

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn <small>not required at end of agenda</small>	"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" <small>not to be used to insert unagendized items into meeting</small>	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate <small>"Call to question"</small>	"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 <small>council often uses the "friendly amendment"</small>	"I move that this motion be amended by..." <small>"I'd like to suggest a friendly amendment."</small>	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion) <small>only on agendized items. No new Brown Act</small>	"I move that..." <small>businesses can be added by motion due to</small>	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.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront <small>Generally, a point of order must be raised at the time the rules are broken or else it would be too late</small>	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house" <small>this is a physical dividing by vote, so you stand to vote Aye or move to one side of the room.</small>	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some un diplomatic or improper matter <small>This would mostly be used if someone is making a motion that would violate the Brown Act or is irrelevant to the agendized topics.</small>	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled <small>you can't do this unless the item is agendized, in which case, this motion is not needed. you will not need this.</small>	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of <small>Only a member of the prevailing side can make a motion to reconsider. clerk within 3 days of the meeting.</small>	"I move we now (or later) reconsider our action relative to..." <small>must be made at the meeting, or notice given to the clerk within 3 days of the meeting.</small>	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..." <small>the City Council Chair will often do this without a vote. Generally do this at Orders of the Day</small>	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

In the City Council, staff presentation, public comment and Council discussion occur without a motion on the floor. You can discuss the item without a motion. Because the Brown Act requirements are so clear as to what is being discussed, this RRO rule is not needed.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION You can also ask for a friendly amendment which is less formal and most often used by the City Council. Both Mover and Seconder must concur.

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION The City Council often says "Call to Question."

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker." In the City of San Jose, the Chair has this discretion without a motion being needed.

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

once the agenda items have been completed, the Chair may adjourn without a motion.

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

in San Jose, you can just state "I withdraw my motion." No permission is needed.

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

POINT OF PERSONAL PRIVILEGE

this is not to add new items to the meeting, but to respond to an urgent, usually environmental, situation.

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

RRO is used to facilitate a meeting, not to stop discussion. Brown Act and State law take precedence over RRO. If motion to accept the agenda is missed, it does not negate the actions taken at the meeting.



City of San José Board or Commission Name

District 1— Name of Appointee
District 3— Name of Appointee
District 5— Name of Appointee
District 7— Name of Appointee
District 9— Name of Appointee er
Citywide— Name of Appointee

Name of Appointee —District 2
Name of Appointee —District 4
Name of Appointee —District 6
Name of Appointee —District 8
Name of Appointee —District 10

REGULAR MEETING AGENDA

Time of Meeting

Date of Meeting

San José City Hall
Exact Location of Meeting

- I. **Call to Order & Orders of the Day** *Rap gavel (if you have one) once, “The Meeting will Come to Order. Is there a motion to approve the orders of the day?” Someone should move to approve, and there should be a second. “Those in favor? [pause to register ayes], those opposed? [pause to register noes] “Motion passes/Motion fails [unanimously or by a vote of X to X with NAME NAME NAME Voting No] State law requires the vote be announced out loud or visually displayed.*
- II. **Public Record** *“Up next is the public record. Is there a motion to receive and file the public record” If there is a speaker card, call the speakers first. Someone should move to approve, and there should be a second. “Those in favor? [pause to register ayes], those opposed? [pause to register noes] “Motion passes/Motion fails [unanimously or by a vote of X to X with NAME NAME NAME Voting No] State law requires the vote be announced out loud or visually displayed.*
- III. **Public Comment***(Members of the Public are invited to speak on any item that does not appear on today’s Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Committee, Board or Commission.) “This is the time for Public Comment on items that are not on the agenda. The Brown Act prohibits the Commission from discussing any item that is not agendized. I see no speaker cards, so we’ll move on” or “This is the time for Public Comment on items that are not on the agenda. Each speaker will be given 2 minutes. When I call you up please come to the microphone and state your name.”*
- IV. **Consent Calendar**
 - A. Approve the Minutes for the Regular Meeting of November 10, 2015
“Up next is the Consent Calendar. Would anyone like to pull any item for discussion? Seeing none, is there a motion?” If there is a speaker card, call the speakers first. Someone should move to approve, and there should be a second. “Those in favor? [pause to register ayes], those opposed? [pause to register noes] “Motion passes/Motion fails [unanimously or by a vote of X to X with NAME NAME NAME Voting No] State law requires the vote be announced out loud or visually displayed.
- V. **Reports and Information Only** *“Next order of business are the reports.”*
 - A. Chair

- B. Director “the Chair recognizes NAME”
- C. Council Liasion “the Chair recognizes NAME”
- D. Staff and Organizations “the Chair recognizes NAME”

VI. Old Business “The next item of business is Old business. The first item is ...”

VII. New Business “The next item of business is New business. The first item is ...”

VIII. Meeting Schedule and Agenda Items *read the announcement of next meeting date and time.*

The next regular meeting will be DATE at TIME, LOCATION.

IX. Adjournment [A motion to adjourn is not required. Once the agenda is over, the Chair can declare the meeting adjourned.]

PLEASE NOTE: not all of Roberts Rules of Order will apply. Brown Act rules do not allow all of the varieties of actions RRO will allow.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Public Comments on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Public Comments. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://sanjoseca.gov/index.aspx?nid=3970>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the commission meeting may not be the final documents approved by the commission. Contact the Office of the City Clerk for the final document.

On occasion the Commission may consider agenda items out of order.

The NAME OF BOARD OR COMMISSION meets every DATE/MONTH at TIME, with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting.

Please direct correspondence and questions to:

City of San José
Attn: Staff Name
200 East Santa Clara Street
San José, California 95113
Tel: (408) 535-XXXX; Fax: (408) 292-XXXX
Email: Staff or Board/Commission Email

