

BASIC PARLIAMENTARY PROCEDURES – VILLAGE BOARD

Open the Meeting/Debate:

1. The Mayor as the Chair calls a meeting to order.
2. No debate on an agenda item is in order until a motion is before the meeting. A motion should be made and seconded pursuant to the procedures below. Once the motion is stated, it is properly before the Board.

Making Motions:

When a question is under debate, no motion shall be made or received except:

1. To take a recess
2. To reconsider
3. To lay on the table
4. To call the question/end debate
5. To postpone
6. To amend
7. To adjourn

Motions to Amend:

A motion to amend must be germane to the original motion. Words can be added, inserted or struck, or an entire motion on the same subject can be substituted. An amendment is adopted by majority vote. Once an amendment is adopted, debate resumes on the main motion.

Seconding Motions:

All motions must receive a second. A Trustee who seconds a motion need not be recognized by the Mayor. The Trustee who seconds a motion simply must state, "I second the motion."

Withdrawing a Motion:

A Trustee who has made a motion may withdraw a motion. If a motion has been seconded, the mover may obtain the floor from the Mayor and seek permission to withdraw the motion. The Mayor may attempt to obtain consent by unanimous vote for the withdrawal of the motion or may ask for a roll call vote.

Trustee Remarks:

1. A Trustee wishing to speak should ask to be recognized by the Mayor. The Mayor will recognize the Trustee by name for the Trustee to have the floor.

2. The Trustee who speaks should limit his or her remarks to the motion under discussion and address his or her remarks to the Mayor.

Ending Debate/Calling the Question:

Debate on a question may be ended by a Trustee calling the question. This is done by a Trustee receiving recognition from the chair stating, "I move to call the question." The Mayor then asks for a second. If there is a second, the chair asks if there is any objection. If there is an objection, a roll call vote is taken and a two-thirds majority is required to close debate. The Board then proceeds to vote on the matter.

Voting:

Voting can be accomplished by either voice vote/unanimous consent (i.e., all those in favor/all those opposed) or by roll call vote. Roll call vote proceeds as follows: the question is stated and the roll is taken on the yeas and nays by the Village Clerk. The Mayor may then state the results of the vote and the Village Clerk records the vote. A roll call vote should be taken on the consent agenda, any main motion agenda items or to enter into closed session. A roll call vote is not necessary on a motion to confirm appointments, proclamations, approve minutes or to adjourn.