

Purpose of this workshop:

- Follow up from Council's fall retreat and request for workshop on parliamentary procedures
- Demonstrates commitment to good governance and the "Sugar Land Way"
- Does not amend existing protocols – that will occur after the May election and a summer retreat on governance, as discussed at Council's fall retreat



Who is the Chair at a City Council Meeting?

- Mayor
- Mayor pro tem, in Mayor's absence
- All discussion goes through the Mayor



Who is the Parliamentarian?

- Mayor
- Delegated to the City Attorney
- Mayor retains the right to override ruling of delegate



Why use Parliamentary Procedures?

- To enable City Council to transact business with efficiency
- Protect the rights of each member
- Provide more structure at Council meetings
- Preserve order and harmony at Council meetings



General Conduct of Agenda Item:

- Staff presentation
- Clarifying questions of staff
- Main Motion is made*
- Councilmember discussion
- Vote occurs*

*not needed for workshop items



Staff Presentation

- Information provided by staff to Council related to Agenda item
- Includes items contained in the Executive Summary



Clarifying Questions of Staff

- Must be relevant to posted agenda item
- Must be information needed to introduce a Main Motion or vote on the item
- Once complete, staff leaves the podium



Council Discussion of Item - Making the Main Motion

- Can be made by the Mayor or any Councilmember
- Requires a second
- Council discussion begins after the Main Motion is made



Council Discussion of Item

- Must be relevant to posted agenda item
- Centered around the Main Motion
- Amendments to the Main Motion



Council Discussion Ends with Vote

- Discussion continues until vote on Main Motion and any Amendment occurs (provided the question has not been called)



Tools for Council Discussion – Amending the Motion

- Main Motion can be amended twice
- Can be made by the Mayor or any Councilmember
- Requires a second
- Amendment(s) cannot contradict the Main Motion or a previous amendment
- Vote on Amendments and then the Main Motion



Tools for Council Discussion – Point of Order

- Can be made by the Mayor, any Councilmember, or the Parliamentarian
- Questions the relevancy of the discussion to the agenda item, the Main Motion, and any Amendments; or
- Alleges a violation of the parliamentary procedures

Parliamentarian rules on the Point of Order and then discussion resumes in accordance with the Parliamentarian's ruling



Tools for Council Discussion – Call the Question

- Can be made by the Mayor or any Councilmember
- Requires a second
- Stops debate immediately
- Council votes on whether to end debate/discussion; then Council votes on Main Motion (and any amendments to the Main Motion)



Implementation of Parliamentary Procedures

- December 18 City Council Meeting
- Staff will begin using new slide format



Implementation of Parliamentary Procedures

STAFF PRESENTATION & COMMENTS



Implementation of Parliamentary Procedures – Slides Added

CLARIFYING QUESTIONS FOR STAFF



Implementation of Parliamentary Procedures – Slides Added

COUNCIL MOTION & DISCUSSION



Implementation of Parliamentary Procedures – Slides Added

COUNCIL DISCUSSION & CONSENSUS



Implementation of Parliamentary Procedures – Slides Added

COUNCIL DISCUSSION & DIRECTION

