

**Parliamentary Workshop**  
**Sacramento City College -- October 26, 2015**



**Clubs and Events Board Agenda**

Monday September 28, 2015 - 12:00-1:00 PM  
RHN 25, Sacramento City College  
3835 Freeport Blvd, Sacramento CA 95822,  
Teleconference (916) 558-2446 Password 12345#

**Order of Business**

1. Call to Order, Roll Call
2. Consent Agenda (1 min)
  - a. *Item 1 ...*
  - b. *Item 2 ... (Pulled)*
  - c. *Item 3 ...*
3. Adoption of Agenda (1 min)
4. Adoption of Minutes (2 min)
  - a. Meeting Minutes (*Pending date*)
  - b. Meeting Minutes (*Last date*)
5. Public Forum (2 min. per speaker/15 min total)
6. Reports
  - a. Club Reports and Announcement (2 min each)
  - b. Advisor Reports (10 min)
  - c. Leadership Reports (2 min each)
  - d. Standing Committees (3 min each)
  - e. Special Committees (3 min each)
7. Business for Action (*New, Unfinished, or Postponed*)
  - a. *Motion 1 ... (3 min max)*
  - b. *Motion 2 ... (3 min max)*
  - c. *Item 2 ... from Consent Agenda*
8. Business for Potential Action (*New, Unfinished, or Postponed*)
  - a. *Concern 1 ... (3 min max)*
  - b. *Concern 2 ... (3 min max)*
9. Items for Future Consideration
10. Adjournment

**Items Suggested for Future Consideration**

1. *XYZ Special Committee report for action*
2. *Motion 3 ... for action*
3. *Concern 3 ... deliberation*
4. *Topic A ...for action*



## Clubs and Events Board Minutes

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3835 Freeport Blvd, Sacramento CA 95822,  
Teleconference (916) 558-2446 Password 12345#

### Order of Business

1. Call to Order at 12:00 noon.  
Member A, B, C, D, E, F, G, H, I, and J present. Member K and L excused.  
Chair declared a quorum with 10 of 12 members present.
2. Consent Agenda
  - a. *Item 1 ...*
  - b. *Item 3 ...*Without objection the Consent Agenda was adopted, but Item 2 was pulled.
3. Adoption of Agenda  
Without objection the Agenda was adopted as amended.
4. Adoption of Minutes
  - a. Without objection Meeting Minutes for *(pending date)* were adopted
  - b. Without objection Meeting Minutes for *(last date)* were adopted
5. Public Forum (2 min. per speaker/15 min total)  
A member of the public requested that the board take action on Topic A. It will be added to next week's agenda.
6. Reports (*Minutes should include only very important information. List them.*)
  - a. Club Reports and Announcement
  - b. Advisor Reports
  - c. Leadership Reports
  - d. Standing Committees
  - e. Special Committees
7. Business for Action (*Must include the name of the mover.*)
  - a. *Motion 1 wording as adopted. Adopted with Member A and B against.*
  - b. *Motion 2 wording as adopted. Adopted unanimously.*
  - c. *Item 2 wording as defeated with Member C and D voting in favor.*
8. Business for Potential Action
  - a. *Concern 1 wording as referred unanimously to the Bylaws Committee.*
  - b. *Concern 2 wording as postponed to next meeting with Member E against.*
9. Items for Future Consideration
  - a. XYZ Special Committee report for action
  - b. Motion 3 ... for action
  - c. Concern 3 ... deliberation
  - d. Topic A ...for action
10. Adjournment at 12:59 pm.



## **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.

1. Motion is moved
2. Motion is seconded
3. Motion is stated
4. Motion is debated
5. Motion is put
6. Vote is announced

## **The Brown Act of 1953**

(California Government Code §54950-54963)

### **Before the Meeting:**

1. 72 hour posting (§54954.2 (a) (1))
2. Public may address the board (§54954.3 (a))
3. Time limits (§54954.3 (b))
4. Public speaking prohibitions (§54954.3 (c))

### **During the Meeting:**

5. Secret ballot (§54953 (c))
6. Teleconference (§54953 (b))
7. Public may record (§54953.5 (a))
8. Closed session (§54954.5)
9. Report from closed session (§54957.7)
10. Willful interruption (§54957.9)

### **After the Meeting:**

11. Standing committees (§54952 (b))
12. Conference fees (§54952.2 (c) (2))
13. Public may broadcast (§54953.6)
14. Courts (§54960.5)

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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 urgency	<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.

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<b>Strategy through Parliamentary Procedure</b> (Beware of Order of Precedence)	
<b>You support the motion</b>	<b>You oppose the motion</b>
<b>Second</b> it promptly and enthusiastically.	Do not <b>second</b> it. Distract the seconder.
<b>Speak</b> in favor of it as soon as possible.	<b>Speak</b> against it as soon as possible. Ask questions that put the proponents on the defensive.
Move to <b>amend</b> it to make it more acceptable. Speak against any amendment that makes the motion less acceptable to you.	Move to <b>amend</b> it, to encumber it adversely.  Move to amend it so as to remove what displeases you, or adds what pleases you.
Vote against <b>postponement</b> unless it will strengthen your motion.	Move to <b>postpone</b> to a time when your friends will be there or when others will forget about the motion.
Vote against <b>referring</b> to a committee unless you can vote your friends as committee members. Vote to refer to a committee if defeat appears likely.	Move to <b>refer</b> to a committee and fill the committee with your friends. Vote against referring to a committee if defeat is likely.
Vote against a <b>recess</b> unless you can use it to bring in more of your friends or more facts.	Move to <b>recess</b> so that you can convince some more voters or bring in more friends or more facts.
Make sure your friends do not leave to assure that you have a <b>quorum</b> .	Question the presence of a <b>quorum</b> .
On a <b>voice vote</b> , vote emphatically.	On a <b>voice vote</b> , vote emphatically.
Move to <b>divide the motion</b> if it will strengthen the motion.	Move to <b>divide the motion</b> if it will weaken the motion.
Review your <b>parliamentary authority</b> before the motion comes up.	Review your <b>parliamentary authority</b> before the motion comes up.
Use <b>Point of Order</b> as a shield.	Use <b>Point of Order</b> as a sword.
Beware of the timing on the <b>agenda</b> to assure that the motion is not abandoned.	Use the timing on the <b>agenda</b> to terminate consideration of the motion.
Vote against <b>adjournment</b> in order to continue discussing the motion and to reach a vote.	Move to <b>adjourn</b> to prevent further discussion or a vote.

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## 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