** Upon determination by a 2/3 vote (if less than 2/3 of the members are present, a unanimous vote is necessary) that there is a need to take immediate action, and that the need of the action came to the attention of the board subsequent to the posting of the agenda.

**Exception #3** The item was posted for a prior meeting that occurred not more than 5 days before and the prior meeting was continued to the current meeting.

#### **4. Public may address the board (§54954.3 (a))**

- a. Every agenda shall provide the public an opportunity to directly address the board.
- b. This is allowed before or during the board's consideration of an item.
- c. The public may speak on any topic that is within the subject matter jurisdiction of the board.
- d. However, the public need not be afforded an opportunity to speak on topics already discussed openly at a committee meeting where the public had an opportunity to speak.

#### **5. Time limits (§54954.3 (b))**

- a. The board may adopt regulations to limit the total amount of time allocated for a particular issue and for each speaker as included on the posted agenda.

#### **6. Public speaking prohibitions (§54954.3 (c))**

- a. The board may not prohibit public criticism of policies, procedures, programs, services or acts of omissions. This is how the Brown Act makes the meeting an Open Meeting.
- b. The Brown Act does not confer any privilege or protection for expression beyond that otherwise provided by law.

### **During the Meeting:**

#### **7. Secret ballot (§54953 (c))**

- a. No action shall be decided by secret ballot.
- b. **Section 54953 (c) (2) – Every member's vote must indicate for/against/abstain.**



**8. Teleconference (§54953 (b))**

- a. The board may use teleconference for the benefit of the public in connection with any meeting or proceeding authorized by law. However, the association's bylaws need to authorize the board to use teleconference.
- b. Teleconference devices may be used for all purposes within the subject matter jurisdiction.
- c. All votes shall be taken by roll call.
- d. The board shall post the agenda at each teleconference site.
- e. Each teleconference site shall be ADA accessible to the public.

**9. Public may record (§54953.5 (a))**

- a. Any person shall have the right to record the proceedings with audio or video or both.
- b. The recording cannot disrupt the meeting with noise, illumination, or obstruction.
- c. If the board records the meeting, the board shall allow the public to inspect it on the board's equipment for up to 30 days.

**10. Closed session (§54954.5)**

- a. Closed sessions are prohibited by the Brown Act except for 17 situations related to real property or labor negotiators, litigation, liability claims, employee (appointment, evaluation, or discipline), trade secrets, etc. (Notice that attorney-client privileges are limited.)

**11. Report from closed session (§54957.7)**

- a. The board shall report any action taken in closed session and the vote by each member.

**12. Willful interruption (§54957.9)**

- a. If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of the problem individuals, the board may order the room cleared and continue the meeting.
- b. The board shall allow the press and individuals not causing the disturbance to reenter the meeting room.

**After the Meeting:**

**13. Standing committees (§54952 (b))**

- a. Regardless of composition, as long as it has a continuing subject matter jurisdiction, or a fixed meeting schedule by formal action, a standing committee falls under the Brown Act.

**14. Conference fees (§54952.2 (c) (2))**

- a. The public does not have free admission to a conference which the organizer has required other participants to pay fees as a condition of attendance.

**15. Public may broadcast (§54953.6)**

- a. Any person shall have the right to broadcast the proceedings (audio and/or video.)
- b. The broadcast cannot disrupt the meeting with noise, illumination, or obstruction.

**16. Courts (§54960.5)**

- a. A court may award court costs and reasonable attorney fees to the plaintiff (the board) if it finds that the board has violated the Brown Act.
- b. Similarly for the defendant (the public) where the court finds the action brought to the court was clearly frivolous and totally lacking in merit.

# Parliamentary Workshop

Sacramento City College -- October 2, 2015



Brown Act Meeting Types	Post and Notice	Ordered by
<b>Regular (§ 54954.2)</b>	Post at least 72 hours before the meeting.  Notice mailed to those on a list for a minimal fee.	Ordered per bylaw or motion
<b>Adjourned (§ 54955)</b>	Post at least 24 hours after adjournment of original meeting that set the adjourned meeting. Posted near the door! If the hour is omitted, the hour is that of the regular meeting.  Notice in same manner as in Special Meeting.	Ordered by majority vote at regular meeting, adjourned meeting, or special meeting. Quorum is not required to set an adjourned meeting. If all members are absent, clerk or secretary may declare adjournment and set the adjourned meeting.
<b>Special (§ 54956)</b>	Post at least 24 hours before the meeting.  Written notice to each member and media (that requested it) at least 24 hours before the special meeting. Written notice is dispensed with if member waives it or attends meeting. May be called to discuss budget but not salaries.	Ordered by presiding officer or majority of the members
<b>Emergency (§ 54956.5)</b>	Post at least 24 hours before, if possible.  Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of work stoppage, crippling activity, impaired public health or safety.
<b>Dire Emergency (§ 54956.5)</b>	Post at least 24 hours before, if possible.  Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of crippling disaster, mass destruction, terrorist act, endangered public health or safety.

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



## Ranking of Selected Motions

	Interrupt	Second	Debate	Amend	Vote
<b>PRIVILEGED MOTIONS</b>					
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**
<b>SUBSIDIARY MOTIONS</b>					
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
<b>INCIDENTAL MOTIONS (No Ranking)</b>					
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
<b>BRING AGAIN BEFORE ASSEMBLY</b>					
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