

August 31, 2011

Mr. Marty Carmichael, City Administrator
City of Sparta
6 Liberty Square, P.O. Box 30
Sparta, Tennessee 38583

Re: Roberts Rules of Order

Dear Mr. Carmichael

You have asked "Can a board member make a motion concerning an item that is not on the agenda without being recognized by the chairman to do so? "

Assuming that the city follows Roberts Rules of Order and if the assembly has no binding order of business, then any member who obtains the floor may introduce any legitimate matter that he desires. Before a member in an assembly can make a motion or speak in debate-the parliamentary name given to any form of discussion of the merits of a motion-he must obtain the floor; that is, he must be recognized by the chair as having the exclusive right to be heard at that time. The chair must recognize any member who seeks the floor while entitled to do it.

The city may adopt rules of order that must be followed unless the rules are suspended by the board.

Please let me know if you have questions or comments.

Sincerely

Ron Darden
Municipal Management Consultant