

# ROBERT'S RULES OF ORDER

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City of Littleton, Colorado



# CITY'S RULES OF PROCEDURE

- City of Littleton has adopted “Bob’s” Rules of Order.  
*Robert’s Rules of Order* are used to cover those items not addressed
- General guide for the conduct of all meetings.
- Rules of parliamentary procedure

## CONDUCT OF MEETING (Chair presides over the meeting and may change order)

- Quorum – at least 4 members present (alternate may be the 4<sup>th</sup>)
- Call to order -- convene
- Roll call—Chair may ask clerk to note the roll
- Opening Statement
- Call for Public Comment Roster and Public Comment
- Consent Agenda-including first readings
- General Business
- Second Readings.
- Reports
- Adjournment

# PUBLIC HEARINGS

- Staff Presentation(s)
- Applicant presentation
- Open public hearing
- Public comments – again request speaker roster
- Applicant response
- Move to close public hearing after public comment and before applicant response
- Board questions and discussion
- Motion - Amendments, if any
- Board action
- Agenda item concludes – next agenda item

# MOTIONS – HOW BUSINESS IS BROUGHT BEFORE THE BOARD

- Motion – proposes action (approve or deny)
- “I move that .....”
- Motion is seconded
- If no second, the motion dies
- If seconded:
- Motion is discussed and staff can be questioned
- Chair or any member can move to end debate
- Vote is taken

# ONE MOTION AT A TIME

- Only one motion or question can be considered at a time
- Once a motion is properly before the body, it must be adopted or rejected or otherwise disposed of (e.g., withdrawn) before any other business can be considered

# AMENDING MOTIONS

- Motion can be amended by any member before vote – must be seconded
- Only one amendment may be on the floor at a time. Once seconded, discussion is limited to the amendment, not the substantive item.
- After discussion is completed, presiding officer calls for vote
- Amendment must relate to the motion
- After amendment, motion on the substantive item proceeds as usual

# PRECEDENTIAL MOTIONS

- After motion made, but before vote, a precedential motion can be made
- E.g., Amend the motion (infra), Postpone to a Date Certain, Postpone Indefinitely, Table to a date certain, Point of Order
- Postpone Indefinitely “kills” the motion
- Point of Order used to request ruling by Chair on rule of procedure or enforcement of rules by Chair
- All of these must be decided before motion can be voted upon



# MOTION TO RECONSIDER

- Generally, after vote taken on motion or agenda item, the matter is concluded and cannot be revisited
- However, member who voted **with majority** can move to reconsider the motion or agenda item
- Can be made during the same meeting before adjournment, but must be addressed no later than the next scheduled meeting
- Can also be initiated in writing after meeting adjourned but before next meeting and placed on agenda
- Can be seconded by any member