

**BIRMINGHAM CITY COMMISSION
SPECIAL MEETING AGENDA
WORKSHOP**

**MONDAY, AUGUST 17, 2020
VIRTUAL MEETING ON ZOOM
7:30 P.M.**

WORKSHOP SESSION

This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to participate in a discussion in parliamentary procedures with a registered parliamentarian.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Pierre Boutros, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk Designee

III. PUBLIC COMMENT

IV. PRESENTATION

A. Parliamentary Procedure Presentation by Coco Siewert

V. ADJOURN

This meeting is open to the public and the public is welcome to attend.

PLEASE NOTE: This meeting will be held virtually on Zoom.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:248-530-1880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A graphic of a spiral-bound notebook with a brown cover and a cream-colored page. The spiral binding is on the left side. The page contains text centered in the middle.

“Effective Meetings”

City of Birmingham

August 17, 2020

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Professional Registered Parliamentarian
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Funnel of Laws

- ☞ There is a certain order to the laws or rules by which a municipality in Michigan must conduct itself.
- ☞ Constitution of the United States
- ☞ Applicable Federal Laws
(Which vary by municipality.)

Funnel of Laws (con't)

📄 Michigan Constitution of 1963

📄 Applicable Michigan Laws

- Two of which are particularly significant in municipal government in Michigan.

Funnel of Laws (con't)

Open Meetings Act of 1976

The basic intent is to require public bodies to conduct business at open meetings.

Freedom of Information Act of 1976

The basic intent is to regulate and set requirements for the disclosure of public records by all public bodies.

Funnel of Laws (con't)

📄 City or Village Charter

📄 Home Rule Cities Act of 1909

Provides framework for how a city may incorporate and govern itself.

📄 General Law Village Act of 1895

Sets rules and regulations for villages.

Funnel of Laws (con't)

- 📄 Ordinances: Laws passed by municipal government.
- 📄 Council Rules of Order: Governs the procedure of the public meetings, may include rules for public comment, cancellation of meetings, etc.

Parliamentary Procedure-Why?

- ☞ Tool that enables members to accomplish municipality's goals.
- ☞ A recognizable format for a meeting.
- ☞ Introduces motions that lead to decision-making.
- ☞ Prescribes minutes that record action.

Basic Objectives of Parliamentary Law

- 📄 Accomplish the objectives for which the group is organized.
- 📄 Expedite business.
- 📄 Insure justice and equality to all.
- 📄 Maintain order.

Rules of Debate

- 📄 The maker of the motion is entitled to speak first.
- 📄 A member may not speak against his own motion, but may vote against it.
- 📄 All remarks must be limited to the merits of the subject immediately under discussion.

Rules of Debate

- ☞ All remarks must be addressed to or through the chair.
- ☞ Personal comments about other individuals should be avoided.
- ☞ Members are seldom referred to by name; rather by title.
- ☞ No member may comment adversely on any prior act of the body.

Rules During Public Debate

- ❏ No person should speak a second time on a motion as long as another is requesting recognition to speak for a first time on the issue/motion.
- ❏ Remarks should be limited to two minutes.
- ❏ The speaker may be asked, but not required to state name and any other requested identifying information.

Rules for Public Debate

- 📄 Remarks must be confined to the pending question.
- 📄 Speakers should address the chair and not enter into debate with other members of the audience.
- 📄 During debate the chair shall make an effort to alternate between supporting and opposing arguments.

Amending

📄 Object: To change the main motion that is on the floor.

📄 Form: *I move to amend by inserting.....*

Or I move to amend by striking out.....

Or I move to strike out and insert.....

Amendments made one at a time and pertain to the motion. Require a second, is debatable & amendable, needs a majority vote.

Amending

“Friendly Amendments”

Friendly amendments may be used as long as every member of the body is in agreement with the amendment being proposed. Once a motion is stated by the chair it belongs to all members, not just the maker and the seconder.

Postpone to a Definite Time

📄 Object: To put off action on a motion on the floor to another time, day or meeting.

📄 Form: *I move to postpone the motion to the next meeting.*

Or I move to postpone the motion until after the guest speaks.

Requires a second, is debatable & amendable and needs a majority vote.

Reconsider

📄 Object: To bring a motion made in the same meeting back for another vote.

📄 Form: *I move to reconsider the motion to
..... I voted on the prevailing side.*

Can only be used in same meeting or on the next day. Requires a second and is debatable and requires a majority vote.

Rescind

📄 Object: To cancel a previous action or order.

📄 Form: *I move to rescind the motion relating to ... adopted at the ...meeting.*

Cannot be used when something has been done that is impossible to undo.

Requires a second, is debatable and amendable. A 2/3 vote is required when notice is not given/majority vote with notice.

Tips for Better Meetings

- ☞ Start the meeting on time
- ☞ Have clear rules of procedure that are designed to encourage audience participation
- ☞ Direct all comments and questions through the chair
- ☞ Discourage the addition of last minute items not already on the agenda



PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
Obtaining and assigning the floor		
A member rises when no one else has the floor		"Mr./Madam President/Chairman"
	Recognizes the member by name, title or nodding	
How the motion is brought before the assembly		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
Consideration of the motion		
See rules for debate (sidebar)		Debate
The chair puts the question to a vote of the assembly		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
The chair announces the results of the vote		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$ Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- * See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

¹TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
PRIVILEGED MOTIONS						
# Fix the Time to Which to Adjourn		S		A	M	R
# Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	
SUBSIDIARY MOTIONS						
Lay on the Table		S			M	R*
Previous Question		S			$\frac{2}{3}$	R*
# Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
# Commit or Refer		S	D	A	M	R
Amend ¹		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*
MAIN MOTIONS						
		S	D	A	M	R

NON-RANKING MOTIONS

INCIDENTAL MOTIONS

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
² Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table		S			M	
³ Rescind or Amend Something Previously Adopted		S	D	A	*	R*
³ Discharge a Committee		S	D	A	*	R*
⁴ Reconsider	*	S	D*		M	

NOTES

² Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

³ An Incidental Main Motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority vote of the entire assembly/membership.

⁴ Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.

EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article __ Section __ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**