

Meeting Procedure and Civility

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It's a Way of Life

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Sources

1. Section 2.02.010
Wauwatosa Municipal Code
2. Robert's Rules of Order
Newly Revised 12th Edition



Order of Precedence of Motions

1. To adjourn;
2. To table;
3. To close debate;
4. To postpone to a certain day (“hold”);
5. To refer to a standing committee;
6. To refer to a special committee;
7. To amend;
8. To postpone indefinitely (“place on file”)



No Debate on These Motions

- To Adjourn
- To Table
- To Close Debate



To Speak on a Matter

- gain recognition from the presiding officer
 - When two or more members request the floor at the same time, the presiding officer shall determine who is first to speak
- avoid personalities
- confine remarks to the question under debate
- no member shall speak more than twice on any question



Abstentions/Recusal (Voting “Present”)

- Every member expected to vote “yes” or “no”
- If a member abstains, it is expected that the member will state reasons for abstaining
- Any member may request the cause for the abstention by the nonvoting member
- A nonvoting member need not respond to such request, but such refusal shall be noted in the minutes



Reconsideration

- Any member who voted with the prevailing side on a question may move for reconsideration of the vote:
 - At any time during the same meeting
 - At the next succeeding regular meeting of the council (if the member had announced his intention to move for reconsideration at the prior meeting)



Odds and Ends

- Any member desiring to change vote on any question must do so before the presiding officer announces the result of the vote.
- On all questions it shall be in order for any member to demand a roll call vote.
- Further interpretation and additional detail can be found in Roberts Rules.





GEORGE WASHINGTON (1732-1799)

GEORGE
WASHINGTON'S

Rules

of

CIVILITY

&

DECENT BEHAVIOUR

IN COMPANY AND CONVERSATION

Applewood Books



Washington's Rules of Civility and Decent Behavior (1746)

- 1st EVERY action done in company ought to be with some sign of respect to those that are present.
- 35th LET your discourse with [others] of business be short and comprehensive.
- 49th USE no reproachful language against any one; neither curse nor revile.
- 50th BE not hasty to believe flying reports to the disparagement of any.



Washington's Rules of Civility and Decent Behavior (cont'd)

58th LET conversation be without malice or envy, for it is a sign of a tractable and commendable nature; and in all cases of passion admit reason to govern.

67th DETRACT not from others; neither be excessive in commanding.

77th TREAT with [others] at fit times about business; and whisper not in the company of others.

88th BE not tedious in discourse, make not many digressions, nor repeat often the same manner of discourse.



Washington's Rules of Civility and Decent Behavior (110th and final rule)

“Labour to keep alive in your breast that little celestial fire called conscience.”



Questions?

