**Effective Meetings**

- Background in running a meeting
  - Mayor
  - Councilman
  - MML President
  - School Board President
  - Committee Chairman
  - Registered Parliamentarian

**The Disclaimer**
- The views expressed in this presentation, although absolutely correct, do not reflect the views of LGIT, MML, or MACO. These are things they don't want you to know.

- The stories contained herein are not stories about real teams, people you know, or teams I represent – even if I use their names by accident.

- I've been in municipal government so long I'm jaded – so don't get upset when I belittle the public and elected officials.

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**Municipal Officials love meetings?**
- Council Meetings
- Staff Meetings
- Committee Meetings
- MML Meetings
- Workgroup Meetings
- Community Meetings

**What is “Effective”?**
- Producing a desired result

**All meetings should have an objective**

Wrong Objectives:
- Elected Officials → Publicity
- Staff Members → Interruption of job
- Press → Information to misinterpret
- Public → Berate officials

**Proper Objectives for Meetings:**
- Meet Charter obligations
- Debate and exchange ideas
- Conduct public business
- Make decisions
- Inform the public

*To Accomplish Something!!!*

**So How Do We Get There?**

A meeting should be like theater, where the audience can follow the storyline, the actors know their roles, and the slips-ups and mistakes are taken as part of the plot.
**Taking The Trip**
- Pick Destination
- Packing List
- Travel Arrangements
- Take the trip
- Prepare for unexpected
- Photo Album

**Goals for Meeting**
What do you want to accomplish?
- Goal for meeting
- Agenda
- Meeting set-up
- Conduct meeting
- Contingency plan
- Minutes

**GOALS ➔ AGENDA**
Contents:
- Specific Detail
- Identification of speaker
- Time limits
- Discuss/Review/Action

**A Good Agenda:**
- Allows body to be prepared
- Alerts the public
- Informs the media
- Keeps the meeting on track

**The Key Factor:**
You need to follow the agenda!

**Success Story - Sykesville**
Meyer Ian Shwe

**Final Thoughts on Agendas**
- Set an Agenda Policy
  - Deadline for submission
  - Requests in writing
  - Approval process for Agenda
- Post the Agenda
- Distribute Agenda/materials in advance

**MEETING SET-UP**
- Perfection/Professionalism is in the details
- "All the world is a stage and we are merely players upon it"

**Items to Consider:**
- Agenda for public
- Charts/Exhibits for public
- Nameplates
- Speaker podium
- Codebook
- Sign-in sheets
- Space/seating
- Dress code
- Clock
Subtle items to consider:
- Who’s coming?
- Quorum
- Issue passage
- Recent hot button issues
- Dignitaries and Protocol
- Newspaper deadlines

Visualize the Meeting
"Blue Angel's Strategy"

"The Five "P" Rule"
- Prior
- Planning
- Prevents
- Poor
- Performance

Be Prepared for Mr. Murphy
- Of Murphy's Law Fame
  - "Things that can go wrong, will go wrong"
  - "The best laid plans of mice and men sometimes go awry"
    - Stay one step ahead of the pack
    - Figure out and prepare for all possibilities

THE MEETING
- TIME
- RULES
- RECORD

TIME
- Most people detest meetings because they are a "waste of time"
- Most people don't attend meetings because they "don't have the time"
- Most people believe that instead of participating at meetings their "time can be better spent"

Tips on Time
- Start on Time
  - Takes control
  - Easy to do
  - Shows value for others' time
  - Shows professionalism

"The Moe 'Go' Rule"

Set an Informal Ending Time
- Meeting isn't an endurance test
- Agree to anything just to leave
- Public doesn't stay
- Press deadlines are missed

MORE ENERGY

BETTER DECISIONS
**Time During the Meeting**
- Agree on time limit for speakers
  - Remind people before they speak
  - Stick to it
- Avoid excessive unrelated banter
- Keep audience on task

**Success Story – Takoma Park**
- From 6+ hour weekly meetings...
- To 2 hour meetings

**MEETING RULES**
- Charter Requirements
- State Open Meeting Law
- Municipal Code Requirement
- Parliamentary Procedure

**Charter Requirements**
- When meeting shall be held
- Public right of input
- Financial reports approval
- Open Meetings/Closed Meetings

**OPEN MEETING LAW**
- General Procedures Article of the Maryland Annotated Code
- Open Session required
- Exceptions for Closed Session

**Municipal Code Requirements**
- Outline Agenda
- Presiding Officer
- Order of Business
- Matters before Council
- Rules of Procedure

**What happens if you don’t follow these requirements?**

**Parliamentary Procedure**
- Set of Rules for the conduct of a meeting
- Ensures a fair hearing
- Uniformity
- Prevents Confusion

**Procedure Goals:**
- Run the meeting “As formal as necessary, as informal as possible”
- Do not use procedural rules as a weapon
Law of KARMA:
"Never try to play with other people around you for you may never know that they play better than you."

RULES OF ORDER
- Motions
- Debate
- Voting

Motions
- Main Motion
- Subsidiary
- Privileged
- Incidental

Things to consider - all motions
- O - Is it in order - can I make it?
- S - Does it need a second?
- A - Can it be amended?
- D - Is it debatable?
- V - What vote is needed?

OSADV

"OSADV TEST"
- Oh
- Shoot
- Another
- Disgruntled
- Voter

The Main Motion
- Introduces the subject
- Can't be made when another motion is pending
- Yields to all other types of motions

Example: Main Motion
"I move that the City buy a new white Public Works truck"
- O Must have the floor
- S Must have a second
- A Can be amended
- D Is debatable
- V Majority vote

Subsidiary Motions
Seven Types:
1. Amend
2. Limit or extend debate
3. Lay on the table
4. Postpone to a time certain
5. Postpone indefinitely
6. Refer to a committee
7. Previous Question

Example - Motion to Amend
Main Motion was:
"I move that the City buy a new white Public Works truck"

Motion to Amend:
"I move to amend the motion by substituting RED truck for a WHITE truck"
OSADV test
- Must obtain the floor
- Needs a second
- Can be amended
- Is debatable
- Majority vote needed

Motions to “Table”
- Lay on the table
- Postpone to a time certain
- Postpone indefinitely

Motion to table
- Is to “lay on the table”
  - Temporarily suspend
  - Move to “Take off the table”
  - Failure to take up subject in the same session causes motion to die
  - “I move we lay the matter of the purchase of Public Works truck, until we hear the budget report”

Postpone to a time certain
- Postpone definitely
- Will be considered as unfinished business
- Matter is still alive until the time set
  - “I move to postpone this motion until the next month’s council meeting”

Postpone Indefinitely
- A parliamentary strategy allowing the disposal of a motion without making a decision for or against it
  - “I move that the issue of purchasing Public Works truck be postponed indefinitely”

Motions and More Motions...
- Privileged Motions – Five Types
- Incidental Motions – Eight Types

Forget memorizing
→
Use a chart

Jay’s Pet Peeve #1
Happens all the time:
- “I will withdraw my motion, if you will withdraw your second”
- CAN NOT DO!
- Once made motion becomes the “property” of the entire body

Jay’s Pet Peeve #2
-’ll call the question”
- Does not end the debate if someone still wants to speak
- It is a subsidiary motion that should be voted upon
DEBATE
- Maker of the motion speaks 1st
  - After there is a second!!!
- Time limitation
- Decorum
  - Use titles: Mr./Ms.; not name!

VOTING
- Voice vote – yeas or nays
- Show of hands (division of the house)
- Roll call
- Ballot
- General Consent

General Consent
- Also called "unanimous consent"
- When opposition isn’t likely
  - "With no objection, the minutes to the last meeting are approved by unanimous consent"
  - If someone objects – vote

Final Thoughts on Parliamentary Procedure
- Should be used to assist, not hinder
- Depends on the group size
- Any group type – Council, Congress, Fire Department, School Board, Tribal Council

Public Hearing
- Legal requirements/public input
- It is a HEARING, not a TALKING
- Let the public talk
  - "Protect the record"
  - "Reduce debate"
  - Save your comments for action items

Contingency Plan
- The "What ifs"
- The Practical to the Political
  - "Chance favors the prepared mind"

Taking Minutes
- Minutes not hours
- What was done, not what was said
- Legal requirements
  - Open Meeting Law

Conclusion:
The better prepared YOU are, the more effective and efficient your meeting will be

Resources:
- ABC of Parliamentary Procedure
- National Association of Parliamentarians
- Jack A. Gullo Jr., Esq.
  - ingullo@publiclawfirm.com/410-875-5344
Motions listed in order of precedence – a new motion can be made if higher on the chart than the current one

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Take break</td>
<td>I move to recess for</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Make/follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Bring up business (a main motion)</td>
<td>I move that [or &quot;to&quot;] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

**Incidental Motions** – No Order of precedence. Arise incidentally and are decided immediately.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
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<th>2ND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Suspend rules</td>
<td>I move to suspend the rules which ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Request information</td>
<td>Request for information</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>