



# 10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

NOVEMBER 2017

## PARLIAMENTARY PROCEDURE

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When conducting a board meeting it is important to follow established rules. Rules of parliamentary procedure are based upon common sense and logic. Rules protect the rights of the majority, the right of the minority to be heard, and the rights of individual members, and the rights of the absentees. The following operational rules will be used when conducting meetings:

1. All meetings shall follow the applicable rules in the Kentucky Open Meetings Laws
2. All business requiring board action shall be brought before the board by a motion, resolution, or motion following a report or other communication.
3. No debate on business requiring board action will be allowed until a motion has been made. A supervisor may give a brief explanation of a subject before making a motion.
4. It is out of order to request to speak or begin speaking while another supervisor is speaking.
5. The supervisor making the motion had the right to speak first during the discussion.
6. Discussion should be limited to the merits of approving or disapproving the motion. The chair is responsible to keep the discussion to the issues being debated.
7. Courtesy and respect for others will be maintained at all times.

### **Main Motion:**

The purpose of a main motion is to introduce business: a motion brings any particular subject before the district for consideration and action.

- How a Motion is Made and Acted Upon: Chair recognizes the person who wishes to make the motion.
- Motion is stated.
- Motion is seconded, can be debated, can be amended, and may be reconsidered.
- Chair restates the motion
- Chair asks if there is discussion.
- Amendments to a motion can be offered to add, remove or change words, but must relate to pending motion. Amendments require a second and a vote to be approved and action must be taken to approve or disapprove the amendment before a vote is taken on the original motion.

- Chair restates the original motion (as amended if applicable) noting that it has been seconded. Chair calls for votes in favor of the motion and for those that oppose the motion.
- The vote of each member must be publicly cast. If the motion is passed by unanimous vote, it is recorded in the minutes that way. If there are votes against the motion, then minutes must reflect how members voted by name.
- Chair announces result of vote
- A tie vote is a lost vote because a majority is not obtained.
- The chair person does not vote when the vote is by acclamation (except to create or break a tie). The chair may always vote when the vote is taken by ballot or roll call.
- This is not common practice; however the chair can make a motion. Often times, the chair may state, "I'll entertain a motion to..."
- Action may be taken on items taken up under New Business

### **Other Commonly Used Rules in Meetings:**

**1.Reorganizing the agenda:** The Chair is responsible for following the agenda in the order it is written, but there are times when it becomes necessary to move items around. This can be done by a member making a motion to suspend the rules and consider the item out of order on the agenda.

**2.Permission to withdraw a motion:** A member can withdraw a motion they originally made before a vote with the consent of the board. The member makes a request to the chair that the motion be withdrawn and the chair will ask for objections. If none, the motion is withdrawn.

**3.Recessing a meeting:** If a short break is needed in a meeting, and motion and vote is required to take such a recess that includes the time and place that the meeting will reconvene. If it is known that a recess will be taken in advance of the meeting, it should be listed on the agenda.

**4.Quorum:** Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present.

**5.Conflict of interest:** Under the rules in RONR, no member can be compelled to refrain from voting simply because it is perceived that he or she may have some "conflict of interest" with respect to the motion under consideration. However, members should realize the potential for bad public perception as good board members and voluntarily abstain.

**6.Using "Question":** It is a fairly common misconception that, after debate has continued for some time, if any member shouts out "Question!" or "I call the question!" debate must immediately cease and the chair must put the pending question to a vote. This is simply not the case. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair, and must then move the *Previous Question*. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent.

**7.Meeting Minutes:** Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.

To do this	You say this	May you interrupt the speaker	Must you be seconded	Debatable	Amendable	What vote is required
Main motion	"I move to"	No	Yes	Yes	Yes	Majority vote
Vote on a ruling by the chair	"I appeal to the chair's decision"	Yes	Yes	Yes	No	Majority in negative required to reverse the chair's decision
Adjourn	"I move to adjourn"	No	Yes	No	No	Majority vote
Suspend consideration of something	"I move we table this subject until"	No	Yes	No	No	Majority vote
Object to procedure or to a personal affront	"Point of order"	Yes	No	No	No	No vote is required, chair decides
Have something studied further	"I move we refer this to a committee"	No	Yes	Yes	Yes	Majority vote