

PARLIAMENTARY PROCEDURES



REBECCA HUERTA, CITY SECRETARY

Parliamentary Law

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It is an organized system that allows a group of people to come together to make a decision. The system is made up of basic principles and rules that determine how the group will proceed through the decision-making process.

Introduction of Business: Regular Agenda

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New Process:

- 1. NEW:** Mayor calls for agenda item to be considered AND reads the subheading of the item to be discussed. For example:
- 2.** Staff presentation on the purpose of the item.
- 3.** Mayor calls for public comment.
- 4.** Mayor calls for Council comments.
- 5. NEW:** Bring forward the motion: Once recognized by the Mayor, a member makes a motion for approval or passage of the item. If there is a second, the Mayor restates the motion.

1st Council Member: *“I move to approve the resolution.”*

2nd Council Member: *“Second.”*

Mayor: *“It has been moved and seconded to approve the resolution.”*

Introduction of Business – Regular Agenda

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- 6. NEW: Considering the motion:** Once the motion is stated by the Mayor and on the floor, the Mayor asks if there is any further discussion. At this point, the Council can make motions to amend, table, etc., the action, if desired, or end discussion.

Mayor: *“There being no further discussion, the question is to approve the resolution. Let’s vote.”*

- 7.** The Mayor calls for roll call vote.
- 8.** City Secretary calls the roll, and announces the result of the vote.

Introduction of Business – Public Hearing

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New Process:

- 1. NEW:** Mayor introduces the proposed item by reading the subheading of the item to be discussed. For example:
Mayor: “Item 6 is a Public Hearing and First Reading Ordinance to consider Case No. 1114-06 Robert S. Browning, a rezoning from Farm Rural to Commercial located at 3718 Airline Road.”
- 2.** Staff presentation on the purpose of the item.
- 3. NEW:** Mayor opens public hearing. No motion and second by Council members are necessary to open.

Introduction of Business – Public Hearing

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4. Mayor calls for public comment.
5. **NEW:** Mayor closes public hearing after all interested persons have had an opportunity to comment. Again, no motion and second by Council members are necessary.
6. Mayor asks for Council comments
7. **NEW: Bring forward the motion:** Once recognized by the Mayor, a member makes a motion for approval or passage of the item. If there is a second, the Mayor restates the motion for clarity.

1st Council Member: *“I move that we approve the ordinance.”*

2nd Council Member: *“Second.”*

Mayor: *“It has been moved and seconded that we approve the ordinance.”*

Introduction of Business – Public Hearing

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8. **NEW: Considering the motion:** Once the motion is stated by the Mayor and on the floor, the Mayor asks if there is any further discussion. At this point, the Council can make motions to amend, table, etc. the action, if desired, or end discussion.
9. Once debate has ended, the Mayor calls for roll call vote.
10. City Secretary calls for roll call vote, and announces the result of the vote.

Questions?

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