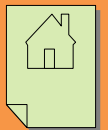


# Don't Put Your Council Meetings in "Jeopardy"

2014 Annual Meeting

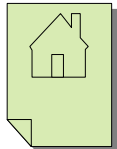
# MUNICIPAL JEOPARDY!



# Effective Council Meetings

**A quorum of council must be present to conduct business. What constitutes a quorum of council?**

- (a) Three members regardless of council size
- (b) Fifty percent of the councilmembers plus one member**
- (c) Two-thirds of members present



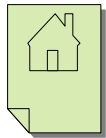
# Effective Council Meetings

**This document is used at a council meeting to list items to be discussed and to guide the order in which business is to be conducted?**

(a) Robert's Rules of Order

**(b) Agenda**

(c) Minutes



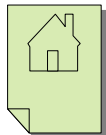
# Effective Council Meetings

**What handbook does the Municipal Association publish to assist councils in conducting effective meetings?**

*(a) Model Employee Handbook for Municipalities in South Carolina*

*(b) How to Conduct Effective Meetings*

*(c) Effective Meetings for Dummies*



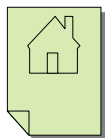
# Effective Council Meetings

**Under Robert's, who is responsible for maintaining order in the meeting and to call both members of the public and council to order if they act in a manner that disrupts the meeting?**

(a) Mayor or presiding officer

(b) Council

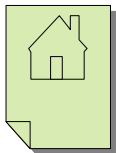
(c) Sergeant at Arms



# Effective Council Meetings

**Under Robert's, what are the successive steps to call a disruptive member of council or the public to order?**

- (a) Call disruptive person to order, adjourn meeting
- (b) Call disruptive person to order, call the police
- (c) Call meeting to order, call disruptive person to order, call for discipline of disruptive person



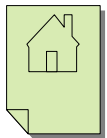
# Local Rules of Procedures

**State law requires municipal councils to adopt these for the orderly and proper disposal of matters coming before council.**

(a) Minutes

(b) Bylaws

(c) Local rules of procedure





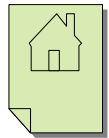
# Local Rules of Procedures

**What method must a municipal council use to adopt rules of procedure?**

(a) Ordinance

(b) Resolution

(c) Motion



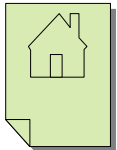
# Local Rules of Procedures

**The primary purpose of rules of procedure is to provide for majority rule and meeting efficiency while ensuring this.**

**(a) Impartiality and fairness to all members of council**

(b) A strategic advantage for the presiding officer

(c) Unlimited public participation

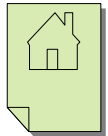


# Local Rules of Procedures

**Under the state Freedom of Information Act, adopted rules of procedure are public documents subject to immediate release to the public.**

(a) True

(b) False



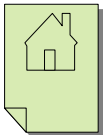
# Local Rules of Procedures

**What handbook does the Municipal Association publish to assist in the adoption of council rules of procedure?**

*(a) How to Conduct Effective Meetings*

*(b) Handbook for Municipal Elected Officials*

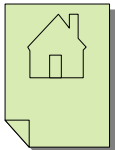
*(c) Model Rules of Procedure*



# Rules of Procedure – The Basics

**What are municipalities encouraged to adopt to supplement their local rules of procedure and aid in meeting management?**

- (a) Rules of Civil Procedure
- (b) The presiding officer's personal rules of procedure
- (c) **Nationally recognized rules of procedure such as Robert's Rules of Order**



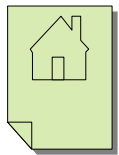
# Rules of Procedure – The Basics

**What are the most commonly used rules of parliamentary procedure?**

*(a) Meeting Procedures for Mayors*

*(b) Robert's Rules of Order*

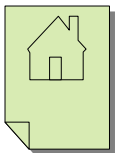
*(c) The King's Rules of Procedure*



# Rules of Procedure – The Basics

**Under Robert's Rules, what action is required before the presiding officer allows debate?**

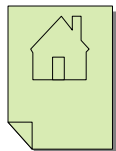
- a) A motion and second to place a question on the floor
- b) A hand raised by a council member
- c) The first councilmember to speak



# Rules of Procedure – The Basics

**Some provisions of Robert's Rules may conflict with local rules of procedure or state law, when this occurs in what order should the law/rules be used?**

- (a) Robert's Rules, local rules of procedure, state law
- (b) State law, local rules of procedure, Robert's Rules**
- (c) The presiding officer decides





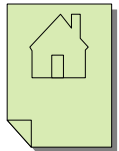
# Rules of Procedure – The Basics

**Under Robert's Rules, who is authorized to issue procedural rulings related to the rules of procedure?**

(a) Council

(b) City attorney

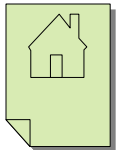
(c) Presiding officer (usually the mayor)



# Robert's Rules – Motions

**Who can make a motion to reconsider a previous vote?**

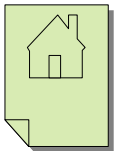
- (a) Any member of council
- (b) The presiding officer
- (c) Any member voting on the prevailing side of the previous vote



# Robert's Rules – Motions

**What action is required to suspend rules of procedure?**

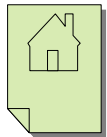
- (a) A motion and simple majority vote of council
- (b) A motion and 2/3 vote of council**
- (c) A decision by the presiding officer to suspend rules of procedure



# Robert's Rules – Motions

**What action is required to appeal and override a ruling by the presiding officer?**

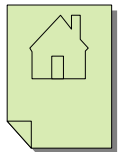
- (a) A motion and 2/3 vote of council
- (b) Ruling cannot be appealed
- (c) A motion and simple majority vote of council**



# Robert's Rules –Motions

**When can the member making a motion speak in support of the motion?**

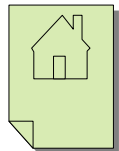
- (a) At any time
- (b) First and last
- (c) First**



# Robert's Rules – Motions

**Robert's Rules provide that no member may speak more than twice on a matter and may not speak a second time until what happens?**

- (a) Granted approval by the presiding officer
- (b) All members have been given a chance to speak**
- (c) Council votes to allow additional debate



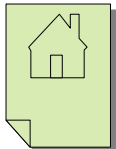
# Robert's Rules – Types of Motions

**This type of motion introduces business to council for action and is subject to amendment and debate.**

(a) Privileged motion

(b) Incidental motion

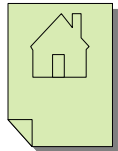
**(c) Main Motion**



# Robert's Rules— Types of Motions

**This type of motion has priority over all other motions. (ex. motion to adjourn)**

- (a) Main motion
- (b) Incidental motion
- (c) Privileged motion**





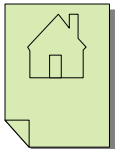
# Robert's Rules – Types of Motions

**This type of motion is used to amend, table, postpone or call for the question and is voted on before the main motion.**

(a) Secondary motion

(b) Privileged motion

(c) Main motion



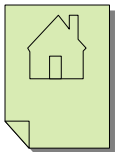
# Robert's Rules – Types of Motions

- **Suspension of the rules or appeals to the presiding officer are examples of this type of motion.**

(a) **Incidental motion**

(b) Secondary motion

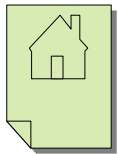
(c) Main Motion



# Robert's Rules – Types of Motions

**Under Robert's Rules, what actions are required to close debate on an item?**

- (a) A motion, second and simple majority vote
- (b) A motion, second and 2/3 vote of council**
- (c) A ruling by the presiding officer



# Miscellaneous

**Under Robert's Rules, in what order are the motions disposed of when multiple secondary motions are on the floor at the same time?**

- (a) In the order preferred by the presiding officer
- (b) **In the reverse order the motions were made**
- (c) In the order the motions are made

