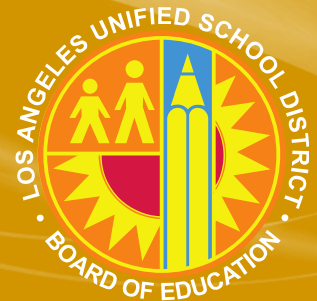




Rules Make it Right!



www.lausd.net

Grounding: Like Me



- Please stand if...
- You have two or more children.
- You are a parent or community member of the SSC.
- You are wearing a Fall color today.
- You are a SSC Parliamentarian.
- You are a Principal or designee.
- You are a SSC Secretary.
- You are a teacher or school staff member.
- You are here to learn.



Source

This presentation is based on LAUSD Bulletin 6745.2, *Guidelines for the Required English Learner Advisory Committees and School Site Councils*, **Attachment M – General Principles Of Parliamentary Procedure: Selected Robert's Rules Of Order**, pages 56-60.



Objectives

- Basic Rules of Parliamentary Procedure and Robert's Rules of Order
 - Basic Terms of Parliamentary Procedure
 - Processes for Conducting Business



Parliamentary Procedure and Robert's Rules of Order

The most commonly used parliamentary procedures are Robert's Rules of Order. These Rules were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law.

The most recent edition of *Robert's Rules of Order Newly Revised 11th edition*, © 2011, is the accepted authority for most organizations today.



Parliamentary Procedure: Selected Robert's Rules of Order, Attachment M



GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE: PRESCRIBED ROBERT'S RULES OF ORDER

History

The most commonly used parliamentary procedures are Robert's Rules of Order. These procedures were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The most recent edition of the work, Robert's Rules of Order Newly Revised 11th edition, October 2013, is the accepted authority for almost all organizations today.

Basic Rules

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Logical precedence governs the introduction and disposition of motions.
- Only one question can be considered at a time.
- Members may not make a motion or speak in debate until they have risen, been recognized by the Chairperson, and subsequently obtained the floor.
- A member may speak a second time on the same question if all other members have been given an opportunity to speak at least once on the same question.
- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

Terms and Process for Transacting Business

Quorum

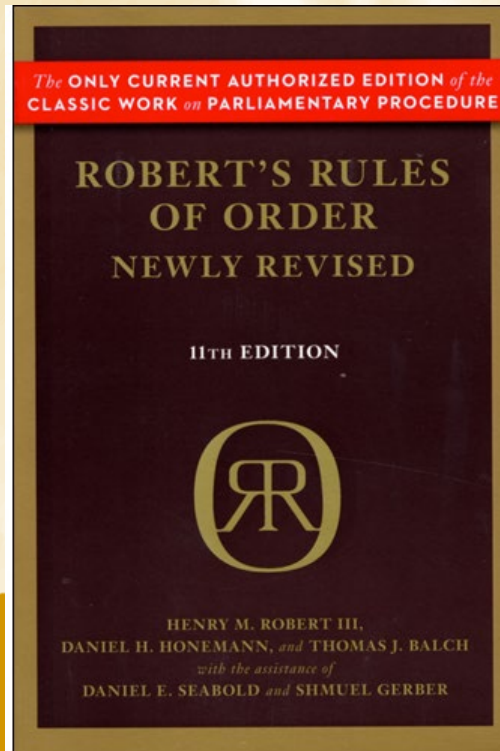
A quorum, 51% of the entire membership, is the minimum number of members who must be present at a meeting for business to be legally transacted.

Obtaining the Floor

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the member who rose and addressed the Chairperson first after the floor was yielded is entitled to be recognized.



Robert's Rules of Order Newly Revised 11th edition, © 2011



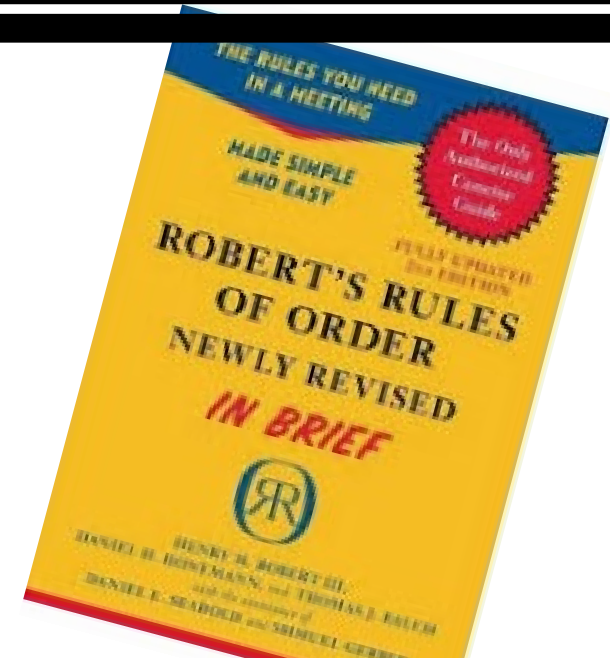
Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question until...	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point can be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege)



Basic Rules of Parliamentary Procedure

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.



Basic Rules of Parliamentary Procedure

- In doing business, the simplest and most direct procedure should be used.
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Basic Rules of Parliamentary Procedure

- Members may not make a motion or speak in debate until they have risen, been recognized by the Chairperson, and subsequently obtained the floor.
- A member may speak a second time on the same question if all other members have been given an opportunity to speak at least once on the same question.



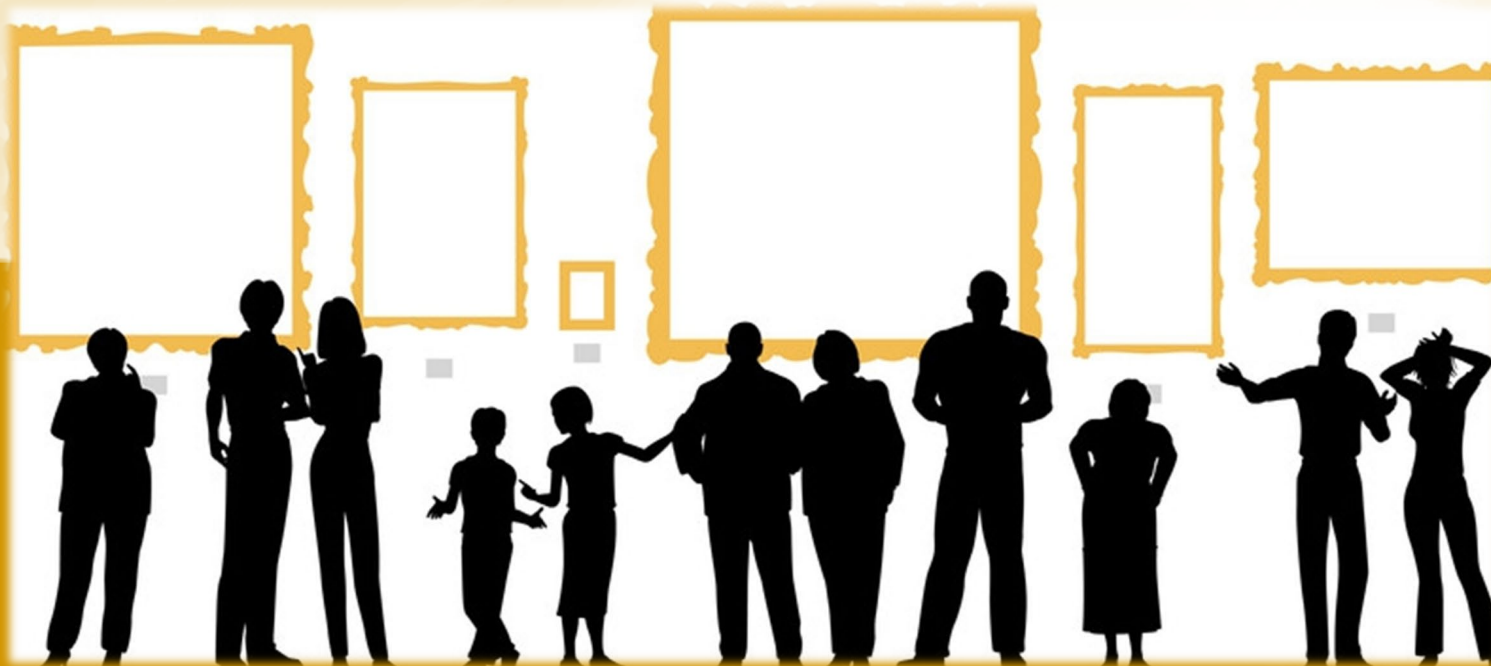
Basic Rules of Parliamentary Procedure

- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.



Gallery Walk

Please take 4 minutes and 37 seconds to walk around the room and place a Post-It® on all the Basic Terms of Parliamentary Procedure that are familiar to you.



Gallery Walk

Please Return

To Your Seats



Basic Terms of Parliamentary Procedure

Agenda (Listing of order of business)

Nominate

Election by Acclamation

Ballots

Convene

Minutes

Chairperson

Addressing the Chairperson

Obtaining the Floor

Recognize

Having the Floor



Basic Terms of Parliamentary Procedure

Motion

Second

Main Motion

Pending Question

Previous Question

Roll Call Vote

Unanimous (or General) Consent

Point of Information

Point of Order

Division of the Question

Ad Hoc Committee



Processes for Conducting Business

Quorum: A quorum, or majority of the membership (that is **more than 50%**), is the minimum number of members that must be present at a meeting in order for business to be legally transacted.


Public Comment: All SSC meetings are open to the public. During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council in accordance with California Open Meeting Law provision of the Greene Act.



Recording the Meeting



Must Post

 **LOS ANGELES UNIFIED SCHOOLDISTRICT**
Policy Bulletin

Attachment N

AUDIO/VIDEO RECORDING SIGN

NOTICE

RECORDING IN
PROGRESS

AVISO

GRABACIÓN EN
PROCESO

BUL-6745.2
Office of the Superintendent

Page 61 of 66



Public Comment Form:

Attachment O



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Attachment O

PUBLIC COMMENT FORM

LOS ANGELES UNIFIED SCHOOL DISTRICT

(Insert School Name)

SSC or ELAC

(Insert Location)

(Insert Date)

(Time)

**Public Comment
Comentario Público**

Please complete one line below if you are interested in speaking during the Public Comment portion of the agenda.

Por favor complete uno de los siguientes espacios si desea hablar durante la sección de Comentario Público en la agenda.

Print Name Escribe Nombre	Organization Organización	Signature Firma
1.		
2.		
3.		



True or False?

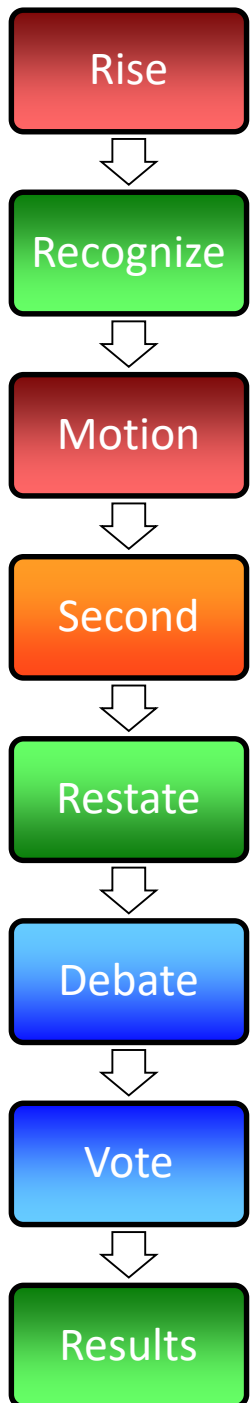
The School Site Council has to respond in writing to comments and questions made during Public Comment.

Discuss with a partner.

False



Steps to Handle a Motion



1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the assembly for consideration.
6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer calls the vote.
8. The presiding officer announces the result.



Rise

Summary of Steps to Handle a Motion

Recognize

Motion

Second

Restate

Debate

Vote

Results

1. A member rises **or raises their hand** and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the assembly for consideration.
6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer calls the vote.
8. The presiding officer announces the result.



Rise

Recognize

Motion

Second

Restate

Debate

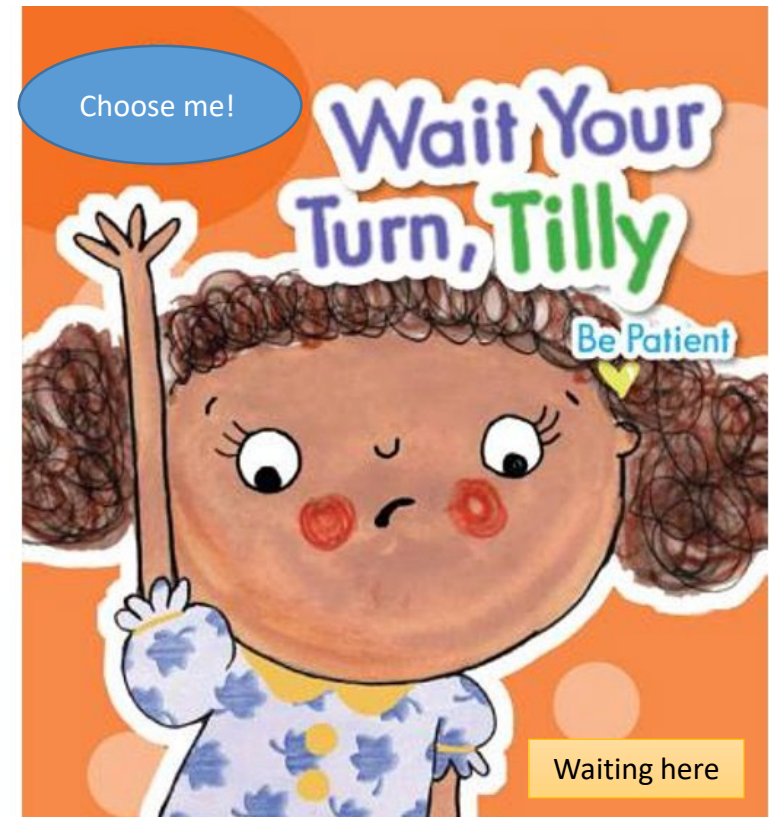
Vote

Results

Processes for Conducting Business

Obtaining the Floor:

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson as having the exclusive right to be heard at that time.



Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Introducing Business: Business may be introduced by an individual member in the form of a **motion**.

Results of Motion Vote / Resultados del voto sobre la moción		
Quorum <u>established</u> / Quórum establecido	Yes/Sí	No
# <u>members present</u> / # miembros presentes		
<input type="checkbox"/> <u>Motion passed</u> / La moción pasó		
<input type="checkbox"/> <u>Motion failed</u> / La moción no pasó		
<input type="checkbox"/> <u>Consensus vote</u> / Votación por consenso		
In favor/A favor _____	Against/En contra _____	Abstentions/abstenciones _____

Please note: Quorum must be established before any motions are made. All motions that are voted on by advisory committee must be recorded in the minutes and be an item on the agenda. Include the item(s) voted upon by name (s) of the persons both making it and seconding the motion. Record if motion was passed by vote count or by consensus. (Por favor nota: El Quórum debe ser establecido antes de proponer cualquier moción. Todas las mociones se someten al voto del comité consejero y se deben registrar en el acta y ser un artículo en la agenda. Incluya los artículos sometidos a voto por el nombre de las personas que propusieron y secundaron la moción. Registre si la moción pasó o no y si fue por voto o por consenso.

Secretary's Signature: _____

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Seconding a Motion: After a motion has been made by one member, another member, without rising and obtaining the floor, may second the motion. To second the motion merely implies that the seconder agrees that the motion should come before the assembly and not that he or she **necessarily favors the motion**.

Placing a Motion Before the Assembly: After a motion has been made and seconded, the Chairperson *repeats* the motion verbatim, thus placing it before the assembly for *debate* and then for action.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Debate: Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon.

While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly.

No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so.

During debate, no member can attack or question the motives of another member. The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Amendments: Once a motion has been restated by the Chairperson, the maker has the right to modify his or her motion after it has been restated by the Chairperson; however, this modification may be made only by means of an amendment.

Amendments: Amending the motion and the main motion are always two separate votes. (KEY)

- The vote is first taken on the amending motion, then the original motion.
- Secondary (amending) motion takes precedence.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Amendments: There are four ways to amend a motion, as follows:

1. Add words, phrases, or sentences
2. Strike words, phrases, or sentences
3. Strike and add words, phrases, or sentences
4. Substitute whole paragraphs or an entire text

Amending motions require a second.

Amendments: No more than two motions (primary and secondary) may be pending on a main motion at any time.

Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution.

An amendment must be relevant to the question under consideration.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Withdrawing a Motion: Before the chair states the motion, the maker of the motion can withdraw it without permission of the assembly.

After the chair states the motion, the maker of the motion must ask the assembly permission to withdraw the motion.

If no one objects, the motion is withdrawn. A second is not needed if asking permission to withdraw the motion. A request to withdraw or modify a motion is not debatable.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Voting Options:

By Show of Hands – The Chairperson asks: those in favor to raise their hands, those opposed to raise their hand; a count will be taken.

By Roll Call – Who can tell me what this is?

By Voice -- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairperson so desires. Members raise their hands or stand.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Voting Options:

By Voice -- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

WHAT DOES IT MEAN TO VOTE BY BALLOT?

By General Consent -- When a motion is **not likely to be opposed**, the Chairperson says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

Rise

Recognize

Motion

Second

Restate

Debate

Vote

Results

Processes for Conducting Business

Results: The Chairperson should clearly announce the results of the voting by stating ***the number*** of yes, no, and abstained votes. For example:

“Those in favor were _____. Those opposed were _____. Those that abstained were _____.”

Then, depending on the results,

“The *ayes* have it, and the motion is carried,” or

“The *no’s* have it and the motion is lost.”

Tie: A tie vote is a “lost” vote because **no majority** was obtained.

The Chairperson should strive to be as impartial as possible, voting only if it will change the result.

The Chairperson may vote to break a tie and/or cause the motion to carry or lose.

3-2-1 Activity

What are **3** things have you learned?

What **2** ideas do you have about your specific officer role?

What **1** goal do you have for SSC this school year?



Thank you!

On behalf of
Parent and Community Services
(213) 481-3350

You may visit our webpage to find additional tools to increase parent engagement at your school.

<https://achieve.lausd.net/pcss>

