

PARLIAMENTARY PROCEDURES

CITY OF MARGATE PLANNING AND ZONING BOARD



ROLES

- Chairman
 - Preside over the meeting
 - Enforces the rules
 - Designate who is to speak at any given time
- Vice Chairman
 - Acts as chairman when the chairman is not present
 - Act as chairman when the chairman passes the gavel to the vice-chairman

ORDER OF BUSINESS

- Chairman calls the meeting to order
- Pledge of Allegiance
- Approval of Minutes
- Unfinished Business
- New Business
- Director's Report
- General Discussion
- Chairman adjourns the meeting

MOTIONS

- A motion is a formal proposal by a member that the Board take certain action.
- To make a motion, after being recognized by the chairman, state “I move that ...”
- It is important to say precisely what the words of the motion are to be.
- It is good practice to write out your motion.
- When the motion has been made, it must be seconded by another member.
- To second a motion simply say “seconded”.
- The chairman then states “it is moved and seconded that” and repeats the exact words of the motion

MOTIONS

- After the chairman states the motion, the members debate (discuss) the merits of the motion, i.e., whether the proposed action should or should not be taken.
- Debate by members is in the order in which they indicate they want to speak.
- Debate must relate to the motion.
- Debate the motion, not personalities.
- A motion can be made to limit or extend the limits (time) of discussion. “I move that the debate on the pending motion be limited to X minutes.” Such a motion is undebatable.

MOTIONS

- A motion may be made to close the debate on a motion.
- When recognized by the chairman, state “I move the previous question” or “I call the question”. Such a motion requires a second. If seconded, the motion is undebatable.
- If approved, the original motion is read in full and voted on.

MOTIONS

- Amending a motion
 - Add word(s): I move to add insert the word(s) “_____” before the word “_____”.
 - Strike out word(s): I move to strike out the word(s) “_____”.
 - Strike out word(s) and add word(s): I move to strike out the word(s) “_____” and insert the word(s) “_____”.
- Each of these motions require a second.
- The chairman then:
 - States the amendment
 - Gives the main motion as it would read if the amendment were to be adopted
 - Makes it clear once more what is the amendment that is to be debated and voted on.

MOTIONS

- Amending Amendments
 - If you want to amend an amendment, it is recommended that during the debate on the amendment motion, you tell the board that if the amendment motion is defeated, you will offer a different version and describe it.
- Postponing to a Time Certain
 - If you want to consider an item to a later time, you make a motion you make a motion to consider the main motion to a later time or meeting.
 - I move to postpone the motion until XX:XX (time).
 - I move to postpone the motion until the next meeting (include date of meeting).

PROCEURES

- Point of Order
 - The chairman has the duty to make sure that the rules are followed.
 - A member may call to the attention of the chair to a violation of the rules. You state “Point of order”. You do not need to be recognized by the chairman.
 - The chairman responds “The member will state his (her) point of order”.
 - You state how you think the rules are being broken.
 - The chairman responds: “The Chair rules that the point of order is well taken” or “The Chair rules that the point of order is not well taken”.

PROCEURES

- Point of Order (continued)
 - The Board is the final authority in judging whether the rules have been violated.
 - You may, without waiting for the chairman to recognize you say “I appeal from the decision of the chair”. This requires a second.
 - The appeal is stated and put to a vote as “Shall the decision of the chair be sustained?”.
 - A majority vote in the negative is required to overturn the chair’s ruling.

PARLIAMENTARY INQUIRY

- If you have a question about the rules and how they apply to what is going on or to something you want to do, you may make a parliamentary inquiry to the chair.
- You do not have to be recognized first. You state “A parliamentary inquiry, please.”
- The chair replies “The member will state the inquiry”.
- You then state your inquiry.
- The chair has the duty to respond to such questions.
- The chair’s answers are not rulings and consequently are not subject to appeal.

QUESTIONS?

