

Robert's Rules, Rules of Decorum – Cheat Sheet

In General

<p>Role of the Presiding Officer (Mayor; Chair of Commission, Board, Committee)</p>	<ul style="list-style-type: none"> ▪ Preserves order and decorum. (SMC §2-01.01; Rule 2) ▪ Has general direction of the Council Chamber (Meeting). (SMC §2-01.1; Rule 2) ▪ Robert's Rules shall be followed as interpreted by the Presiding Officer; makes the final ruling on the rules. (SMC §2-01.01, Rule 5)
<p>Conduct During Meetings</p>	<ul style="list-style-type: none"> ▪ Members inform the Presiding Officer of their desire to speak and be acknowledged by the Presiding Officer before speaking. (Rules of Decorum, Section 1.C.2) ▪ Not delay or interrupt Council proceedings, not disturb any other Member while speaking, by conversation or otherwise. (Rules of Decorum, Section 1.C.4)

Robert's Rules

<p>Making and Handling Motions</p> <p><i>(Action may only be taken on items listed on the Agenda: Cal. Govt. Code §54954.3)</i></p>	<ul style="list-style-type: none"> ▪ The Presiding Officer asks whether a Member would like to make a motion: <i>"Would any Council member like to make a motion on this item?"</i> ▪ The Member makes a motion: <i>"I move that the City Council...[A recommended motion is included in each Staff Report to Council, Commission, Board, and Committee]"</i> ▪ The Presiding Officer asks whether a Member would like to second the motion: <i>"Would any Council member like to second the motion?"</i> ▪ A Member seconds the motion. ▪ The Presiding Officer asks whether there is any discussion on the pending motion. ▪ The Presiding Officer asks the Clerk to conduct a roll call vote on the pending motion. ▪ The Clerk announces the result of the vote.
<p>Basic Motions</p>	<ul style="list-style-type: none"> ▪ <u>Main Motion</u>: Puts forward a decision for the Body's consideration: <i>"I move that we approve a Resolution to..."</i> ▪ <u>Friendly Amendment</u>: When a Member wants to change a main motion that is before the Body; requires the motion maker to agree to the amendment: <i>"I want to suggest a friendly amendment to the motion..."</i> ▪ <u>Substitute Motion</u>: When a Member wants to replace the motion then currently before the Body with a new motion. The substitute motion will take priority and will be voted on first, if it receives a second: <i>"I would like to make a substitute motion that we..."</i>
<p>Requesting Points of Something</p>	<ul style="list-style-type: none"> ▪ <u>Point of Order</u>: Draws attention to a breach of the rules, improper procedure. ▪ <u>Point of Information</u>: A Member may need to bring up an additional point or additional information. ▪ <u>Point of Inquiry</u>: A Member may need to ask for clarification.

Action	What to Say	Can I Interrupt Speaker?	Need a Second?	Can Be Debated?	Can Be Amended?	Votes Needed
Introduce a main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion; Friendly Amendment	"I would like to make a friendly amendment to the motion to..."	No	Yes (Requires agreement)	Yes	Yes	Majority
Continue an item	"I move that we continue this item to..." [may need to be continued to a date certain]	No	Yes	Yes	No	Majority
Recess (Temporary break in meeting)	"I move that we recess...[e.g., "to 5:00 P.M." or "for 10 minutes"]"	No	Yes	No	No	Majority
Postpone Indefinitely	"I move that we postpone consideration of this item indefinitely...[e.g., to give staff additional time to do more research.]"	No	Yes	Yes	Yes	Majority
Table a motion (this only temporarily postpones an item)	"I move to table this item."	No	Yes	No	No	Majority
End debate; Call for the Question (requires separate vote before the main motion is voted on)	"I move the previous question."; "I call for the question."	No	Yes	Yes	No	Two-Thirds
Object to Procedure; Enforce the Rules	"Point of order."	Yes	No	No	No	Presiding Officer Decision; No Vote