

Effective Meeting Management

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Merritt College Academic Senate
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The Purpose of a Meeting is

...TO TAKE ACTION

If you spend most of your meeting time without taking action, ...you are doing too many things wrong.

FIX IT or ADJOURN!



The Purpose of a Debate is

...TO SWAY THE VOTE

If anyone speaks and his purpose is clearly not to sway the vote, ...he is showcasing his knowledge, over-estimating his importance, or tuning his voice.

CORRECT HIM or SILENCE HIM!



Meetings are Disliked by Everyone

...THANKS TO OUR ABUSE OF DEBATE TIME

A weak Presiding Officer and the shy Senators allow a business meeting to be hijacked by people who disrespect the rules.

MAKE EVERY MEETING PURPOSEFUL or GO HOME!



*Effective Meeting Management
Debate Protocol*

From 3 hours to 45 Minutes
in 10 Easy Steps

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1. Only One Person has the Floor

RONR (12th ed.) 3:31

Problem:

Several members speak at once especially in zoom. Each has a right to speak. Each has something important to share.

The Chair should say...



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Problem:

Several members speak at once especially in zoom. Each has a right to speak. Each has something important to share.

The Chair should say...

“Please, at the moment, Senator B has the floor.”



2. Speak Only After Being Recognized

RONR (12th ed.) 3:30

Problem:

One member finishes his comments, and we have silence in the meeting. The next speaker jumps in and is the only one speaking.

The Chair should say...



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RONR (12th ed.) 3:30

Problem:

One member finishes his comments, and we have silence in the meeting. The next speaker jumps in and is the only one speaking.

The Chair should say...

“Please wait your turn.. Senator B has the floor.”



3. Comments Only Through Chair

RONR (12th ed.) 43:22

Problem:

A member directs an important question to another member, or to an officer, or to the member presenting a report.

(Zoom Chat for TEXTING, no. For HELP or Speaking Request, yes)

The Chair should say...



3. Comments Only Through Chair

RONR (12th ed.) 43:22

Problem:

A member directs an important question to another member, or to an officer, or to the member presenting a report.

(Zoom Chat for TEXTING, no. For HELP or Speaking Request, yes)

The Chair should say...

“Please direct your comments through the Chair.”

“Please take a seat and discontinue your side conversations.”



4. Comments are Confined to Current Question

RONR (12th ed.) 43:20

Problem:

A motion has been made. An amendment is the current question. A member wishes to debate the main motion, or an idea foreign to both the main motion and the amendment.

The Chair should say...



4. Comments are Confined to Current Question

RONR (12th ed.) 43:20

Problem:

A motion has been made. An amendment is the current question. A member wishes to debate the main motion, or an idea foreign to both the main motion and the amendment.

The Chair should say...

“Do you have any specific comments related to the current question?”

“Do you have any information that we have not heard, yet?”



5. Debate Must Alternate – Pro vs Con

RONR (12th ed.) 42:9(3)

Problem:

Member A speaks in favor of the motion. So does Member B and Member C. The Presiding Officer is unable to recognize any opposition speakers by their facial expressions.

The Chair should say...



5. Debate Must Alternate – Pro vs Con

RONR (12th ed.) 42:9(3)

Problem:

Member A speaks in favor of the motion. So does Member B and Member C. The Presiding Officer is unable to recognize any opposition speakers by their facial expressions.

The Chair should say...

“We have heard 3 speakers in favor. Does anyone wish to speak against the motion?”



6. Complaints are Not In Order

RONR (12th ed.) 61:10-11

Problem:

A member seeks only to complain, to moan, and to criticize. He seeks only to show his disapproval and inflict his bitterness on the board.

The Chair should say...



6. Complaints are Not In Order

RONR (12th ed.) 61:10-11

Problem:

A member seeks only to complain, to moan, and to criticize. He seeks only to show his disapproval and inflict his bitterness on the board.

The Chair should say...

“Are you speaking for or against the motion?”

“Do you wish to amend, ...refer, ...postpone the motion?”



7. Second Speech is Controlled

RONR (12th ed.) 42:9(2)

Problem:

A member speaks once and then insists on offering his feedback or a rebuttal to every subsequent speaker.

The Chair should say...



7. Second Speech is Controlled

RONR (12th ed.) 42:9(2)

Problem:

A member speaks once and then insists on offering his feedback or a rebuttal to every subsequent speaker.

The Chair should say...

“Senator, you have already spoken once. Does anyone wish to speak who has not spoken yet?”



8. No Verbal Attacks are Ever Tolerated

RONR (12th ed.) 43:21

Problem:

A member attacks another member's motives, personality traits, or skill levels.

The Chair should say...



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RONR (12th ed.) 43:21

Problem:

A member attacks another member's motives, personality traits, or skill levels.

The Chair should say...

“The member will maintain proper decorum or will not be allowed to continue speaking.”



9. Debate Limits Must be Enforced

RONR (12th ed.) 43:8; 43:12

Problem:

A member knows the established debate time limits but refuses to comply. Instead, he filibusters the debate attempting to drown out others.

The Chair should say...



9. Debate Limits Must be Enforced

RONR (12th ed.) 43:8; 43:12

Problem:

A member knows the established debate time limits but refuses to comply. Instead, he filibusters the debate attempting to drown out others.

The Chair should say...

“Sir, you have exhausted your speaking time limit. Now, Senator D will have the floor.”



10. Main Motion First; Debate Follows

RONR (12th ed.) 43:4

Problem:

Agenda item is introduced by the Presiding Officer. Prolonged debate starts immediately on the agenda item. When it is time to vote no one knows what they are voting on.

The Chair should say...



10. Main Motion First; Debate Follows

RONR (12th ed.) 43:4

Problem:

Agenda item is introduced by the Presiding Officer. Prolonged debate starts immediately on the agenda item. When it is time to vote no one knows what they are voting on.

The Chair should say...

“Sir, did you wish to propose a motion?”

“Does anyone wish to propose a motion?”



Effective Meeting Management
Robert's Rules of Order

Nine Fundamental Parliamentary Concepts

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1. Six Steps to Handling a Motion

1. Senator A is recognized and proposes a motion.
Senator A: *"I move that this board hold an end of the year dinner."*
2. Senator B: *"Second"*
3. **Chair:** *"It is moved and seconded to hold an end of the year dinner ."*
4. Chair: *"Is there any discussion? Are you ready for the question?"*
5. Chair: *"All in favor raise your hand. Lower it. "
"All opposed raise your hand. Lower it."*
6. **Chair:** *"The affirmative has it."*
"The motion is adopted. "
"We shall hold an end of the year dinner."



2A. Amend by Inserting

Main Motion: “I move that this board hold an end of the year dinner.”

Senator A: “I move to amend by inserting ‘_____’ after(or before) ‘_____’.”

*Chair: “It is moved and seconded to amend by inserting ‘_____’”
“If the amendment is adopted the motion will read, ‘...’”*



2B. Amend by Striking Out

Main Motion: *“I move that this board hold an end of the year dinner.”*

Senator A: *“I move to amend by striking out ‘_____’ after(or before) ‘_____’.”*

Chair: *“It is moved and seconded to amend by striking out ‘_____’”*
“If the amendment is adopted the main motion will read, ‘...’”



2C. Amend by Striking Out and Inserting

Main Motion: “I move that this board hold an end of the year dinner.”

Senator A: “I move to amend by striking out ‘_____’ and inserting ‘_____’.”

Chair:

“It is moved and seconded to amend by striking out ‘_____’ and inserting ‘_____’.”

“If the amendment is adopted the main motion will read, ‘...’”



3. Delay Taking a Vote on a Motion

RONR (12th ed.) 17:1

3. Lay the Motion on the Table

Urgent, short, unplanned, interruption of the handling of a motion.

"I move to lay the motion on the table."



3 & 4 Delay Taking a Vote on a Motion

RONR (12th ed.) 14:1

3. Lay the Motion on the Table

Short, unplanned, interruption of the handling of a motion.

4. Postpone the Motion to Certain Time

Continue handling the motion later on the agenda or at the next meeting.

“I move to postpone the motion.”

“I move to postpone the motion until after lunch at 1 pm.”

“I move to postpone the motion until after we hear the Finance Report.”



3, 4, & 5 Delay Taking a Vote on a Motion

RONR (12th ed.) 13:1

3. Lay the Motion on the Table

Short, unplanned, interruption of the handling of a motion.

4. Postpone the Motion to Certain Time

Continue handling the motion later on the agenda or at the next meeting.

5. Refer the Motion to a Committee

Assign the motion to a small group to bring back recommendations.

“I move to refer the motion to a Special Committee.”

“I move to refer the motion to a Standing Committee.”



3 & 4 Delay Taking a Vote on a Motion

Drill: *Lay on the Table or Postpone?*

Situation: You think you need to hear the Treasurer's Report before you can vote wisely.

You say, "*I move ...*"



3 & 4 Delay Taking a Vote on a Motion

Drill: *Lay on the Table or Postpone?*

Situation: The President of the college walks into your meeting to request 10 minutes so that the Senate will support a memo he will take to the District Office tomorrow morning.

You say, "*I move ...*"



3 & 4 Delay Taking a Vote on a Motion

Drill: *Lay on the Table or Postpone?*

Situation: In the middle of the Senate's handling of your motion, you realize that most of your backers have had to leave. The vote is about to be taken and your motion will be defeated.

You say, "*I move ...*"



3 & 4 Delay Taking a Vote on a Motion

Drill: *Lay on the Table or Postpone?*

Situation: During an all-day meeting, you asked your friends to be at the meeting in the afternoon, expecting your motion to be handled in the afternoon. Suddenly, your motion comes up in the morning and the vote is about to be taken.

You say, “*I move ...*”



5. Refer to a Committee

Standing Committee (Listed in the bylaws?)	Special Committee (Ad Hoc – Disbands when done.)
<p><i>How many members?</i></p> <p><i>Name them?</i></p> <p><i>Who shall be the Chair?</i></p> <p>What is their assigned task?</p> <p>When shall they report back?</p>	<p>How many members?</p> <p>Name them?</p> <p>Who shall be the Chair?</p> <p>What is their assigned task?</p> <p>When shall they report back?</p>



5. Delay Taking a Vote on a Motion

RONR (12th ed.) 50:3

Drill: *Standing Committee or Special Committee?*

Situation: A member wishes to celebrate Earth Day with an event on the Quad and he realizes that he needs ideas and helpers.

You say, *"I move to refer the motion to ..."*



5. Delay Taking a Vote on a Motion

RONR (12th ed.) 50:3

Drill: *Standing Committee or Special Committee?*

Situation: A member wishes to celebrate Earth Day, but he needs \$100 from the events line item from the budget.

You say, *“I move to refer the motion to ...”*



6. Essential Interrupting Motions

A. The Senator does not need to be recognized to interrupt with these incidental motion. These motions do not need a second. Neither debate, nor amendments, nor voting is allowed.

Request for Information Parliamentary Inquiry	Division Point of Order
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B. Two Essential motions, but **MAY NOT INTERRUPT**:
Must be recognized, need a second, require 2/3 vote to adopt.

Limit or Extend Limits of Debate.	Call the Question
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Motions for the Serious Board Member

7. Suspend the Rules
8. Point of Order
9. Previous Question (Call the Question)



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

1. Some rules can be legally suspended. Other rules cannot be suspended at all.
2. The mover may not interrupt a speaker.
3. The mover must be recognized by the Chair.
4. The motion is made and needs a second.
5. The motion is not debatable and is not amendable.
6. The motion requires a 2/3 vote to adopt.



7. Some Rules May be Suspended

RONR (12th ed.) 2:1-25

1. Federal Statutes
2. State Laws – Brown Act; Education Code
3. County and City Ordinances
4. College District Policies and College Policies
5. Academic Faculty Constitution
6. Academic Faculty Bylaws

7. Robert's Rules of Order = 2/3 vote required

8. Standing Rules = Majority vote required



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

“I move to suspend the rules that prohibit us from ...”

“ ... taking up agenda item #10 at this time.”

“ ... from having 2 motions at one time.”

“ ... from requiring reports a week before the meeting.”

It is not proper or logical to say...

“I move to suspend the orders of the day.”

“I move to suspend the rules.”

“I move that we suspend the bylaws.”



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

Situation: Every speaker is allowed to speak for 2 minutes.
You want this speaker to be allowed a total of 3 minutes.

You say, *“I move to ..”*



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

Situation: Smoking is not allowed in the meeting hall. But just this once, you want smoking to be allowed.

You say, “*I move to ..*”



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

Situation: The bylaws state that elections will be decided by ballot. You think that ballots are a waste of time and want the election to be decided by a show of hands.

You say, *“I move to ..”*



7. Some Rules May be Suspended

RONR (12th ed.) 25:1

Situation: Members of the Senate have the right to vote. You think that one of the Club Members (that is not a member of the Senate) should be allowed to cast a vote.

You say, “*I move to ..*”



8. *“Point of Order”* stops Violations of the Rules.

RONR (12th ed.) 23:1

1. A member must yell out, *“Point of Order”*.
2. Must interrupt the speaker.
3. Neither a second nor a vote is necessary.
4. Must force the Chair to make a *“Ruling”*.
5. Any member may *“Appeal the decision of the chair.”*
6. Debate and a vote will complete the *“Appeal”*.



8. Rule Violations must not be tolerated - 1.

Situation: Academic Senate President says, *“I call a meeting of the Classified Board for next Monday and I will preside.”*

A: *“Point of Order”*

Ch: *“What is your Point of Order?”*

A: *“The President of the Senate has no authority to ...”*

Ch: *“Your point is not well taken.”*

B: *“I Appeal from the Decision of the Chair.”*

C: *“Second”*



8. Rule Violations must not be tolerated - 2.

Ch: *“The decision of the chair is appealed from.”*

[The chair states the exact question at issue, and the reasons for his decision. Allows each member to debate ONCE. Closes debate with a defense of his reasoning.]

Ch: *“Shall the decision of the chair stand as the judgment of the Senate?”* [Or, *“Shall the decision of the chair be sustained.”*]
“A majority or a tie vote sustains the decision of the chair.”



9. Previous Question stops debate, leads to a Vote

RONR (12th ed.) 16:1

A: *“I move the Previous Question. (Or I call the Question.)”* [Seconded]

Ch: *The Previous Question is moved and seconded.”*

[No debate; no amendments]

Ch: *“Those in favor of ordering the Previous Question, please raise your hand. Those opposed, please raise your hand.”*

Ch: *“There being 2/3 in the affirmative, the Previous Question is ordered.”*

Ch: *“The question before you is the main motion.”*

Ch: *“Those in favor of the main motion, raise your hand. Those opposed, please raise your hand. The affirmative has it. The main motion is adopted.”*



9. Previous Question stops debate, lead to Vote

RONR (12th ed.) 16:1

Drill:

A: *“I move the Previous Question. (Or I call the Question.)”* [Seconded]

Ch: *“....”*

Ch: *“Those in favor of ordering the Previous Question,”*

Ch: *“There being ..., the Previous Question is ordered.”*

Ch: *“The question before you is the main motion.”*

Ch: *“Those in favor of the main motion, ...”*

Ch: *“The ... has it. The main motion is ...”*



Effective Meeting Management

And Now to the Brown Act

