

MOTION SICKNESS – *SERIOUSLY!*

AMCTO – ZONE 2

SPRING MEETING – APRIL 20, 2018

PRESENTED BY: DEBI WILCOX

INTRODUCTION

- Let me introduce myself....Debi Wilcox
- Retired as the Director of Legislative Services/Regional Clerk for the Region of Durham in December 2016
- Opened own business – Meeting Solutions Group
- 35 years in the public sector, 25 of those in the Clerk field
- Masters of Public Administration, Executive Masters in Municipal Management, Certified Municipal Officer, Certified Municipal Manager, Registered Parliamentarian, Certified Instructor – Roberts Rules Made Simple ©
- Former Region X Director, IIMC, Chair/Director of Zone 4

PURPOSE

- Has your Council gone crazy with motions?
- Is there no understanding of parliamentary basics?
- Let's look at some tools for Municipal Clerks to train your Council on how to be an informed elected official and use motions correctly and efficiently

WHAT YOU WILL LEARN

- Refresher on the basics of Parliamentary procedure
- Training Tools to Educate Council
- Overview of the Robert's Rules Made Simple program

IT IS IMPORTANT THAT COUNCIL
MAKES THE MOST OF THEIR TIME
TOGETHER AS THIS IS WHEN IT'S
AUTHORITY IS EXERCISED

BASIC PRINCIPLES

ALL MEMBERS HAVE EQUAL RIGHTS, PRIVILEGES AND OBLIGATIONS

- Right to participate fully by means of receiving notice, attending, making motions, debating and voting
- Right to factual information to help make decisions
- Right of full debate before voting
- Right to an efficient meeting

BASIC PRINCIPLES

ALL MEMBERS HAVE EQUAL RIGHTS, PRIVILEGES AND OBLIGATIONS

- Any restrictions on rights must apply to all members
- Obligation to abide by the rules of the organization
- Obligation to abide by the decisions reached in a legal meeting

WHY DO WE
HAVE RULES FOR
A MEETING?

So that business can be
conducted in the most efficient
and effective manner in the least
amount of time.

Jim Lochrie

WHAT IS A MOTION?


- A motion is a formal proposal by a member that the Council (Committee/Board) take certain action, by stating...

I move that.....



MOTIONS

Motions are the tool by which the wishes of Council are decided



KINDS OF MOTIONS

- Ensure Members of Council understand the kind of motion they wish to make
- Understanding leads to reduced motions and a more effective motion

GENERAL TYPES OF MOTIONS

1

Main Motions

2

Subsidiary
Motions

3

Privileged
Motions

4

Incidental
Motions

MAIN MOTION

- It is an item that a Member of Council wants to introduce in order for Council to consider and vote on
- A member cannot introduce a main motion when any other motion is on the floor
- Main motions yield to privileged, subsidiary and incidental motions

SUBSIDIARY MOTIONS

- The purpose of a subsidiary motion is to change or affect how a main motion is handled
- Council votes on the subsidiary motion before they vote on the main motion

PRIVILEGED MOTIONS

- The purpose of a privileged motion is to bring up items that are urgent about special or important matters that are unrelated to pending business

INCIDENTAL MOTIONS

- These motions are incidental to the business at hand

MOTIONS THAT BRING A QUESTION AGAIN BEFORE COUNCIL

- Another type of motion are the motions that bring a question before the assembly in order to allow the assembly to reopen a completed question

6 STEPS TO HANDLING A MOTION

One member makes the motion

Another member seconds the motion

The presiding member (Chair) states the motion

The members debate (and amend) motion

The presiding member puts the motion to a vote

The presiding member announces the results of the vote

PROVIDE MEMBERS WITH A CHEAT SHEET

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

MAKING CLEAR MOTIONS

- As part of your training, help Council understand a well crafted motion
- Explain how they are made
- How to make the motion clear
- Prepare early and write it down

WRITING A CLEAR, CONCISE MOTION



TIPS

- Once there is an understanding of the kind of motion needed, it is easier to write the motion
- Motion forms provide the opportunity to determine exactly what needs to be accomplished

USE MOTION FORMS

- Implement the use of motion forms
- Articulate in your procedural rules 'motions are to be in writing'
- Deters extensive abuse of motions

USE OF MOTION FORMS

- Encourages clear motions when it is written down
- Scenario: Long, complex discussion and then....

“I move that....”

How many times as Clerks (Recording Secretary) have you had that deer in the headlight look.

Say What!!!



MOTION FORM

COUNCIL MEETING

Date of Meeting: _____

Subject: _____

Moved by: _____

Seconded by: _____

MOTION:

Clerk's Use Only:

Approved: _____ Resolution #: _____

MINIMIZING MOTIONS

- While it's the role of the Chair to maintain order at a meeting, it's the role of each member to govern their own conduct
- Decision making is more about relationships than it is about adhering to the rules.

Too many motions leads to team dysfunction.

“a team dysfunction is a personal behaviour or systemic condition that reduces a team’s ability to make quality decisions, together, and at a comfortable pace.” Eli Mina

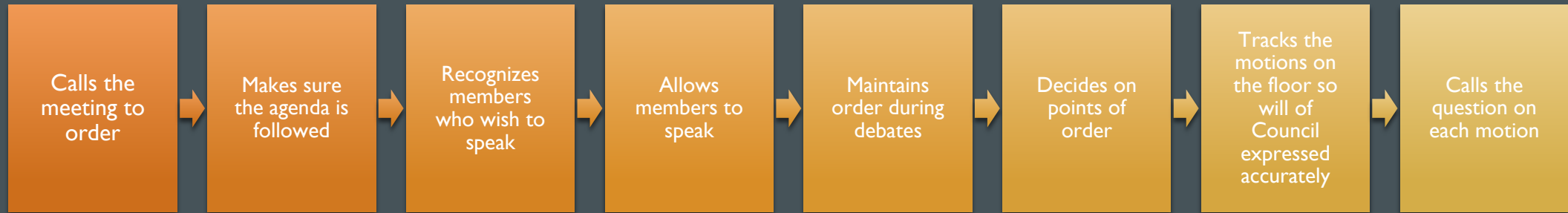
TEAM DYSFUNCTION



CONDUCT AND DEBATE

Every procedural guideline contains a section on how Council will conduct itself and debate





ROLE OF THE CHAIR

ENCOURAGE YOUR MEMBERS TO BE JUDICIOUS

- Don't abuse rules to manipulate the meeting or the recommendation
- Let them know it could affect their reputation

FRUSTRATION CHART

- Provide your Chair with a 'Frustration Chart'
- Eli Mina has created what I think is a perfect chart

ADDRESSING FRUSTRATIONS DURING MEETINGS

If this occurs	You can say:
Digression	<i>"Point of order. Can we please get back to the agenda?" Or</i> <i>"Can we please focus on the core issue, which is _____?"</i>
Interruptions	<i>"Point of order. Can we have one person speaking at a time?" Or</i> <i>"Can we speak by raising hands?" Or</i> <i>"Can we please hear people out?"</i>
Last minute motion	<i>"I am not comfortable debating a new issue this late and without the benefit of professional analysis. I move that this motion be postponed until the next meeting." Or:</i> <i>"Given that it's late, I suggest that we discuss this motion informally now, and then refer it to the administration for professional analysis."</i>
Personal criticism	<i>"Point of order. We should be focusing on issues, not people."</i>

TRAINING

- As part of a Council training program, caution Members of Council on amending motions
- This should be done with caution as sometimes they are not aware of intended consequences

TRAINING

- Encourage Members of Council to rely on staff
- Ensure you have CAO/Senior Management support
- Assist Members of Council if they wish to bring forward a Notice of Motion – ‘write it for them’

HELP MEMBERS OF COUNCIL PREPARE

THE 5 W'S

- What is the meeting for?
- What part should I play?
- What paper must I read?
- Which people do I need to consult?
- What did I promise to do before the meeting?

Source: Good Councillors Guide

TOOLS TO DEBATE WISELY

INCLUDE THIS AS PART OF YOUR TRAINING PROGRAM FOR COUNCIL

Get the Chair's attention to be added to the speakers list

Participate – don't ramble

Make insightful remarks at the right time, not every time

Confine the remarks to the merits of the pending question

Speak once, for X minutes

Understand the rules

HELPFUL TIPS

INCLUDE IN YOUR COUNCIL
ORIENTATION OR TRAINING
MANUAL

- When writing a motion, be specific and concise
- Understand the different motion types
- Address potential objections
- Rely on the Chair

GREAT TRAINING

- Let's learn a little bit about the Robert's Rules Made Simple© program
- You can adapt what you learn to your environment

THANK YOU!

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