

Oklahoma County Clerk's Office

# Introduction to Parliamentary Procedures

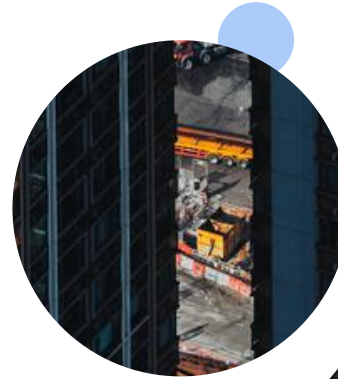
Clerks of the Board






# 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

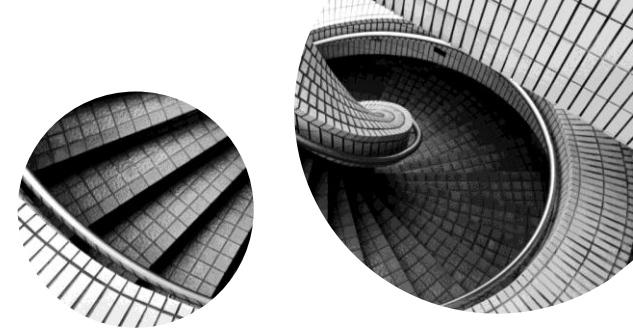
- Participate in decision-making by voting on resolutions, actions, and other matters, ensuring the organization's direction and policies are aligned with its goals and legal obligations.

## Clerks of the Board

- Maintaining records, preparing agendas, ensuring compliance with regulations, research and providing administrative support to the board, serving as a vital link between the board and the public.
- Per Title 19, O.S § 243-244



# Motions and their Requirements



Motion Type	Second Required?	Debatable	Amendable	Vote Required
<b>Privileged</b>				
Adjourn	Yes	No	No	Majority
Recess	Yes	No	Yes (time)	Majority
<b>Main</b>				
Approve	Yes	Yes	Yes	Majority*
<b>Subsidiary</b>				
Amend	Yes	Yes	Yes	Majority
Defer	Yes	Yes	Yes	Majority
Table	Yes	Yes	No	Majority
<b>Incidental</b>				
Recommend	Yes	Yes	Yes	Majority
Strike	Yes	Yes	No	Majority
Withdraw	No	No	No	None
<b>Unclassified</b>				
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.



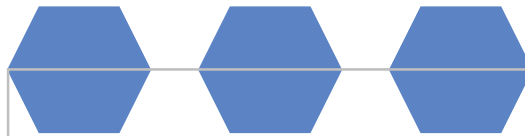
# Order of Operation

## Roll Call



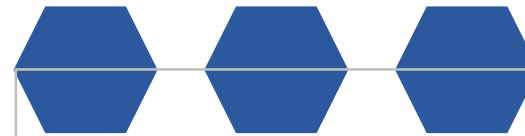
- Must do roll call to state who is present
- May be done verbally or by electronic roll call

## 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

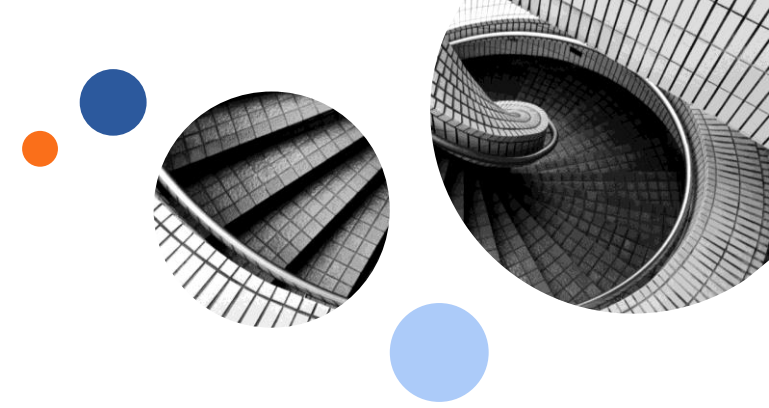


- Discussion on motion must end when Chair calls for the vote





# 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

- **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.
- The agenda item submissions will close **twenty-five (25) hours prior to the scheduled meeting**. This ensures the Clerk's Office has adequate time to process any changes or updates and post proper notice.
- We have established procedures that begin with distributing the draft agenda via email **forty-eight (48) hours in advance of the scheduled meeting** and requiring all items to be submitted no later than **one hour prior to the final agenda posted deadline**.
- **Agenda items must be requested by an authorized member.** The official requestor of agenda items must be a member of a board or committee to add an item to said board/committee's agenda. If an Oklahoma County office not represented on the board/committee or a non-county committee or office (e.g., OSU Extension, Free Fair, Home Finance Authority, or contracted service provider) would like to add an item, they must go through an authorized member. The item shall be requested by the member on behalf of the other party. i.e. "Requested by... on behalf of..."



<b>OKLAHOMA COUNTY</b>	
Oklahoma County Office Building 320 Robert S Kerr Ave, Oklahoma City, OK 73102 BOCC Meeting Room 204	8:56:52 AM FILED IN OFFICE COUNTY CLERK OKLAHOMA CITY, OKLA May 19 2025 Maressa Treat, County Clerk, Okla. Cnty.
	
<b>Budget Board Special Meeting Agenda</b>	
<b>Tuesday, May 20, 2025</b>	
<b>10:00 AM</b>	
Myles Davidson - Chair Forrest "Butch" Freeman - Vice-Chair Brian Maughan - Member Rick Warren - Member Larry Stein - Member Tommie Johnson III - Member Maressa Treat - Member Jason Lowe - Member	
YouTube: <a href="https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA">https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA</a>	
Recorded in the Oklahoma County Clerk's Office	

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# 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](mailto: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

Board 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 Board 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 and Board Clerk

## Board Assignments

- Board of Equalization (BOE)



# Your Clerks of the Board Support Team



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Board Clerk Coordinator

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Senior Board Clerk

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**Michele Nicholson**

Special Assistant and Board Clerk

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[ccmicnic@oklahomacounty.org](mailto:ccmicnic@oklahomacounty.org)



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





# Discussion and Questions



The presentation titled "*Introduction to Parliamentary Procedures*" by the Oklahoma County Clerk's Office is a simplified, localized adaptation of *Robert's Rules of Order*. It is intended for general informational purposes only and does not constitute legal advice. This presentation also reflects procedures tailored to Oklahoma County's operational needs and practices. **All procedures outlined herein are to be conducted in compliance with applicable Oklahoma state statutes**, including, but not limited to, the Oklahoma Open Meeting Act (Title 25, Oklahoma Statutes § 311). In the event of any conflict between this presentation and state law, **state law shall prevail**.

06/16/2025