

Committee of the Whole Minutes
Wednesday, August 7, 2024 at 5:00 p.m.
Council Chambers
City Hall, 211 Walnut Street

Purpose: Training session on “How to be an Effective Elected Official” with Daniel Foth, JD, Local Government Specialist with UW-Madison Extension.

Present: Mayor Lang, Aldermen Boyette, Erickson, Hillstrom, Lendrum, Steiner, Weber, Pollnow, and Council President Borchardt. Alderman Ellis was excused.

Also Present: City Attorney Rashid, Director of Human Resources Fairchild, Fire Chief Teesch, Assistant Police Chief Bernice, and Police Chief Olson.

Council President Borchardt called the meeting to order at 5:00 PM.

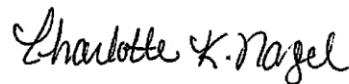
The Council had a training session with Daniel Foth, JD, Local Government Specialist with UW-Madison Extension on “How to be an Effective Elected Official”. Attorney Foth answered Council member questions as they came up during the training session.

A copy of Attorney Foth’s presentation is attached to the minutes.

Adjournment

By unanimous consent the meeting was adjourned at 6:41 p.m.

Respectfully submitted,



Charlotte K. Nagel, WCMC

How to be an Effective Alder



8-7-24

**DANIEL FOTH, JD – LOCAL GOVERNMENT SPECIALIST,
DIRECTOR – CERTIFIED PUBLIC MANAGER PROGRAM
UNIVERSITY OF WISCONSIN – MADISON
LOCAL GOVERNMENT EDUCATION, DIVISION OF EXTENSION**

Acknowledgments: UW Madison – Division of Extension

Dan Hill: Retired Local Government Specialist

Larry Larmer: Retired Local Government Specialist

Philip Freeburg: Retired Distinguished Lecturer, Local Government Law Educator



Extension

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Getting Started

- Name
- Time with City of Neenah
- District,
- Employment and/or what keeps you busy



What is the First Thing to Remember?

Know and



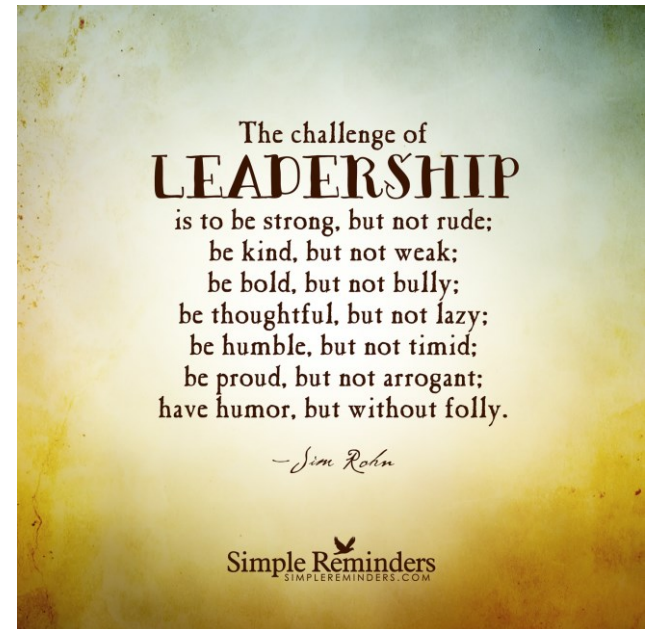
COMMON COUNCIL FUNCTION - VISIONARY

- The Alder role is that of “visionary.”
- Alder’s authority is collective versus individual
- Legislate – to enact policy
 - Holds staff accountable for policy implementation
 - No operational nor staff control resides with individual Alders
 - Communications with staff – gathering information encouraged
 - budgetary approval, and
 - cooperative decision making
- Individual Alders leadership role is within the board, committees, or commissions
- Involve, represent & accountable to public
- Focus on long-term rather than past or short-term
- Cooperate with other governments



Leadership and Management

- Collective Leadership – City Council
 - Inspire a Shared Vision
 - Challenge the Process
 - Enable Others to Act
 - Encourage the Heart
- Management – Mayor
 - Day to Day Operations



What Does It Mean to be a Visionary

- A person thinking about or planning the future with imagination or wisdom.
- a person with original ideas about what the future will or could be like.
- Thinking beyond the present and asking yourself what the future could look like.
- It is the foundation on which a leader builds a strategy for achieving the organization's desired future state.



What is Leadership

- *“Good leaders have vision and inspire others to help them turn vision into reality.”*



Common Council - Alder Functions

- Alders primarily serve their legislative function through
 - law making
 - budgetary approval
 - cooperative decision-making
- Alder's authority is collective versus individual



Alders

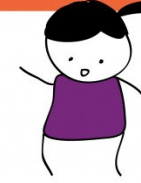
- Prepare for the Meeting
- Attends the Meeting (on time!)
- Contribute as appropriate.
- Respects other opinions and comments
- No sidebar discussions - address comments to presiding officer
- Focus on THIS topic—not last week's vote
- Listen to understand
- Vote
- Mute and stay off personal electronic devices



Questions a Critical Thinker Asks

What's Happening?

Gather the basic information and begin to think of questions



Why Is It Important?

Ask yourself why it's significant and whether or not you agree

What Don't I See?

Is there anything important missing?



How Do I Know?

Ask yourself where the information came from and how it was constructed



Who Is Saying It?

What's the position of the speaker and what is influencing them?



If only time were relative...

What Else? What If?

What other ideas exist and are there other possibilities?



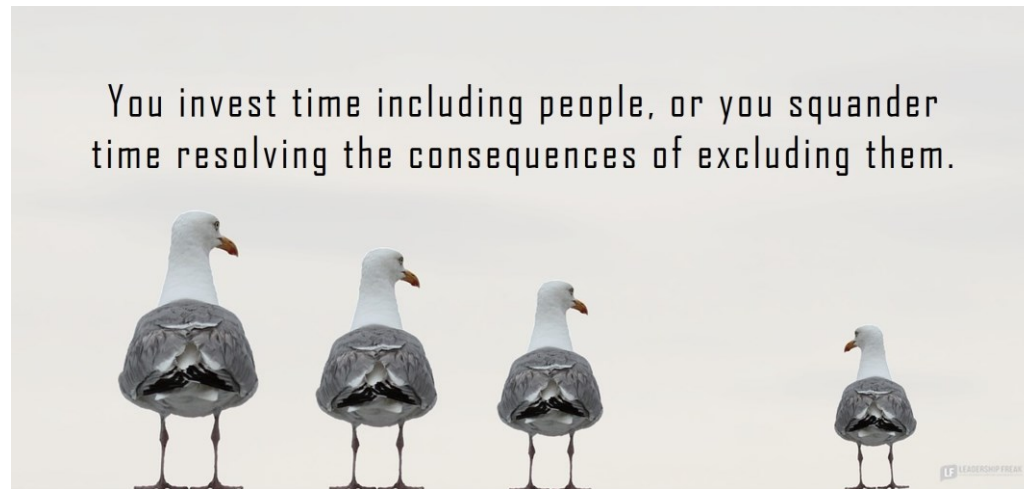
a place of mind

learningcommons.ubc.ca

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Policy vs. Administration & Operations

- Policy (Council) = “What” and “Why”
- Administration and Operations (Staff) = “How”
“When” and “Where”



Policy vs. Administration & Operations

- **Policy**

- “What” – Will we fund a new highway equipment?
- “Why” – Is it a necessary service to our citizens?

- **Admin/Ops**

- “How” – How will we plow the roads?
- “When” – When will we start repairs?
- “Where” - Where will we fill potholes?



Policy (Council & Mayor)

- Related to overall mission and purpose
- Requires vision
- Longer term
- Addresses key issues
- Strategy development
- Council Directives



Operations (Mayor, Departments & Staff)

- Implementation of policies and strategies
- Shorter term
- Day to day operations
- Related to smaller functions
- Addresses department or individual issues
- Requires attention to detail
- Requires specialized training



Summary - Ends and Means

- Policy making = Ends
- Administration = Means

Summary - Ends and Means



- Green Bay Packers have a Board of Directors
- Board represents the shareholders
- You do not see the Board Members on the sidelines calling plays
- Nor are they in the huddle

Roles & Responsibilities Exercise

A Citizen calls to complain that their street has not been plowed. You should:

- A. Call the snow-plow operator and order them to plow the street immediately.
- B. Thank the Citizen and remind them that they did not vote for you, so sorry for their hard luck.
- C. Call the Public Works Director to discuss the issue so you understand what is going on in case you get more calls.
- D. Call the Mayor and demand action to rectify the issue.
- E. Have another cup of coffee and do nothing.



Meetings

“Meetings are
indispensable when you
don’t want to do
anything.”
- John Kenneth Galbraith



Mayor or Chair - Meetings

- Chair is responsible for the agenda
 - Members may place items on the agenda (more on this later)
- Chair has all the rights of participation, including making and seconding motions
 - Voting - Mayor Exception
- Chair is responsible for administering the group's deliberations



Agendas

- Purpose of the Agenda
 - Sets the expectations for the members of the governmental body and the public.
 - Items of business that will be addressed.
 - The order in which they will be considered.



Who Sets the Agenda?

- Presiding officer, or designee, is responsible for developing the agenda and noticing the meeting.
- Neenah has no written procedures and defaults to Robert's Rules of Order (RONR). Under RONR the Chair sets the Agenda.
- However, any Alder can ask to add an item to the Agenda.
- If refused, an Alder can make a motion at a meeting to add an Agenda item to the next meeting's Agenda.



Minutes

- The official record of the proceedings of the governing body.
 - Accurate record that a meeting was held.
 - Captures the substance of the official action taken by the body.
 - “Substance”—an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion, and the roll call vote on the motion. Wis. Stat. § 985.01(6)
- Record motions, seconds, and any action taken
- Not a blow-by-blow account



Minutes – Core Concept

- Minutes should focus on what the body ***did***, not on what was ***said***. That is what was
 - Announced
 - Reported
 - Discussed
 - Ordered
 - Commitments made
 - Decisions made



Recording Formal Decisions

- Exact wording of all motions - As a recorder, ensure you get the wording down before the vote is taken.
- Must, in local government, record person making and seconding *Wis. Stat. Sec. § 985.01(6)*
- If a decision is made by unanimous consent, the minutes should reflect it.
- Show the distribution of counted votes (“Motion carried, 5-2”).
- Roll call vote – indicate how each person voted.
- Voice vote – indicate outcome and that voice vote was taken (Motion carried, voice vote)



What is a Meeting?



- Meeting is a gathering of members of a governmental body for purposes of exercising its responsibilities *Wis. Stat. Sec. 19.82(2)*

Intent of Open Meetings Law



Ensure:

- Public Access
- Open Decision-Making: information gathering, discussion, and voting

Through:

- Advance public notice of meetings,
- Meetings that are open and accessible to the public
- Limited closed sessions.



What bodies are subject to the WI Open Meetings law?

- local governing bodies of general and special purpose units of government,
- their committees, commissions and boards,
- special study and advisory committees, and other bodies or subunits created by a governmental body or an officer, and
- governmental and quasi-governmental corporations.
 - (Body members covered by the law include citizen members.)



Meeting defined - The Two Tests

Numbers test = enough members of a body are present to determine the outcome of an action

Purpose test = discussion, information gathering or decision-making on a matter within the jurisdiction of the body.



Numbers Test

- By statute, if one-half of the members of a body are present, there is a presumption that a meeting has occurred, unless the purpose test is not met.
- A lesser number of members may meet the numbers test if they can affect the outcome.

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$< \frac{1}{2}$

Quiz Question

- Is there an open meetings law violation?

A



B



C



Responses

- A. Yes - Picture A
- B. Yes - Picture B
- C. Yes - Picture C
- D. Yes - All Pictures
- E. None
- F. Need more information

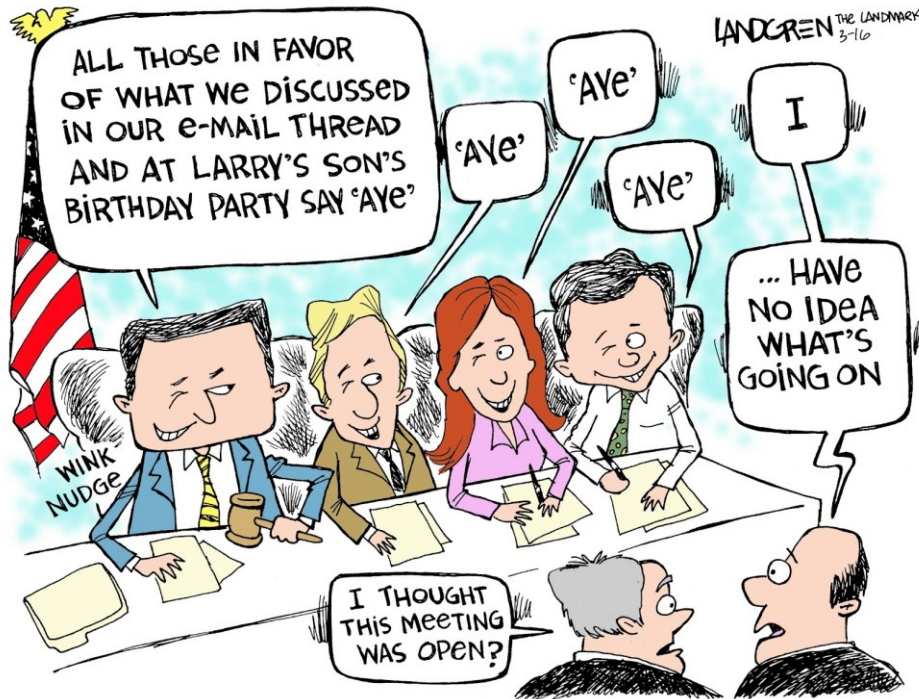


Quorum

- Two-thirds of the common council's members constitute a quorum. Wis. Stat. § 62.11(3)(b).
- A quorum must be present to conduct business.
- If a meeting is noticed and convenes with fewer members than a quorum, consider adjourning and rescheduling until a future meeting when a quorum is present.
 - See Board of Supervisors of Oconto County v. Hall, 47 Wis. 208, 213 (1879) (stating the general rule that any action taken by a governmental body at a meeting without a quorum is null and void).



Some Special Cases



Walking Quorum--A series of phone calls, e-mails or conversations to “line up votes,” gather information or conduct other business

Emails, Texts, Social Media posts, and phone conferences may constitute a meeting if the number and purpose tests are met.

Walking Quorum

- A “meeting” is not limited to situations in which members are simultaneously gathered in the same location.
 - If the members can effectively communicate and exercise their authority, a meeting has occurred even if they are not physically present together.
 - This means that telephone conference calls, emails, or electronic messaging between members could amount to a meeting. A “walking quorum” is a “meeting” resulting from a series of gatherings among body members.
- A walking quorum consists of the following elements:
 - A series of gatherings among body members that are each smaller in size than a quorum.
 - Where an agreement to act uniformly is implied or expressly reached.
 - In sufficient number to control the body. If a body engages in governmental business over a series of smaller meetings and reaches a consensus, they have violated the OML.
 - Even though each individual meeting might not amount to a “meeting” legally speaking, the cumulative effect is that a “meeting occurred” in violation of OML.
 - In State ex rel. Zecchino v. Dane Cty. Bd. of Supervisors, 2018 WI App 19, the Wisconsin Court of Appeals held that a county supervisor individually emailing less than a negative quorum of county board members to track votes on an issue did not amount to a prohibited walking quorum.
 - However, if the county supervisor in State ex rel. Zecchino had individually polled a quorum of board members, it likely would have amounted to a walking quorum. See DoJ



OOG – Attorney General

- The WI Supreme Court has commented that any attempt to avoid the appearance of a meeting through the use of a walking quorum is subject to prosecution under the open meetings law.
- The requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face. For example, phone calls, email exchanges, and other electronic messaging may suffice.
- The essential feature of a “walking quorum” is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum.



Permitted closed sessions

Closed sessions are limited to those authorized by statute, including...

- Deliberations concerning a judicial or quasi-judicial “case”.
- Personnel matters including employee discipline and licensing.
- Deliberations on property acquisitions, investments.
- Competitive or bargaining issues.



Closed session procedures

- Convene in open session.
- Announce authority and purpose of proposed closed session.
- Close session by a majority vote, showing vote of each member.
- If unanimous, note as such



Closed session procedures

- All governing body members (includes any who objected. Also, any Personnel essential to closed meeting discussion)
- If a committee, then members of parent body may remain.
- Limit discussion to announced items.
- Do not reconvene in open session unless it was included in the public notice.



Open Meetings Exercise

- You are a member of a committee of five people. You post a request on your Alder Facebook site for community input on an upcoming committee meeting agenda item. Two other Alders, also on the committee, respond.
- Is this an open meeting violation?
- What happens if you happen to see the other two Alders on the street and stop to discuss?



Open Meetings Exercise

At a Committee meeting, you realize that an Agenda Item is better dealt with in a closed session because it fits one of the statutory definitions to close a meeting.

- Therefore, can you make a motion to close the meeting?



Open Meetings Exercise

You are a member of the Public Works Committee. You plan to attend the Finance Committee meeting as they will discuss a Public Works item.

You arrive at the Finance Committee Meeting and see two other members of the Public Works Committee attending.

- Open Meeting Violation?





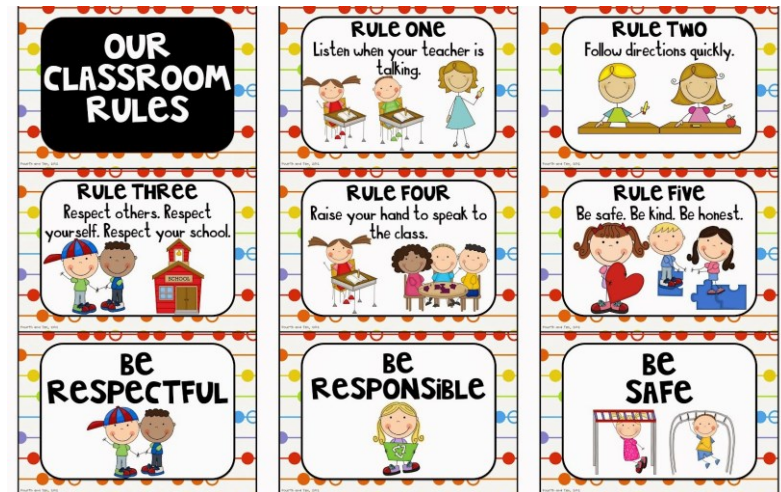
Meeting Procedures & Rules

- Facilitate a decision made by the majority
- Providing ability to hear all views.
- Provide an orderly way to disagree without being disagreeable
- Sets expectations for meeting process and conduct
- Sources of Meeting Rules
 - State statutes and Constitution
 - Local Government Meeting Rules
 - Rules of Order



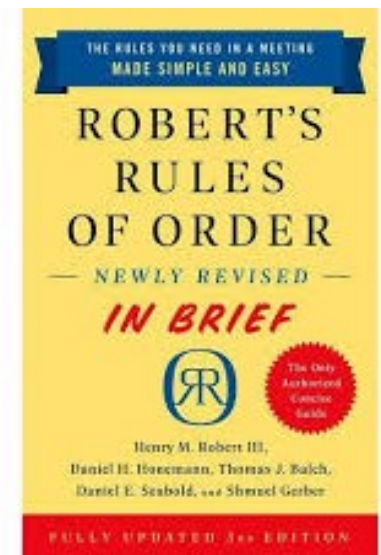
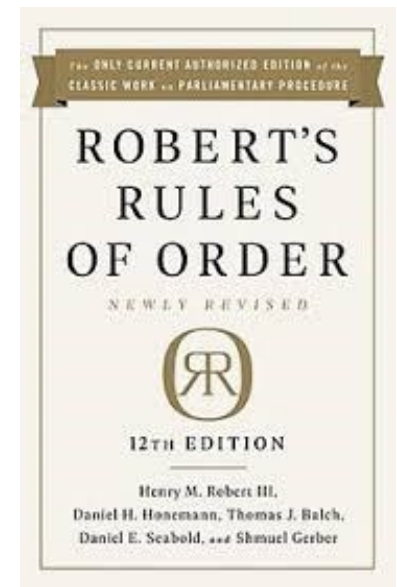
Why Meeting Rules & Procedures?

- Fair treatment for me and you
- Clear communication through clear motions
- Meeting Decorum – board/council meeting discussion conduct
- Meeting agenda approach
- Separate decision and discussion items.
- Actions violating local meeting rules
- How far does “Meeting Policy” apply



Roberts Rules of Order

- Facilitate Discussion, Not Obstruct It
 - Justice and courtesy to all
 - Each proposition is entitled to full and free **debate** discussion
 - Address only one issue at a time
 - Common understanding
 - Substance over process
- Fairness to All
 - Majority
 - Respect the rights of the minority & individual Members
- Provide Order
 - The majority rules
 - Organizational Stability
- RONR – May Not Be A Fit
 - created for all kinds of meetings, so not always applicable
 - Use it or there are other options, including making your own rules



Meeting Dynamics

Meeting Definition

A meeting is a deliberation where hours are wasted, and minutes are recorded

- What is the meeting purpose?
- Does everyone understand that purpose?
- Not all approach meetings the same way
- Our personalities can influence our interactions
- Knowledge helps accommodate people to be fully engaged





Before the meeting

“By failing to prepare,
you are preparing to fail.”
- Benjamin Franklin



Meeting Preparation



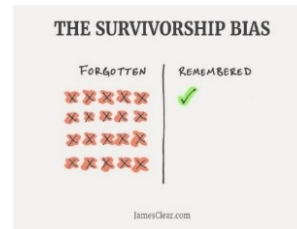
- Review agenda & materials before the meeting – do your homework!
- Do you have the information you need to make a decision? If not, ask the Mayor, clerk or staff before the meeting.

Interpersonal Dynamics



Bias - Common Mental Errors That Prevent Making Good Decisions

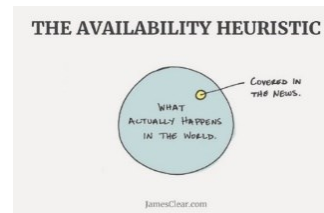
1. Survivorship Bias



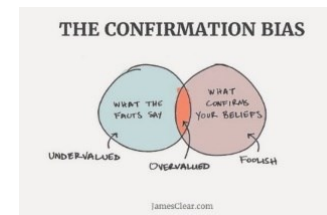
2. Loss Aversion



3. The Availability Heuristic



4. Confirmation Bias



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Communication Starts with Listening

The single biggest problem with communication is the illusion that it has taken place.

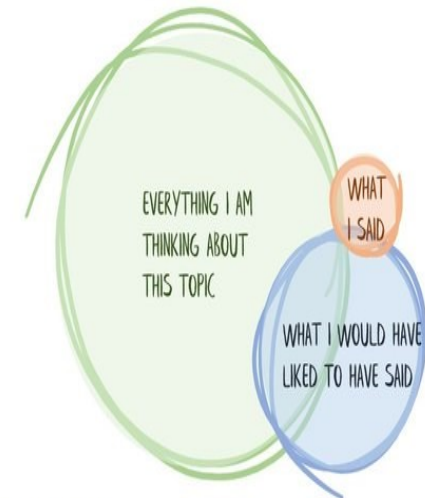


Attributed to George Bernard Shaw

Thinking versus Speaking

- **What I meant to say**
- **What I said**
- **Everything I am thinking about this topic -**
The basic constraint is:
 - **People can think at up to 4,000 words a minute**
 - **We can only speak at 125 words per minute, in most cases.**
 - *There will always be more to say than we can ever express.*
 - *There is more that we are thinking about a topic than we might even hope to say*
- ***So, choose your words carefully***

THE THOUGHT-INTENTION-EXPRESSION GAP



WWW.THECONVERSATIONFACTORY.COM

[The Talking and Thinking Gap](https://www.danielstillman.com/blog/the-thought-intention-expression-gap)
<https://www.danielstillman.com/blog/the-thought-intention-expression-gap>



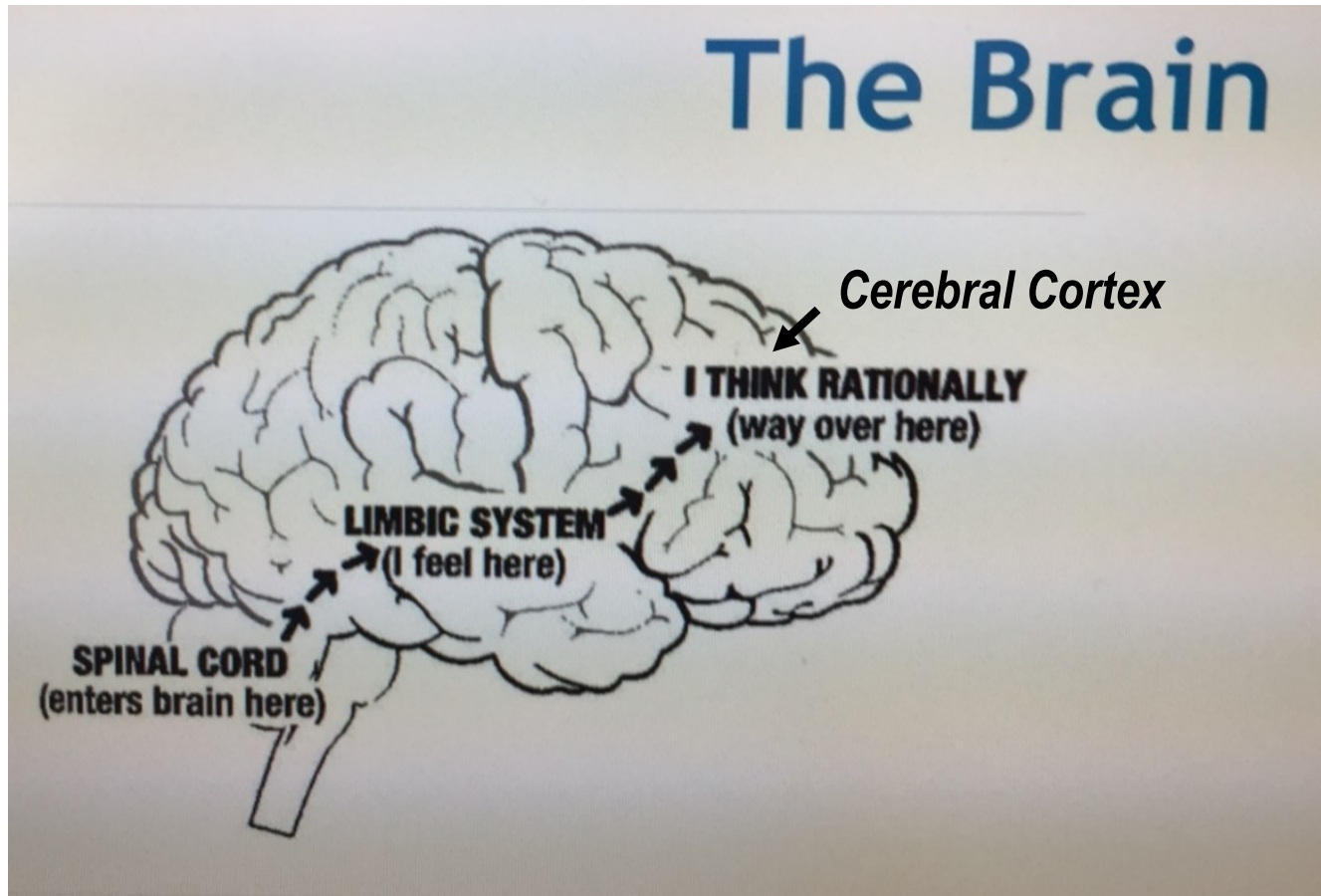
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Listening - with your Eyes, Ears, and Feelings

- Active listening
 - Pay attention. Give the speaker your undivided attention and acknowledge the message.
 - Show that you are listening.
 - Provide feedback.
 - Defer judgment.
 - Respond Appropriately.
- Listen to what the other person is saying – not your assumptions
- Body language
- Pay attention to your feelings



And “hears” why!



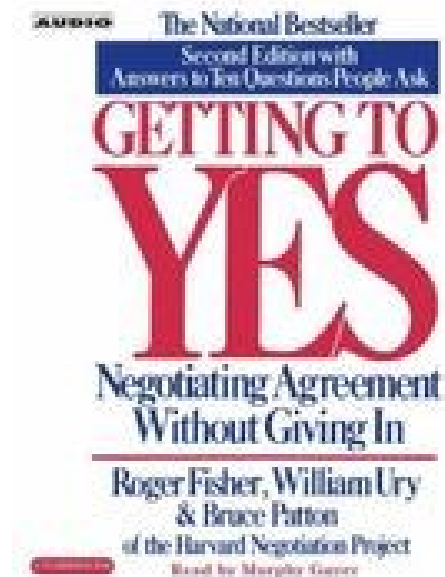
Positions vs. Interests – Fisher, Ury & Patton

Positions – what each party wants

- I do not want the City adopt a zoning ordinance

Interests – the reasons why the individual has taken the position

- I want to be able to do what I want with my land



Getting to Yes

GETTING TO YES:

NEGOTIATING AGREEMENT WITHOUT GIVING IN



ROGER FISHER
WILLIAM URY
BRUCE PATTON

Notes: SachaChua.com



Don't get locked into negotiating POSITIONS



Focus on understanding your interests and other parties' interests.

and come up with a CREATIVE solution.



COMPONENTS:

PEOPLE



Instead of seeing it as a conflict,

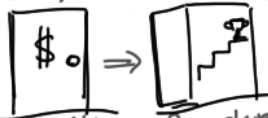


focus on cooperation



and build relationships.

INTERESTS



Study positions for clues

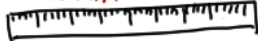
what people truly value → interests

OPTIONS



If you don't fully commit to one option, you have more creative room.

CRITERIA



Find and agree on Objective criteria, and use reason & logic.

OTHER TIPS

Power imbalance?



Know your best alternative to a negotiated agreement (BATNA)

People who won't negotiate?



Focus on interests

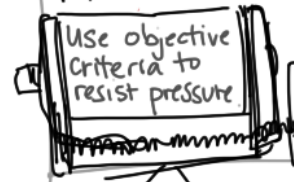
or use a mediator



Dirty tricks?



Call attention to their tactics



Don't be afraid to take a break or walk away.

Leading with Questions

4 Steps for Higher-Quality Conversations

1) INTRODUCE THE ISSUE

- I would like to talk about ____ and would like to get your point of view.
- I need to talk with you about _____. I would like to hear your perspectives on this situation.

2) UNDERSTAND PERSPECTIVES

- What challenges are you encountering?
- How do you feel about the situation?
- What is going well?
- What do you feel that I need to better understand?

4) AGREE ON SHARED ACTION

- What are the next steps?
- When will these steps be completed?
- How will we keep each other updated?

3) GENERATE SOLUTIONS

- What are your ideas for next steps?
- How can we work together for progress?
- What do you need from me?

Tony Gambill



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What is a Motion?



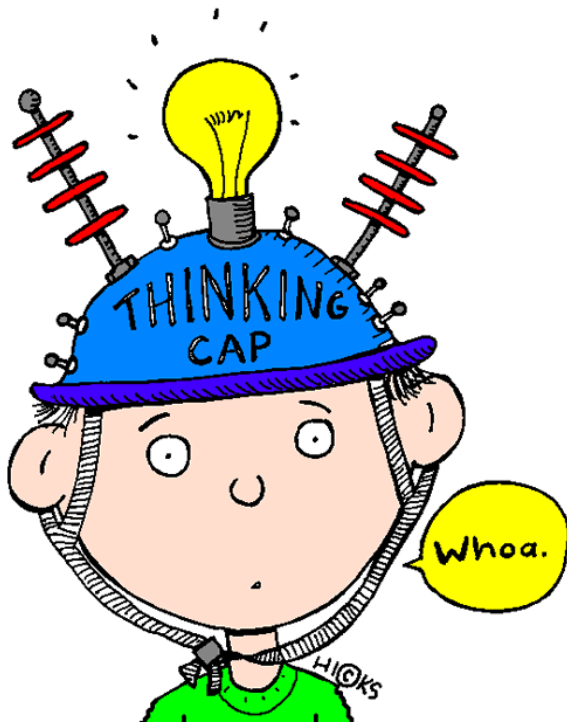
- A Motion is a formal proposal by a member of the body, in a meeting, that the body take certain action. (*RONR p. 27 1. 7 to p. 35, p.62, ll. 18-21; p.100, ll. 3-5*)

Motions

- Required on substantive issues
- Avoid negative motions, accepting informational reports, reaffirming existing policy
- Should be stated fully and repeated by chairperson, once seconded
- Must be seconded, unless incidental



Motions



- Main Motion - Starts the discussion
 - Only one MAIN motion can be pending at any given time
- Other classes of motions take precedence over main motions
 - Privileged Motion - Relates to the meeting itself
 - Subsidiary Motions - Relates to the treatment of main motion
 - Incidental Motions - Relates to the conduct of the meeting

Main Motion



"This meeting was called in order to discuss the meat. It has been pointed out that there is no more meat. A motion has been made to fight over the bones."

- Main Motion - Starts the discussion process
- I move that
" _____ "

Incidental Motions

- Incidental Motions - *Relates to the conduct of the meeting*
 - Division of a Question – *chair responds*
 - Point of Order – *chair responds*
 - Withdraw a Motion – *majority vote*
 - Appeal a Decision of the Chair - *Member motion & second*
 - Suspend the rules
 - Split a Main Motion containing two or more separate parts.
 - Decide amendments to complex main motions in separate parts



Privileged Motions

- Privileged Motion - *Relates to the meeting itself*
- Raise a Question of Privilege – *chair responds*
- Call for orders
 - Stick to the Agenda
 - Pressing issue
 - Raise a question of Privilege
- Recess
 - specified length of time
- Fix a time to adjourn
 - Adjourn – *majority vote*



Subsidiary Motions

- Subsidiary Motions - *Relates to the treatment of main motions*
- Lay on the Table (table motion) – *majority vote*
- Previous Question (close discussion) – *two-thirds vote*
- Amend – *majority vote*
- Postpone - majority
- Refer to Committee - majority
- Extend Debate – *two-thirds vote*



Q#5 – Which of these main motion statements are true?

- The Main motion starts the discussion
- Only one Main motion can be pending at any given time.
- The Main motion relates to the meeting itself.
- The Main motion takes precedence over all other motions.
- Privileged, Subsidiary, and Incidental motions take precedence over the Main motions.



Q#5 – Which of these main motion statements are true?

- The Main motion starts the discussion
- Only one Main motion can be pending at any given time.
- The Main motion relates to the meeting itself.
- The Main motion takes precedence over all other motions.
- Privileged, Subsidiary, and Incidental motions take precedence over the Main motions.

Robert 's Rules of Order Motions Chart

- <https://robertsrules.org/motions.htm>

**Part 1 - Main Motions. These motions are listed in order of precedence.
A motion can be introduced if it is higher on the chart than the pending motion.**

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to ask a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate (discussion)	I move the previous question ...	No	Yes	No	No	2/3rd
§15	limit or extend debate (discussion)	I move that discussion be limited to ...	No	Yes	No	Yes	2/3rd
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely ...	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that (to) ...	No	Yes	Yes	Yes	Majority

Robert 's Rules of Order Motions Chart

- <https://robertsrules.org/motions.htm>

Part 2 - Incidental Motions. No order of precedence.
These motions arise Incidentally and are decided immediately.

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies s	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3rd
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3rd
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move of a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes, if urgent	No	No	No	None
§33	Request for information	Point of Information	Yes, if urgent	No	No	No	None

Part 3 - Motions that bring a questions again before the assembly
No order of precedence. Introduce only when nothing else is pending.

RONR §	Purpose	You Say:	Interrupt	2nd	Debate?	Amend?	Vote?
§34	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3rd or Majority with notice
§37	Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

1 - Main Motions. These motions are listed in order of precedence.

A motion can be introduced if it is higher on the chart than the pending motion.

RON R §	Purpose	You Say:	Interrupt	2nd	Debate ?	Amend ?	Vote?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to ask a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate (discussion)	I move the previous question ...	No	Yes	No	No	2/3rd
§15	limit or extend debate (discussion)	I move that discussion be limited to ...	No	Yes	No	Yes	2/3rd
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely ...	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that (to) ...	No	Yes	Yes	Yes	Majority



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Exercise – Who gets the computer(s)

- How does the Chair handle these various motions?
 1. Takes up the motion to “Take a Break”, as it has the highest order of precedence – it passes, 10-minute break
 2. Takes up the motion to “Refer to the Finance Committee” as it has the next highest order of precedence – it fails
 3. Takes up the motion to “Amend the Main Motion” as it has the next highest order of precedence – it passes
 4. Takes up the Main Motion, as amended - it passes

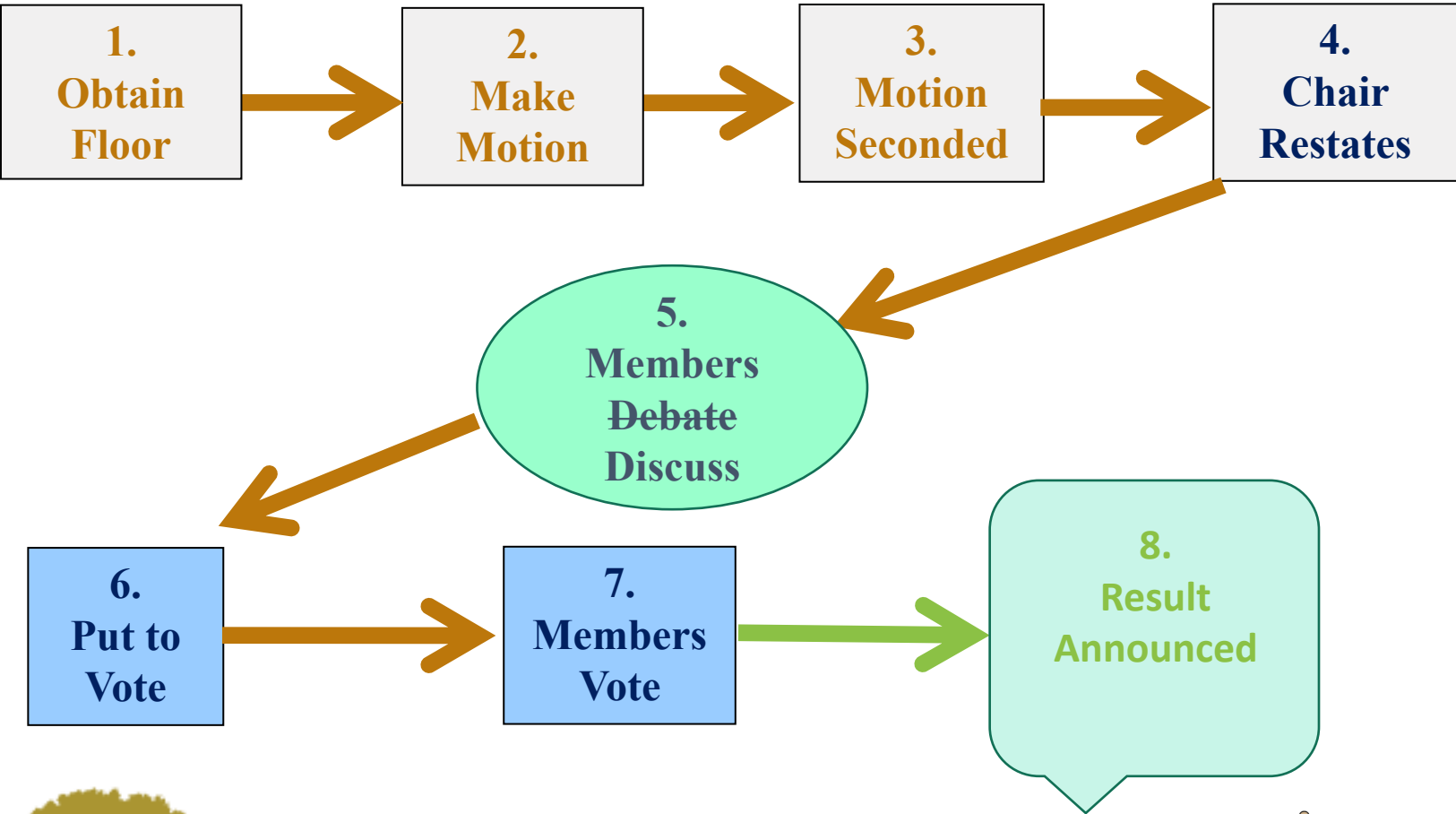


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4	§10	Bring business before assembly (a main motion)	I move that (to) ...	No	Yes	Yes	Yes	Majority

A Motion's Life – Start to Finish



1. Obtain Floor

- Typically, raising hand
- Called upon or recognized by the presiding officer

2. Make Motion

- Proposal to take action - “I move that...”
- Clearly stated
 - Make positive motions – not negative motions
 - “So moved” is not needed
 - Motion must include a brief description of what you are talking about

3. Motion Seconded

- By another member
 - Worthy of discussion
 - Does not have to “favor” the Motion
- Get in advance, especially for substantive motions
- Typically, not needed if committee recommendation
- Should have, but do not need, before starting discussion, typically at committee meetings
 - “de-facto” or “ad-hoc” is where discussion has started before a “second” can be obtained



4. Chair Restates

- Clarifies
 - “It has been moved and seconded that...”
- Transfers ownership of the motion to the body
- Once the chair restates, the motion now belongs to the body and can not be withdrawn
 - However, a separate motion can be made to withdraw the motion, a second and a vote to withdraw



5. Members ~~Debate~~ - Discuss

- Fine tune the motion
- May occur prior to a motion
- Even if there appears to be plenty of discussion before a motion is made, an opportunity for discussion must be given to all



5. Members Discuss - Amendments

- Amending not substitution Motion
- Main motions may be amended
- Amendment must be germane
- Amendments require a motion stating the amendment, a second and a vote
- Amendments take precedence over Main motions
- Amending is a body decision
 - No Friendly Amendment



5. Members Discuss - Amendments

- Amendments are debatable
- Amendments are amendable – keep track
 - Only one amendment to an Amendment at a time
 - Any additional amendments to the amendment should be brought up after the original amendment is decided
- Once voted on, the matter is “settled”, not up for additional amendments covering the same context or effect



5. Members Discuss – Refer to Committee

- During discussion, it may become apparent that the Motion should be referred to a Standing or special committee for further study and input
- A member may then make a Motion to refer the matter to Standing or special Committee
- Such Motion is amendable
- Usually made with a response within a date certain



5. Members Discuss – Postpone & Table

- A pending Motion may be postponed to a time later in the same meeting or a later time
- Postponing is NOT tabling
 - Tabling requires another motion to bring it back
 - Postponed brings the Motion back at the time specified
- Postponing “indefinitely” effectively “kills” the motion
- Role of the chair in clarifying the member’s intent – “postpone or table”



Side Trip on Discussion



- Chair guides debate
- Focus on problem solving
- Listen to understand
- Get Facts
- Respect each other

Single Person or Minority Dominating Discussion



Passive



Assertive



Aggressive

- The Chair is responsible for administering the body's deliberations
- Advisable to seek balanced participation
- Advisable to recognize members who have not yet spoken
- RONR says 10-minute limit and twice to any issue – May make own rules

End Debate – Call the Question?



- How to end discussion in a meeting?
- Chair can seek unanimous consent of the body

“Council member _____ is ready to vote, is it the unanimous view of the Council to close discussion and move to a vote on the main motion.”

- If any objection then to end discussion requires a motion, second and 2/3rds of the body voting to approve
- This motion is not debatable

6. Put to Vote

**ONE PERSON
CAN MAKE A
DIFFERENCE,
AND EVERYONE
SHOULD TRY**

-JOHN F. KENNEDY-

- Chair prompts
 - “Any further discussion?”
 - “Are you ready to vote?”
 - “Any new points, before we vote?”
- Presiding officer may not end discussion on her/his own
- Presiding officer restates the question and effect of a “yes” or “no” vote
- Motion to end discussion
 - Needs a two-thirds vote to pass

7. Members Vote

- Votes can be taken in a variety of ways
 - Viva-Voce (Aye/Nay)
 - Show of hands
 - Rising vote
 - Division of the assembly or the house
 - Roll-call (required if requested)
 - Ballot
- Ask for votes on both sides



Side Trip on Voting



- Quorum must vote
- Unless a roll call vote, there is no record of an individual abstaining from a vote
- Not required to vote, *Wrezeski v. City of Madison*, 558 F. Supp. 664 (W.D. Wis. 1983)
- Conflicts of interest
 - Remove oneself from participation or voting
 - Do not have to disclose
 - Treated as absent for quorum and voting purposes, *Ballinger v. Door City*, 131 Wis. 2d 624 (Ct. App. 1986)

Side Trip on Voting



- Therefore, the individual with a conflict of interest must remove themselves from the meeting
- Suggest a roll call vote to note member removing themselves
- A member can change his/her vote before final result is announced. *45 RONR 408*
- Where there is a tie vote, the motion fails as there is no majority in favor

Side Trip on Voting



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Side Trip on Voting - Abstentions



- Suggest voting present, versus abstaining
- Avoids potential quorum issues,
- Citizens expect your representation

8. Result Announced



- Presiding officer announces results
 - Motion carried or failed
 - Number of votes on each side, if known



Point of Order



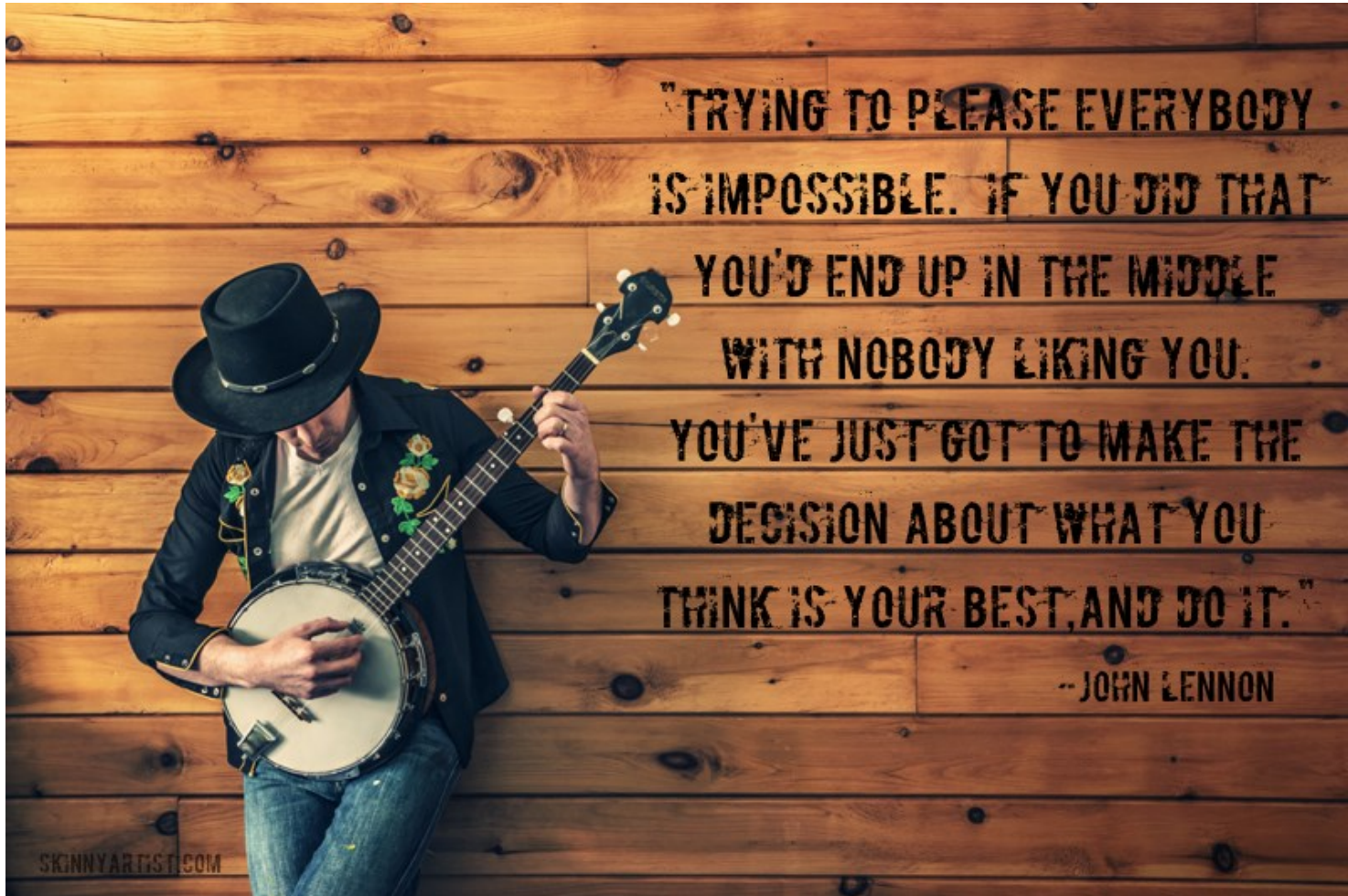
- Pointing out a discrepancy in the application of rules of order
- Needs to be made when the infraction or mistake occurs
- Member states reason for the Point of Order
- I make a Point of Order that _____
- Chair – determines for or against Point of Order

Appeals of a Chair's Point of Order Ruling



- Member – I appeal the Chair's decision
- Chair
 - The decision of the Chair is appealed
 - Clearly state exact question at issue and reasons for the Point of Order decision
 - The vote is on: "Shall the decision of the Chair be sustained"

Remember!





Extension

UNIVERSITY OF WISCONSIN-MADISON
LOCAL GOVERNMENT EDUCATION

Wisconsin Certified Public Manager[®] Program

Next Hybrid Cohort –October 2024




Madison or West Allis, WI





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A nationally accredited public management development program that prepares employees for the profession's unique challenges and demands through seven core leadership competencies:

-  Personal and Organizational Integrity
-  Leading People
-  Systemic Integration
-  Change Management
-  Managing Work
-  Developing Self
-  Public Service Focus





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Past participants include:

- State, County, City, Village, Town, Tribe, Special District managers, administrative and program staff
 - Including administration, program, police, fire, EMS, parks, public works, IT, planners, clerks, finance, and utilities
- Municipal decision-makers and program leads
- Nonprofit leadership



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UNIVERSITY OF WISCONSIN-MADISON
LOCAL GOVERNMENT EDUCATION PROGRAM



Program overview

An 18-month program (2 days per month) and learning community that will enhance your administrative, technical, analytical, management, and communication skills.

PHASE 1
Supervisory

72
HOURS

PHASE 2
Management

130
HOURS

PHASE 3
Executive

98
HOURS

A convenient **300 total instructional hours**

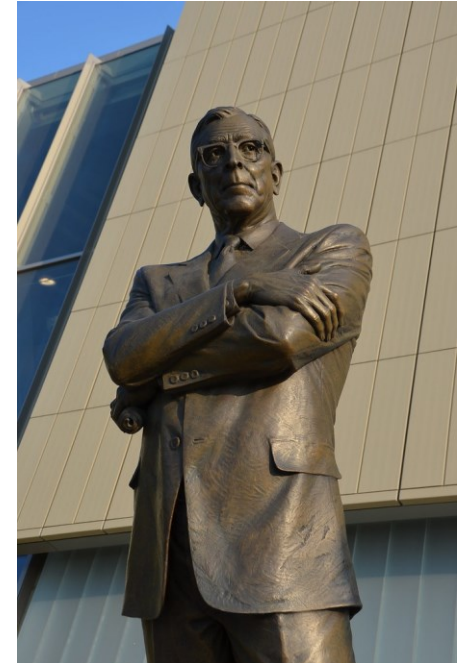
Hybrid Program in-person and virtual classes as designated



After the meeting

Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming.”

- John Wooden



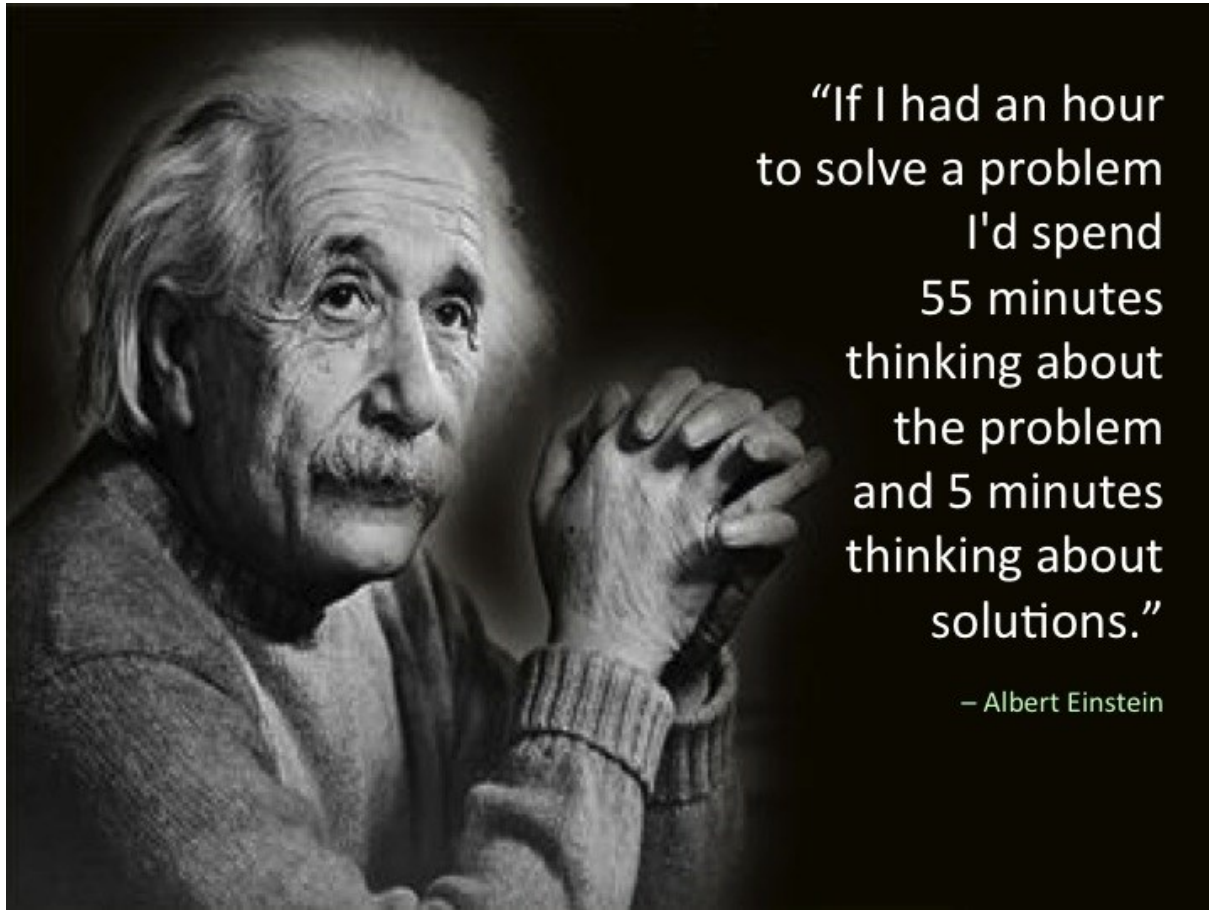
The dash —

5-19-1955 – 5-19-2032



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UNIVERSITY OF WISCONSIN-MADISON
LOCAL GOVERNMENT EDUCATION PROGRAM

Questions?



“If I had an hour
to solve a problem
I'd spend
55 minutes
thinking about
the problem
and 5 minutes
thinking about
solutions.”

– Albert Einstein

Resources



- **Local Government Center Website - <https://lgc.uwex.edu/>**
 - Effective Meetings - <https://lgc.uwex.edu/effective-meetings/>
 - Provides wealth of Parliamentary Procedure information, written and video format
- **Electronic Meetings - <https://lgc.uwex.edu/update-government-meetings-during-covid-19-pandemic/>**
 - Provides OOG, resolution templates, and webinar resources
- **Deliberative Governance - <https://lgc.uwex.edu/deliberative-governance/>**
 - Provides deliberative governance tools, guides and web resources
- **League of Wisconsin Municipalities,**
 - Handbook for Wisconsin Municipal Officials
 - The conduct of City Council Meetings
 - The Conduct of Village Board Meetings
 - Local Government Options for Conducting Meetings Remotely
- **Robert's Rules of Order Newly Revised – 12th Edition 2020**
- **Office of Open Government, <https://www.doj.state.wi.us/office-open-government/office-open-government>.** Public Records/Open Meetings (PROM) Help Line: 608-267-2220
- **Daniel Foth, Local Government Center, UW Madison - Division of Extension Daniel.Foth@wisc.edu**

Thanks!

**Local Government Education
University of Wisconsin-Madison
Division of Extension**

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