

## RULES OF ORDER

In matters of procedure not covered by law or board policies, Robert's Rules of Order for Small Boards shall govern, except that all motions must be seconded and all action items shall require a motion.

The following rules of order may be subject to suspension only upon a majority vote of the members of the board present at a meeting.

1. A quorum being present, the president or, in his absence, the vice-president, shall take the chair and proceed with business.
2. Should both the president and vice-president be absent at the appointed time for the meeting to convene, and should a quorum then be present, a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president should appear.
3. At all regular meetings, the following shall be the order of business:
  - A. Call to order and roll call
  - B. Approval of minutes
  - C. Approval of bills and claims
  - D. Reports of the Superintendent and other officers
  - E. Financial reports
  - F. Unfinished business
  - G. New business
  - H. Reports of special committees
  - I. Adjournment
4. The right to vote on every question is vested in the president by virtue of his membership on the board of education. Normally, the president will vote last, thereby breaking any tie votes.
5. The president may speak on points of order in preference to the other members and shall decide questions of order; subject, however, to an appeal to the board by any two members.
6. A motion made must be seconded and must then be repeated distinctly by the president or read aloud before it is debated and every motion shall be reduced to writing in the minutes.
7. Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his second before any debate has been had thereon, but not after such debate has been had without leave being granted by the board.
8. The consideration of any questions may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.

**RULES OF ORDER (Continued)**

9. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.
10. When any business is brought regularly before the board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment, or for amendment.
- II. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the board is voting on another question or while a member is addressing the board. Adjournment is an act and not an announcement.
12. The first person recognized by the president as desiring to speak shall have the right to the floor.

**REFERENCE: Robert's Rules of Order for Small Boards**