

Oklahoma County Clerk's Office

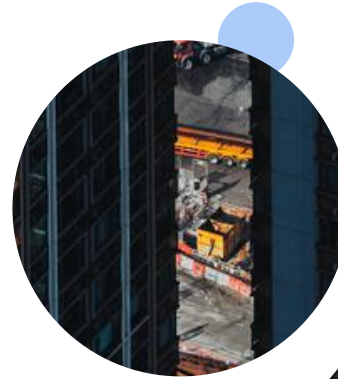
Introduction to Parliamentary Procedures


Clerks of the Board



Objectives

- By the conclusion of this presentation, you'll understand motions, their usage and requirements, proper meeting conduct including common pitfalls, and the roles and responsibilities of your support staff.
- This presentation was created using a **simplified version** of Robert's Rules of Order. It also takes into account state law and county processes to outline how to run a public meeting efficiently.





Board meetings are designed to conduct business, communicate with others, and plan for the future; however, if the meeting is not as efficient as it could be these objectives are hard to meet. Parliamentary procedure can aid our boards in having smooth and well-organized meetings. The following is a crash course in parliamentary procedures.

Let's dive in



Introduction to Parli Pro

Parliamentary Procedure (Parli Pro) is a set of rules that govern how an organization conducts meetings. The goal is to ensure that meetings are orderly, and the group can reach decisions.

A few advantages of adopting Parli Pro:

- **Orderly discussion:** Parliamentary Procedure establishes a clear structure for debate, preventing interruptions and ensuring that only one topic is discussed at a time.
- **Efficiency:** Helps meetings run smoothly and reduces the likelihood of procedural challenges. Keeps meetings consistent and by following set procedures, groups can quickly reach conclusions and avoid unnecessary delays.
- **Transparency and accountability:** Clear framework, rules and procedures make the decision-making process transparent to all. Provides a framework for conducting business so that everyone knows and is clear on the decisions made.



Terms to Know

- **Adjourn** - end the meeting
- **Recess** - take a break. Must name the time, date and place of reconvene
- **Approve** - statement made in favor of a specific item or action
- **Amend** - change the motion that you previously made
- *Defer - postpone to a specific meeting date*
- *Table - discontinue discussion and pick up later in meeting*
- **Recommend** - name the board and specific recommendation
- **Strike** - remove the item from consideration and removed from that meeting's agenda
- **Withdraw** - rescind a motion you previously made
- **Reconsider** - reconsider a particular agenda item from the current agenda
- **Take from Table**- resume discussion of an item that was previously tabled



Roles of Chairperson, Member & Clerk



Chairperson

- Leads the board, ensuring effective governance, facilitating constructive discussions, and representing the board's interests.

Board Member

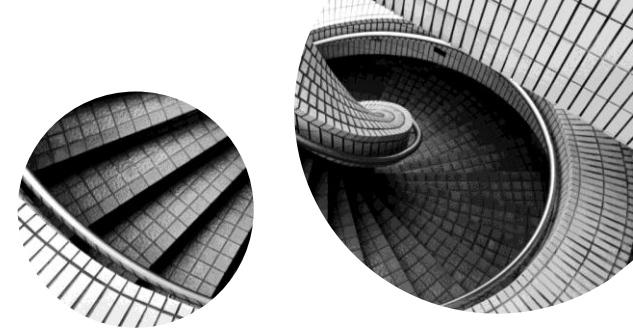
- Participate in decision-making by voting on resolutions, actions, and other matters, ensuring the organization's direction and policies are aligned with its goals and legal obligations.

Clerks of the Board

- Maintaining records, preparing agendas, ensuring compliance with regulations, and providing administrative support to the board, serving as a vital link between the board and the public.



Motions and their Requirements



Motion Type	Second Required?	Debatable	Amendable	Vote Required
Privileged				
Adjourn	Yes	No	No	Majority
Recess	Yes	No	Yes (time)	Majority
Main				
Approve	Yes	Yes	Yes	Majority*
Subsidiary				
Amend	Yes	Yes	Yes	Majority
Defer	Yes	Yes	Yes	Majority
Table	Yes	Yes	No	Majority
Incidental				
Recommend	Yes	Yes	Yes	Majority
Strike	Yes	Yes	No	Majority
Withdraw	No	No	No	None
Unclassified				
Reconsider	Yes	Yes	No	Majority
Take from Table	Yes	No	No	Majority



Reports - to Receive or NOT to Receive

Report:

a formal written or verbal statement from a specific group or individual about a particular topic.

If the Board chooses to motion to approve a report, they are in turn taking responsibility for the report and all the information contained in the report.

It is not necessary to motion to receive a verbal or written report. The board may take no action or make a motion based on the report, such as a recommendation.



Types of Motions

Main Motions

- Main motions are made on business that has been brought before the assembly and can be debated and amended before a vote is made. The use of this is to introduce new business to the board.
- Instead of saying “motion to adjourn” board members should say “move to adjourn”.

Subsidiary Motions

- Subsidiary motions are added to main motions to modify or delay them.
- Some common subsidiary motions include motion to table, defer, recommend, amend, strike, etc.



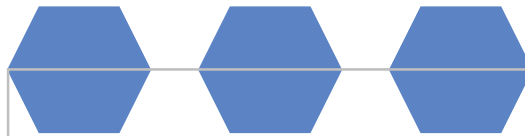
Order of Operation

Roll Call



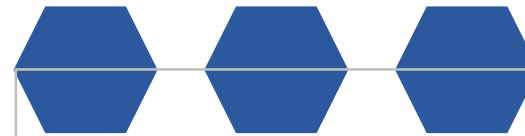
- Must do roll call to state who is present
- May be done verbally or by electronic roll call

Agenda Items



- Take up agenda items in the order that they are placed on the agenda
- In the event that the order needs to be changed, a motion can be made to table and take up later in the meeting or take up an item later on the agenda.

Motions & Discussion



- Any member can make motions without recognition
- Discussion of an item occurs after a motion is made seconded, and the Chair asks for questions
- Motion may die for lack of Second
- Chair may restate motion for clarity

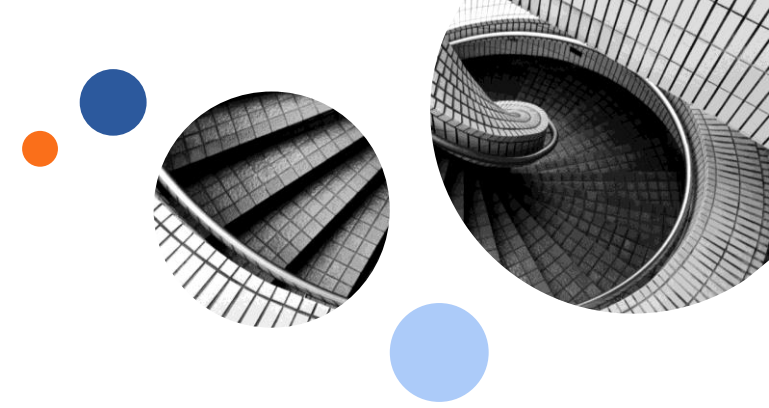
Voting



- Discussion on motion must end when Chair calls for the vote



Common Misconceptions and Mistakes



- Friendly amendments

When another member tries to amend your motion. Friendly amendments occur when a board member makes a motion prior to adequate discussion. To avoid this mistake, discussion should be complete before a motion is stated.

- “Table this motion”

A motion cannot be tabled.

A motion must be voted on, withdrawn, or may die for lack of second.

- “So moved”


Is not a clear motion, the motion must be stated.



Meeting Agenda Items & Posting Requirements

- In accordance with Title 25, Oklahoma Statutes § 311.9, we have an established procedure to close item submissions for agendas **twenty-five (25) hours before the meeting**. This provides the Clerks with sufficient time to process any changes or updates to the agendas and ensure proper notice is posted and sent via email.
- **State Statute Title 25, Oklahoma Statutes § 311.9** - In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, all public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
- **All items submitted from other departments must be verified that they have a requestor.**
A requestor must be a member of the board, committee member or official County department. If an item is to be requested by a non-county committee or office (OSU Extension, Free Fair, Home Finance Auth, or contracted service provider), this must be requested by a County Committee/Board Member or Elected Official then on behalf of that non-county department. "Discussion and possible action regarding..... Item requested by"



OKLAHOMA COUNTY	
Oklahoma County Office Building 320 Robert S Kerr Ave, Oklahoma City, OK 73102 BOCC Meeting Room 204	8:41:28 AM FILED IN OFFICE COUNTY CLERK OKLAHOMA CITY, OKLA Apr 08 2025 Maressa Treat, County Clerk, Okla. Cnty.
	
Board of County Commissioners Regular Meeting Agenda	
Wednesday, April 9, 2025	
9:00 AM	
Myles Davidson - Chair Brian Maughan - Vice-Chair Jason Lowe - Member	
YouTube: https://www.youtube.com/channel/UCz_5jEcI6kV8f6Y71exwfJA	
Recorded in the Oklahoma County Clerk's Office	
Board of County Commissioners	Page 0 of 10
04/09/2025	

Emergency Shutdown

During emergency shutdown when the building is closed, the Clerks of the Board **department is still operational**. We continue to follow statutory posting requirements regarding agenda postings.

We can be reached via email at
cobdistribution@oklahomacounty.org

If an item does not make it on an agenda during emergency shutdown or when we are open, the item will need to wait until the next meeting.



Kassi Porter

Clerk Coordinator

Board Assignments

- Budget Board (BB)
- Budget Evaluation Team (BET)
- Citizens Bond Oversight Advisory Board (COAB)
- Court Services Advisory Board
- Excise Board
- Handbook Committee (HB)
- Home Finance Authority (HFA)
- Retirement Board (RET)
- Tax Roll Corrections
- Treatment Courts Advisory Board
- Uniform Commercial Code (UCC)



Sharon Compise

Senior Clerk

Board Assignments

- Board of County Commissioners (BOCC)
- Public Building Authority (PBA)
- Criminal Justice Authority (CJA)
- CJA Citizens Advisory Board (CJA CAB)
- Public Improvements & Infrastructure Committee
- Public Building Advisory Committee (PBA Adv.)
- Policy & Governance (P&G)
- Recruitment & Retention of Staff CAB Subcommittee
- Community Relationships CAB Subcommittee
- Policy & Procedures CAB Subcommittee
- Operations CAB Subcommittee



Michele Nicholson

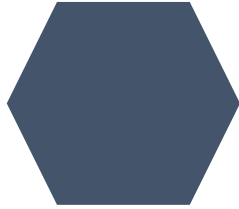
Special Assistant

Board Assignments

- Board of Equalization (BOE)



Your Clerks of the Board Support Team



Kassi Porter

Clerk Coordinator

405-713-6228

kassi.porter@oklahomacounty.org



Sharon Compise

Senior Clerk

405-713-7185

ccshacom@oklahomacounty.org



Michele Nicholson

Special Assistant

405-713-1805

ccmicnic@oklahomacounty.org



Although we have our assigned boards, we work as a **team**. If you ever need anything, please email cobdistribution@oklahomacounty.org and one of us will be happy to assist you.





Discussion and Questions

