



MASTER MUNICIPAL CLERK ACADEMY

October 19-21, 2016

MCM Elegante Hotel – Albuquerque

TOTAL ACADEMY HOURS: 20

-PRELIMINARY PROGRAM-

WEDNESDAY, OCTOBER 19

7:30 am

Registration

8:00 am – 5:15 pm

PUBLIC SPEAKING FOR THE PUBLIC SERVANT

Learn to write a speech that is powerful and delivers an effective result. Increase self-confidence, credibility and authority while delivering a clear message. Participants will have the opportunity to prepare and practice speech writing and delivery in a safe environment while learning skills they can use in all aspects of their life, from parenting to politicking. Learn the six principles of influence and persuasion used to create rapport, connection and move others towards a desired result. This is a “must attend” session for anyone that wishes to influence others in an ethical manner.

- What makes a good speech?
- What makes a good speaker?
- The components of a speech
- How to organize your information so that it makes sense!
- Writing an introduction
- How to introduce appropriately
- Good content for the body of your speech
- Body language
- Room set-up
- Selecting a topic
- Evaluating and analyzing the audience
- Deception and manipulation
- Ethics and truthfulness
- Using a microphone
- How to incorporate the 6 Principles of Influence and Persuasion into a speech and into daily life
- Close with power

Instructor: Liz Walcher, Ph.D., CPT
Organizational Consulting & Development
Albuquerque, NM

**Mid-Morning &
Mid-Afternoon**

Breaks

12:15 – 12:55 pm

Lunch on Your Own

THURSDAY, OCTOBER 20

8:00 am – 5:15 pm

**DEMOCRACY IN ACTION – PARLIAMENTARY PROCEDURE
FOR GOVERNING BODY MEETINGS**

I. Parliamentary Procedure

- a. Is instrumental in implementing the process of representative government
- b. Provides equal treatment for all participants
- c. Achieves the purpose of the body efficiently and effectively
- d. Facilitates the smooth function of the governing body
- e. Provides a firm basis for resolving questions of procedure that may arise
- f. Guides the governing body to arrive at the general will on the maximum number of questions of carrying levels of complexity, while investing the minimum amount of quality time.

II. Parliamentary Principles

- a. Parliamentary law is based on a group of principles which underlie the structure of Parliamentary Rules
- b. Thought of in terms of principles instead of rigid, detailed, technical rules, parliamentary law is essentially logical and straightforward
- c. An understanding of parliamentary principles will simplify the learning and application of parliamentary rules

III. Absolute Rules

1. The body must have the authority to take action it purports to take
2. There must be a meeting of the body
3. Proper notice of the meeting must be given
4. There must be a quorum present at any meeting at which a decision is made
5. There must be a question before the group
6. There must be an opportunity for debate
7. The question must be decided by taking a vote
8. There must be at least a majority vote to take action or decide a question
9. Any action or decision must not violate any applicable law or constitutional provision
10. The majority shall prevail
11. The minority shall be heard

IV. 12 Ranking Motions

- a. Why motions are ranked
- b. Effect of ranked motions

Instructor:

Randy Van Vleck, General Counsel
New Mexico Municipal League

Note: Same Instructor all day.

THURSDAY, OCTOBER 20 – continued

Mid-Morning Break

12:15 – 12:55 pm

Lunch on Your Own

8:00 am – 5:15 pm

PARLIAMENTARY PROCEDURE... *continued*

V. *The Basics - Motions by Class*

- a. Main Motion (Question)
 - i. Brings the Question Before the Body
 - ii. The eight standard descriptive characteristics
- b. Subsidiary Motion
 - i. Serves as a starting point for the division of motions into classes
 - ii. Assists members in treating or disposing of the main motion, and
 - iii. All relate to a pending motion
 - iv. Can also:
 1. Postpone indefinitely
 2. Refer to committee
 3. Postpone to a certain time
 4. Limit or extend limits of debate
 5. Amend
 6. Previous question
 7. Lay on the table
 - v. The eight standard descriptive characteristics
- c. Incidental Motions
 - i. Relate to the method of transacting business rather than to the business itself.
 - ii. Incidental to the business at hand
 - iii. All determine the method of action
 1. Suspend the rules
 2. Division of a question
 3. Point of order
 4. Division of the assembly
 5. Parliamentary inquiry
 6. Consideration by paragraph
 7. Objection to consideration of the question
 8. Appeal
 - iv. The eight standard descriptive characteristics
- d. Privileged Motions
 - i. Deal with the rights and privileges of members or the group as a whole
 - ii. Do not relate to the main motion or any pending motion
 - iii. Call for orders of the day
 - iv. Adjourn
 - v. Fix a time in which to adjourn
 - vi. Recess
 - vii. Raise a question of privilege
 - viii. The eight standard descriptive characteristics

THURSDAY, OCTOBER 20 – continued

8:00 am – 5:15 pm

PARLIAMENTARY PROCEDURE... *continued*

- e. Restorative Motions
 - i. Reconsider
 - ii. Take from the table
 - iii. Further Consideration on a motion that has already been voted on
 - iv. Within a limited time without notice
 - v. Motion must be made by a member who voted on the prevailing side
 - vi. Needs to be seconded by any member
 - vii. If reconsidered motion adopted, it brings the question back to the body
 - viii. Failure of motion, question does not return to the body
 - ix. Removal from table timeline or dies
 - x. The eight standard descriptive characteristics

VI. *Processing Motions*

- a. Main motion
- b. Second (the motion)
- c. State the Question
- d. Put the Question
 - i. Five steps
 - 1. Mr. Mayor, I move that resolution No. ___ be adopted
 - 2. Second
 - 3. Discussion/Debate
 - 4. Are you ready for the question?
 - 5. Vote

VII. *Decorum/Rules of Voting*

- a. All questions and statements shall be directed through the Presiding Officer
- b. The Chair must recognize the member prior to speaking
- c. Remarks made by members
- d. Interruptions & Disturbances
- e. Voting & Conflict of Interest
- f. Explanation of vote
- g. Abstention

VIII. *Robert's is Not the Only Way*

- a. Section 3-12-3, NMSA, 1978, Provides that a governing body determine the rules of its own proceedings
- b. Rules of procedure should be adopted to meet the needs of the organization and the community
- c. Amendment by majority rule
- d. Suspension of rules

Mid-Afternoon Break

6:30 – 9:00 pm

Joint Reception & Banquet with Clerks Certification Institute Participants

FRIDAY, OCTOBER 21

8:00 am – 12:15 pm

THE MAYOR ASKS YOU TO TESTIFY TOMORROW AT THE NEW MEXICO STATE LEGISLATURE!! – WHAT YOU NEED TO KNOW. This session will enhance the Clerks' knowledge to better understand the State Legislative process including the protocol and information needed to prepare testimony for legislative committee hearings when called upon. As part of this session, Clerks will participate in a simulation of a legislative committee hearing based on actual election legislation to learn appropriate etiquette and procedure.

- Structure of the NM Legislature
- Legislative Process
- Biography of a Bill
- Role of Legislative Committees/Hearings
- House & Senate Floor Actions
- Final Action by the Legislature & Governor
- Testimony Before House & Senate Committees; Protocols
- Demonstrate proper protocols in a committee hearing simulation.
- Advocacy at the Grassroots Level
- Communicating with Legislators
- Policy Process & Lobbying
- Questions & Answers

Instructors: William F. Fulginiti, Executive Director
New Mexico Municipal League

Regina Romero
Intergovernmental Relations Director
New Mexico Municipal League

Mid-Morning Break

12:15 pm

Academy Adjourns

