

HOW THE MAYOR AND CLERK PARTNER TOGETHER TO GET THINGS DONE AT MEETINGS

2025 AWC ANNUAL CONFERENCE

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LEARNING OBJECTIVES

1. How to develop effective communication strategies during meetings
2. How to choose the right motion to reach outcomes
3. How to run effective and efficient meetings



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DISCLAIMER

The material contained in this presentation is based upon the principles and practices of parliamentary procedure. We are not attorneys and nothing in this presentation constitutes legal advice.

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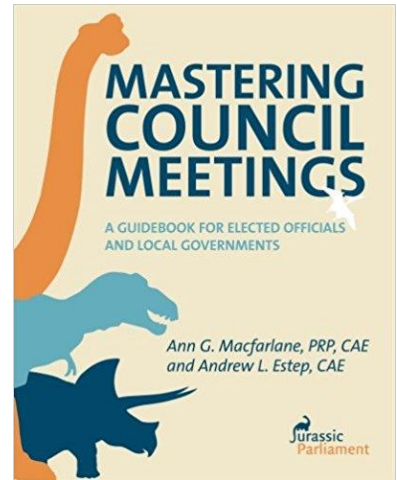
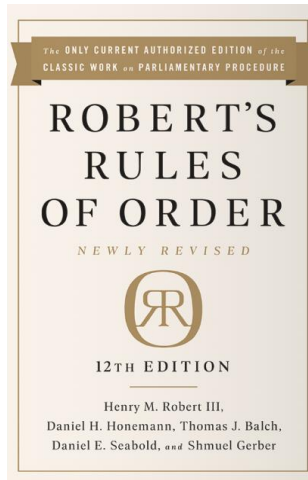
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REFERENCES



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QUESTIONS FOR THE GROUP



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1. EFFECTIVE COMMUNICATION

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Start and adjourn meeting on time



Follow agenda and run meetings efficiently



Recognize members to speak



Facilitate debate and voting; ensure rules are followed



Rule on Points of Order; enforce rules on order and decorum



Respond to inquiries re: parliamentary procedure or information

CHAIR'S ROLE

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CLERK'S ROLE

Prepare and bring necessary materials.

Ensure meeting room is set-up appropriately.

Ensure meeting is recorded; provide hybrid meeting support.

Assist with public comment and presenters.

Assist the body with parliamentary procedure.

Take notes for minutes, documenting attendance, motions and votes.

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EMPOWERING THE CLERK

The Clerk is a resource for the Chair.

Communication between the Chair and Clerk will make the business of the meeting more efficient and minimize errors.

Recommend the Clerk or other staff be empowered to make a Point of Order if they see that an error is in process or is likely to occur.

Clerk should feel empowered to speak up when they notice something wrong. Creating a welcome atmosphere for staff will help.

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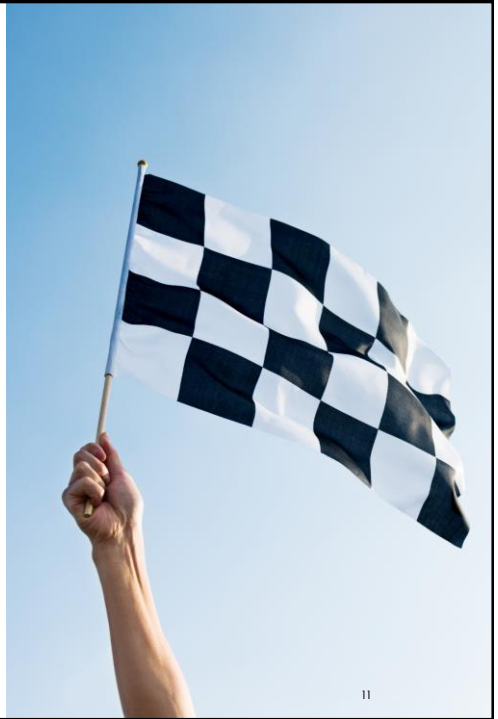
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INTERACTING DURING MEETING

Discuss your preferred method of communication:

- Jot down a note
- Send a chat/text message (on a City device!)
- Quiet side conversation
- Speak up on microphone during meeting
- Ask for a short break (at ease or recess)

What else have you used?



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2. CHOOSING THE RIGHT MOTION TO REACH OUTCOMES

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MOTION BASICS — STEPS

1. A member makes a motion
2. Another member seconds the motion
3. The presider states the motion
4. Members debate the motion and a majority may amend it
5. When debate concludes, the presider restates the motion and calls for the vote
6. Members vote
7. The presider states the result of the vote, whether the motion passes or fails, and what will happen as a result
8. The presider states the next order of business

Jurassic Parliament, p. 44

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Making a Main Motion

(member) I move that beef jerky be added to the list of board meeting snacks.

(member) Second.

Motion is seconded and restated by the Chair.

Jurassic Parliament, p. 44

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Main motion
Tyrannosaurus rex

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Members debate the motion and may make
secondary motions

The Chair states the question and opens debate.



“The motion to add beef jerky to the list of board meeting snacks has been moved and seconded. Would the maker of the motion like to address the motion?”

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MOTIONS WE'LL COVER

Amend

Postpone to a time certain

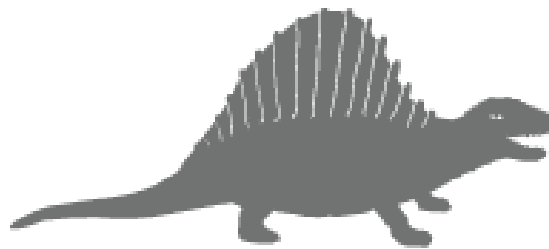
Refer to Committee

At ease or recess

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Members debate the motion and amend



Amendment
Dimetrodon

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Amendment temporarily blocks a main motion



We vote on amendments BEFORE we vote on the main motion, in order to make the main motion as good as possible—to PERFECT the motion.

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Degrees of Amendments

An amendment has two degrees:

Primary Amendment (amends the main motion)

Secondary Amendment (amends the amendment)

No more than one primary and one secondary amendment are permitted to be pending at one time.

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Primary Amendment

(member) I move to amend the motion to insert "mushroom and" before "beef jerky."

(member) Second.

(chair) It has been moved and seconded to amend the motion to insert "mushroom and" before "beef jerky." If adopted, the amended motion would read:

To add **mushroom and** beef jerky to the list of board meeting snacks.

Is there any discussion?

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Secondary Amendment

(member) I move to amend the amendment to insert "low sodium" before "mushroom."

(member) Second.

(chair) It is moved and seconded to amend the amendment to insert "low sodium" before "mushroom." If adopted, the amendment would read:

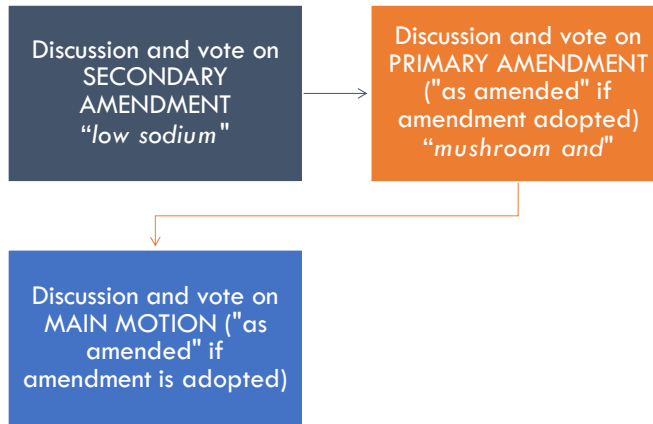
To add **low sodium mushroom and** beef jerky to the list of board meeting snacks.

Is there discussion on the amendment to the amendment before a vote?

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Order of Voting on Amendments



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If members
need more time
or
information...

Postpone to a
certain time

Refer to
Committee

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Postpone to a Certain Time

- Delays the pending motion, within limits, to a definitive session, day, meeting, or hour, or until a certain event.
- Can be moved regardless of how much debate there has been on the motion it proposes to postpone.
- May be postponed either so that it may be considered at a more convenient time, or because debate has shown reasons for holding off a decision until later.

RONR (12th ed.) 14:1; Jurassic Parliament, p. 54

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Postpone to a Certain Time

(member) I move that the motion be postponed to the July 20, 2025 Council meeting.

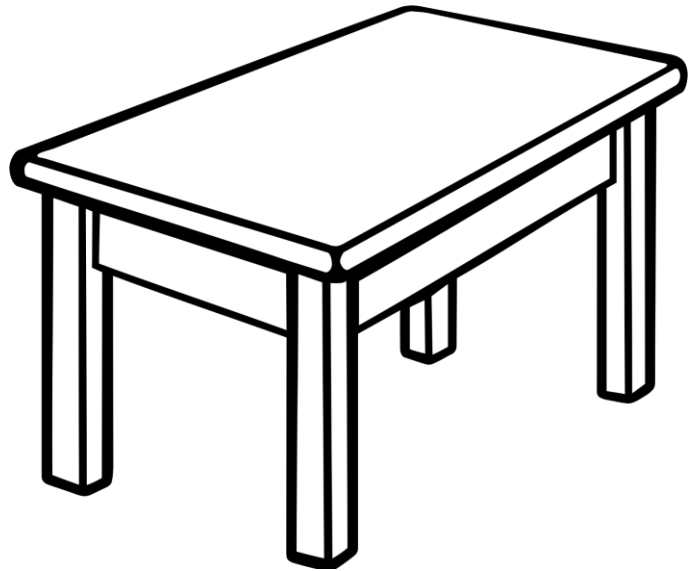
Motion can be postponed with pending amendments.

Robert's Rules has specific time limits for how long a motion can be postponed.

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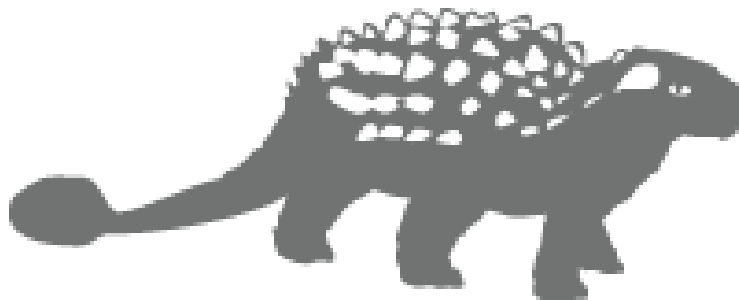
BEWARE OF
TABLING



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Refer to Committee



Ankylosaurus

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Refer to Committee

Motion sending a main motion (and any pending amendments) to another group.

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Refer to Committee

Motion should specify:

- Who the motion is referred to (i.e., standing committee, advisory board).
- When the recommendation is to be made.
- Whether the Committee will recommend or decide the question.

RONR (12th ed.) 13:8; Jurassic Parliament p. 52

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Refer to Committee

For Special Committees, the motion should also specify:

- The number of members.
- The Chair.
- The names of the appointees or the method by which they will be appointed.

RONR (12th ed.) 13:8

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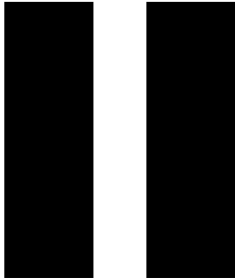
Refer to Committee

I move that the motion as amended be referred to the Health Committee to provide a recommendation on the healthiest jerky option and associated cost by July 20, 2025.

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Taking a Break: At Ease



- Short pause in the meeting
- Members stay seated
- Mics off

(chair) Is there any objection to taking a short at ease? [PAUSE] Hearing none, the body will stand at ease.

RONR (12th ed.) 8:2

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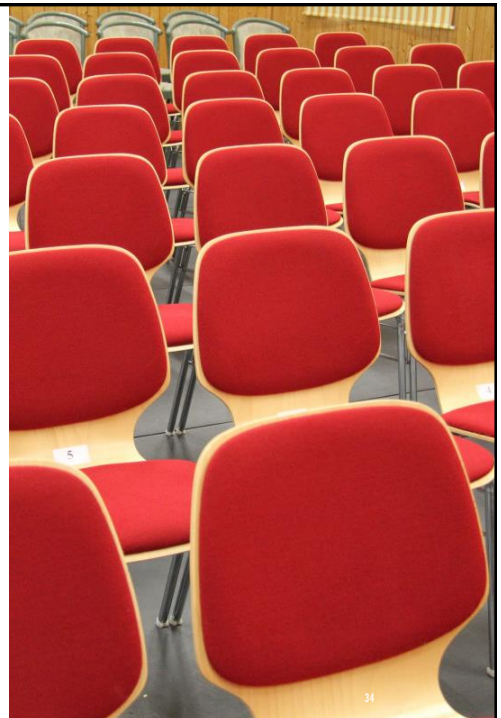
Taking a Break: Recess

- Longer break in the meeting
- Members can get up from their seats
- Mics off

(chair) Is there any objection to recessing until 2:00 p.m.? [PAUSE] Hearing none, the body is in recess until 2:00 p.m.

A member may also move to recess.

RONR (12th ed.) 20



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GUIDANCE FROM THE CHAIR

A chair may use the phrase,
“Does any member care to
make a motion that...?”

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3. RUNNING EFFECTIVE AND EFFICIENT MEETINGS

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STRATEGY: UNANIMOUS CONSENT

Member: I move to amend the motion by adding “mushroom and” before “beef jerky”.

Chair: Is there any objection to the amendment?
[LONG PAUSE]

Chair: Hearing no objection, the amendment to add “mushroom and” before “beef jerky” has been adopted. The motion now reads:

▪ *I move that the board add mushroom and beef jerky to the list of board meeting snacks.*

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STRATEGY: ESTIMATED AGENDA TIMES

Add approximate durations for agenda items to help in planning for meetings and ensuring agendas are manageable.

Specify that listed times for agenda items are estimates.

- **Please note times listed are estimates.*

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STRATEGY: PLANNING FOR MOTIONS

Is there a prepared motion for the body?

Is the issue/motion controversial?

- If so, how might someone amend the motion at the meeting?
- Are there other motions that could be used to achieve the member's goals (for example, referring to committee or postponing)?

What vote is required to adopt the motion(s)?

Can you get information on what amendments might be made in advance?

- If so, is there anything you can do to make the amendment process easier? Numbering them, printing them, etc.

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STRATEGY: ENCOURAGE A HEADS-UP CULTURE



Establish special rule or practice for members to provide advance notice of amendments, alternative motions, removing items from Consent Calendar.



Request information from those talking to the elected officials in advance of the meeting (i.e., City Manager, City Attorney, staff).



Have established communication plan with Clerk and Chair for meetings.

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STRATEGY: ADOPTED RULES

Does your body have current adopted rules or a parliamentary authority?

- If so, familiarize yourself with them.

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STRATEGY: ADOPTED RULES

If you don't have an adopted parliamentary authority or rules, consider adopting them.

- Courts have found that even if you have not adopted rules or a parliamentary authority, councils are still bound by the principles of parliamentary procedure.

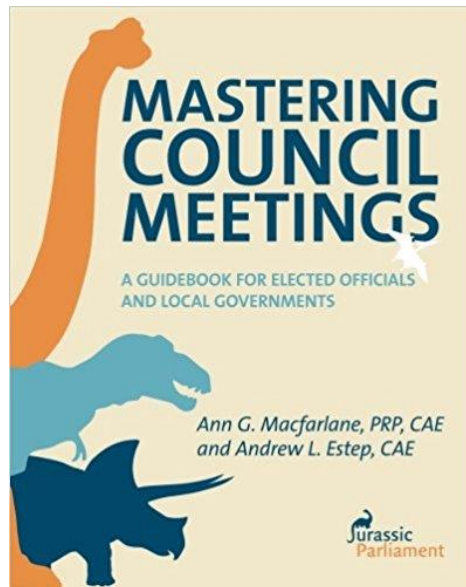
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CHEAT SHEET

LANGUAGE TIPS FOR MEETING MANAGEMENT

SITUATION	CHAIR CAN SAY
Call to order	<i>This meeting of the [name of organization] is called to order.</i>
Unanimous consent	<i>Without objection... If there is no objection...</i>
To begin discussion	<i>It has been moved and seconded that... Is there any discussion?</i>
If there is no second	<i>Since there is no second, the motion will not be considered.</i>
To end discussion	<i>Is there any further discussion? or Are you ready to vote?</i>
Process Point of Order	<ol style="list-style-type: none"> 1. Member says, "Point of Order." 2. Chair says, "State your point." 3. Member explains issue. 4. Chair says, "The point is well taken," or "The point is not well taken."
When someone says "Point of Order" but can't explain what they mean	<i>What rule has been broken?</i>
Process Point of Information	<ol style="list-style-type: none"> 1. Member says, "Point of Information." 2. Chair replies, "State your question."



THANK YOU!

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