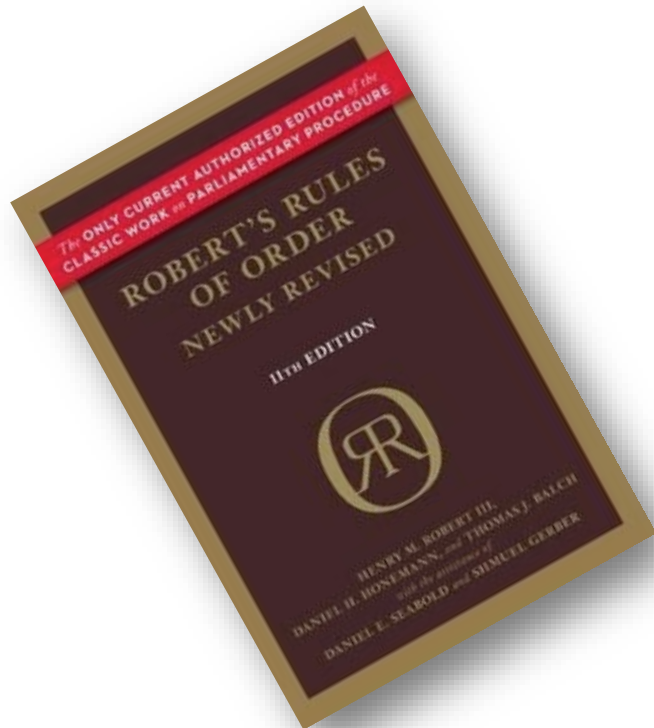


Parliamentary Procedures/Robert's Rules of Order



Purpose of Parliamentary Procedures & Robert's Rules of Order (ROR)

Methods to conduct business at meetings that allow everyone to be heard and to make decisions without confusion



Motions



✓ **MAIN MOTION:**

A stated proposal on which a committee takes action; only one main motion on the floor at a time

Example: I move to approve the November 13, 2020 TDLCB minutes

✓ **AMENDMENT:**

Modifies the pending motion prior to being voted on

Example: I move to amend the motion to approve the November 13, 2020 TDLCB minutes to strike the words “1,000 no-shows” and add the words “1,200 no-shows”

✓ **VOTING STRUCTURE:**

Vote on the Amendment first, and then the Main Motion “as amended”



Motions continued...



- ✓ **POSTPONE DEFINITELY (POSTPONE TO A CERTAIN DATE/TIME):** Postpones discussion and action on an agenda item to be taken up later in the meeting or at the next scheduled meeting

Example: I move to postpone the approval of the November 13, 2020 TDLCB minutes until the April TDLCB meeting.

- ✓ **POSTPONE INDEFINITELY:**

Kills the motion for the duration of the meeting without having to vote on it

Example: I move to postpone indefinitely the approval of the November 13, 2020 TDLCB minutes



Steps to a Motion

1. **Motion:** Person makes a motion
2. **Second:** Another person seconds the motion
3. **Restate Motion:** Chair restates the motion*
4. **Debate:** The members debate the motion
5. **Vote:** Chair asks for affirmative votes, then negative votes
6. **Announce the Vote:** Chair announces the results of the vote

**A motion belongs to the committee and not the maker of the motion once the chair restates it and opens the floor for debate*

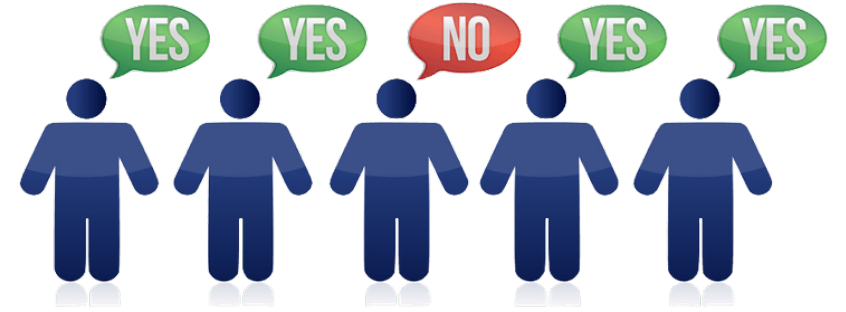


Withdrawing a Motion

- ✓ A motion may be withdrawn by the maker only until the Chair restates the motion and opens it up for debate
- ✓ Once a motion is released for debate, the maker of the motion must request permission from the floor (now the owners of the motion) to withdraw the motion; can be done by a consensus, although if it is not unanimous then a vote must be taken



Voting



- ✓ **Quorum:** Robert's Rules define quorum as a majority; however, TDLCB Bylaws define a quorum as seven (7) voting members and the TDLCB Bylaws take precedence over ROR
- ✓ **Silence:** Silence means consent and a “yes” vote



Abstention from Voting

Members must abstain when there is, or appears to be, a possible conflict of interest:

- ✓ **Conflict of Interest:** Special private gain or loss which means an economic benefit or harm could result; relatives
- ✓ **Form 8B, Memorandum of Voting Conflict:** conflict of interest should be disclosed prior to or at the meeting where the vote will take place; Form 8B must be filled out within 15 days of abstaining from a vote

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



Questions?

