

**Air Quality Advisory Council**  
**Proposed Parliamentary Procedures for Council Meetings**  
**Based on Robert's Rules of Order**  
Membership Committee  
April 17, 2003

The Council will use the following parliamentary procedures during conduct of its meeting. These procedures are based on Robert's Rules of Order, a time-tested method of conducting business at meetings and public gatherings. Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Robert's Rules of Order have been modified to fit the Council, so as to reflect the more casual style of the meetings.

**Typical agenda.**

In general, the agenda will follow the fixed order of business outlined below. This order can be varied if necessary for the efficient and effective flow of business:

1. Call to order (by the Chair)
2. Recognize excused absences, establish voting membership for the meeting
3. Approve agenda
4. Approve minutes of last meeting
5. Presentation or main topic(s) of discussion for evening
6. Committee Reports
7. Staff Report
8. Announcements, Other Business
9. Adjournment

**Motions.**

A motion is a proposal that the entire membership take action or a stand on an issue.

Voting members can:

1. Make motions
2. Second motions
3. Debate motions
4. Offer amendments to motions
5. Vote on motions

Alternates that are not voting members for the evening can only debate motions.

Types of Motions:

1. Main motion: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor.
2. Motion to amend: during the debate of a main motion, a member may offer an amendment. If the amendment is accepted as "friendly" by the proposer of the main motion, the main motion can be changed without a formal vote. If not accepted as friendly, the motion to amend must be voted on before the main motion is voted on.

3. Motion to refer to committee: applies only to a main motion. This refers a question to a specific group with a specific time and charge.
4. Motion to table: used to go on to another agenda item, or to postpone discussion on a motion. Any member can “take the motion from the table” for reconsideration by the membership.

#### How Motions are Presented:

1. Obtaining the floor: wait until the Chair recognizes you.
2. Make your motion:
  - a. Speak in a clear, concise manner.
  - b. Always state a motion affirmatively. Say, “I move that we...” rather than, “I move that we do not...”
  - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion:
  - a. If no one seconds the motion, the Chair will call for a second.
  - b. If there is no second, the motion is lost.
4. Once there is a second, the Chair will state your motion:
  - a. The Chair will say, “It has been moved and seconded that we...” Thus placing your motion before the membership for consideration and action.
  - b. The membership then debates the motion or moves directly to a vote.
  - c. Once your motion is presented to the membership by the Chair, it becomes “assembly property” and cannot be changed by you without the consent of the members (i.e., through the amendment process.)
5. Debating the motion:
  - a. The time for you to speak in favor of your motion is after the Chair has placed it before the Council for consideration, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. Keep to any time limits the Chair may have established for the debate.
6. Putting the question to the membership:
  - a. The Chair asks, “Are you ready to vote on the question?”
  - b. If there is no more discussion, a vote is taken.

#### Voting on a Motion:

The Advisory Council uses the following four methods of voting:

1. By Voice – The Chair asks those in favor to say “aye” and those opposed to say “no.” Any member can request an exact count.
2. By Division – Similar to the voice vote, except that members raise their hands when asked by the Chair. This allows for an exact vote.
3. By General Consent – When a motion is not likely to be opposed, the Chair says, “If there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Ballot – Members write their vote on a slip of paper. This method is used when secrecy is desired. Any member can request a ballot vote.

Basic rules of conduct:

1. Obtain the floor properly – wait to speak until the Chair recognizes you.
2. Speak clearly and concisely
3. Obey the rules of debate

4. Be courteous.