

RULES OF ORDER

While Roberts Rules of Order–Revised, shall be the general guide to the conduct of the Board, the Board will establish its own special rules.

The chair of the meeting, usually the Board President, has the power to rule on questions of order which are subject to appeal to the Board upon the seconded motion of one or more members.

Adopted: July 10, 2001

RULES OF ORDER REGULATION

Rules of Order are written rules of parliamentary procedure relating to the orderly transaction of business in meetings and to the duties of officers. Their purpose is to expedite the smooth functioning of Board meetings, by providing a basis for resolving questions of procedures that may arise.

The following rules are general guidelines to assist the Board in conducting meetings:

1. A quorum being present, precisely at the hour which the Board stands adjourned, the President shall take the chair, call the members to order and proceed to business.
2. Should a quorum be assembled at the hour appointed and the President be absent, the Vice President or a President Pro-Tem shall serve during that meeting, or until the President shall appear.
3. Should a quorum not assemble at the hour appointed, the member or members present shall be competent to adjourn from time to time, that an opportunity may be given for a quorum to assemble, without which business cannot be legally transacted.
4. It shall be the duty of the President at all times to preserve order, and to endeavor to conduct all business before the Board with propriety and dispatch.
5. The President must vote on every question by virtue of his or her membership.
6. The President may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board, by any member.
7. A motion made must be seconded, and if requested, repeated distinctly by the Clerk or read aloud before it is discussed.
8. Any member who shall have made a motion shall be free to withdraw it, with the consent of his or her second, before any discussion has taken place thereon, but not after discussion is had without leave being granted by the Board.
9. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement by a majority vote of the Board.
10. A motion once voted down cannot be renewed at the same meeting of the Board without the consent of a majority of the members of the Board.
11. An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained.

12. If a motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two members may have it divided and a vote taken on each part.
13. 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.
14. When a motion has been made and seconded and is under debate, such debate shall continue until all members have finished all their remarks, with the following exception:
 - If three or more members request that debate be terminated and the question be immediately brought to a vote, then debate shall cease and a vote be taken.
 - If amendments have been made to the main question, voting will commence with the most recently made amendment and proceed in reverse order back to voting on the main question.
15. A motion for definite or indefinite postponement will automatically delay a vote on the question under debate until after the period of postponement. Once a vote has been requested as in the previous item, no further amendments or debate for actions on other matters will be allowed until such vote is taken.
16. No member shall be interrupted while speaking, unless he or she is out of order, or for the purpose of correcting mistakes or misrepresentations.
17. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the President, to call him or her to order.
18. When a question is put, every member present shall vote thereon, unless excused by the Board. The minutes of the meeting shall reflect the vote of each member present and at the request of any member the role of those present shall be called for the purpose of recording the ayes and nays.
19. Motions to lay over, postpone, refer, to lay on the table or withdraw, for the previous question, and to adjourn, shall always be put in order, and except the motion to refer, shall be put in without debate. A vote of the Board ordering the previous question shall be taken by the ayes and nays, and shall preclude further debate, but shall not cut off pending amendments. Each pending amendment shall be decided in order by ayes and nays, if requested.
20. Members should not decline to vote on any question without weighty reasons.
21. When the President has commenced taking a vote, no further debate or remark shall be admitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the President shall recommence taking the vote.
22. The first person recognized by the President as desiring to speak has the right to the floor.

23. Upon the direction of the President of the Board and a majority vote, these guidelines can be altered in the interest of order.
24. Upon request of two members, any matter on the agenda for the first time shall be laid over for consideration at the next meeting of the Board.
25. Subsequently, the same matter may be laid over by a majority vote of the Board.
26. If the Board does not complete the agenda of a meeting, the Board may adjourn or recess the meeting to a specified date and time, or the President of the Board may instruct the Clerk to reschedule the unfinished business at the next regular calendar meeting or at a special meeting.

Issued by Superintendent: July 11, 2001