

# MEMMO

**TO:** COMMITTEE CHAIRS & CLERKS & DEPARTMENT HEADS  
**FROM:** KEITH R. ZEHMS, CORPORATION COUNSEL  
**DATE:** JULY 10, 2012  
**SUBJECT:** PARIAMENTARY PROCEDURE FOR COMMITTEES AND COMMISSIONS

Parliamentary procedure in committees or commissions differs from larger, more formal bodies. Unless committee or commission rules or bylaws provide otherwise, the following are answers to frequently asked questions about parliamentary procedure.

**Q:** *Do you need to second motions?*

**A:** No.

**Q:** *If there is a public input or comment item on the agenda, do you need to ask for such input or comment three times?*

**A:** No.

**Q:** *Do you have to ask for nominations three times?*

**A:** No. The chair should continue to ask for nominations until there are no further nominations and then ask one more time.

**Q:** *Is a motion necessary to close nominations?*

**A:** No. The chair should clearly state “nominations are closed” or “without objection nominations are closed”.

**Q:** *Can a chair make motions?*

**A:** Yes.

**Q:** *How much detail needs to be added to the minutes for public input or comment sessions?*

**A:** The name of each speaker and issue addressed should be in the minutes.

**Q:** *How much time should be allocated for a public comment period?*

**A:** Public comment must be listed as an agenda item. The amount of time is determined by the committee. Whatever rule is adopted should be consistently followed.

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**Q: *If there is not a quorum at the meeting, can any business be done?***

**A:** No. In the absence of a quorum, any business transacted is null and void. The only action that can legally be taken in the absence of a quorum is to fix the time to which to adjourn or to take measures to obtain a quorum.

**Q: *If members leave during the meeting so there is no longer a quorum, must the meeting be adjourned?***

**A:** Yes.

**Q: *Is a motion, second, and vote needed to end (adjourn) a meeting?***

**A:** No. As long as the next meeting date and time has been scheduled the chair declares the meeting adjourned.

**Q: *What items should be placed on an agenda?***

**A:** Items which the committee has authority to discuss or decide.

**Q: *Who decides what is placed on the agenda?***

**A:** The committee chair.

KRZ/jb

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