

PARLIAMENTARY PROCEDURES

RULES OF ADOPTION

~~ACCEPTANCE OF MOTION. No motion shall be made or recognized until the chairman declares that the chair will accept motions on the subject before the Board.~~

~~MAIN MOTION. A main motion shall be made in substantially the following form: "I move that=Ö"
A motion shall be made only by a Board member.~~

~~RECOGNITION OF MOTION. A motion is before the Board only when recognized by the chairman.
The chairman shall recognize a motion by stating substantially the following: "The chair recognized the motion that=Ö"~~

~~OUT-OF-ORDER MOTION. A motion which does not relate to the matter then before the Board or which is a main motion and is presented when another main motion is still before the Board is out-of-order and shall not be recognized.~~

~~SECOND. No motion can be discussed or voted on by Board members unless some Board member other than the person making the motion has given a second to the motion.~~

~~REVISION OF MOTION. At any time before a vote is taken on a motion, the person making the motion may revise the wording of his motion. If the revision is accepted by the person who made the second to the original motion or if the motion as revised receives a second from some other Board member, the motion as revised is the motion before the Board henceforth. The revised motion shall have substantially the same purpose and effect as the original motion.~~

~~WITHDRAWAL OF MOTION. At any time before a vote is taken on a motion, the person who made the motion may withdraw it. No second is required for withdrawing the motion. If a motion is withdrawn, it is not before the members and no vote can be taken on it. Any other member may make the same or substantially the same motion and it shall be acted on in the same way as any other main motion.~~

~~AMENDMENT TO MOTION. At any time before a vote is taken on a motion, any Board member may move to amend the motion which is then before the Board. The motion shall state the amendment and shall receive a second before it shall be recognized by the chairman. When recognized by the chairman, the motion to amend is thereafter the business before the Board. The chairman shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended in accordance with the amendment and further discussion on the main motion shall be to the motion as amended.~~

~~PROCEDURAL MOTION. A procedural motion is a motion which proposes to take some action in relation to the manner in which the Board will consider the substance of the main motion. Such a motion may do any of the following:~~

- ~~1. Postpone the consideration of the main motion indefinitely or to a time certain~~
- ~~2. Refer the subject of the main motion to a committee or person for study or special consideration~~
- ~~3. Limit discussion or establish special rules governing the discussion on the main motion~~

~~4. Divide the main motion into smaller units for the purposes of discussion, voting, or both.~~

~~POSTPONEMENT. If a motion to postpone the consideration of a subject or the consideration of a main motion is adopted, the chairman shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the members. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the chairman shall reinstate the subject or the main motion at his discretion without further action by the members but not sooner than the next regular meeting.~~

~~MOTION TO ADJOURN. Any member may move to adjourn a meeting of the Board. If the motion receives a second, the meeting shall stand adjourned. No business can be transacted after the second is given. Any other motions before the Board at the time of adjournment shall be deemed to have been withdrawn. The chairman shall determine whether a motion to adjourn is in order and whether it has received a second. His decision shall be final.~~

~~CALL FOR THE QUESTION. At any time during the discussion on any motion any member may call for the question. If that call receives a second, the chairman shall immediately end the discussion and shall call for the vote on the motion being discussed. No other business shall be conducted until the call is resolved.~~

~~ORDER OF MOTIONS AND PROCEDURAL ACTIONS. The following order in the presentation of motions and other procedural actions shall be in effect:~~

~~1. If there is a main motion before the members, the chairman may recognize one of the following:~~

- ~~a. Request to revise a motion~~
- ~~b. Request to substitute a motion~~
- ~~c. Motion to amend the motion~~
- ~~d. Procedural motion~~
- ~~e. Declaration to terminate discussion~~
- ~~f. Call for the question~~
- ~~g. Call for a delay of the question~~
- ~~h. Motion to adjourn~~

~~2. If a motion to amend the main motion is before the members, the chairman may recognize only one of the following:~~

- ~~a. Procedural motion~~
- ~~b. Declaration to terminate discussion~~
- ~~c. Call for the question~~
- ~~d. Call for a delay of the question~~

e. Motion to adjourn

3. If any of the following motions, requests, or calls are before the Board, the chairman may recognize only a declaration to terminate discussion or a motion to adjourn until the motion, request, or call is resolved:

a. Procedural motion

b. Request to revise a motion

c. Request to substitute a motion

d. Call for the question

e. Call for a delay of the question

~~DISCUSSION. A motion which has been recognized by the chairman shall be open for discussion under the control of the chairman. The discussion shall be solely between Board members. Staff and observers may participate only by responding to questions specifically directed to them by Board members.~~

~~PRIVILEGE OF BOARD MEMBER. No Board member who is speaking to the Board shall be interrupted by any person except by his own consent. If he yields to another person, the chairman shall again recognize that Board member immediately at the conclusion of the other person's remarks and the member may continue speaking.~~

~~STATEMENTS FOR THE RECORD. Any member may request the secretary to include in the minutes a statement for the record containing his own statements, explanations, or other materials. Such a statement may be oral or written pages. Such a request shall be made before the adjournment of the meeting into whose minutes the statement is to be inserted. A member may request the insertion of more than one statement in each meeting but may not request the insertion of more than one statement on any particular subject or item.~~

~~TERMINATION OF DISCUSSION. The chairman shall close the discussion when he determines that there has been sufficient discussion to consider all of the relevant factors. Discussion shall be closed if a majority of the Board members present so declare, regardless of any action by the chairman.~~

~~QUORUM. A majority of the number of positions (filled or unfilled) on a school board constitutes a quorum. A majority of the Board is one more than 50 percent of the total Board positions. Vacancies on the Board do not decrease the number of Board positions.~~

~~LACK OF QUORUM. If the chairman determines at any time that there is not a quorum present, he shall do one of the following:~~

~~1. Declare the meeting recessed until he determines that a quorum is present. A recess declared pursuant to this section is not subject to the provisions of Section 306~~

~~2. Declare the meeting adjourned~~

~~VOTE. The vote on all matters shall be made in person and shall be oral. The chairman shall announce the results of the vote immediately thereafter.~~

~~ROLLCALL VOTE. Upon the request of any member who was present when the vote on a motion was taken, the chairman shall have the secretary call the roll and each member shall announce his vote when his name is called. Immediately thereafter the chairman shall announce the results. The results of a rollcall vote shall determine the disposition of the motion before the Board.~~

~~A request for a rollcall vote shall be made before the chairman recognizes any other motion or, if it is on a motion to amend, before the chairman opens the discussion on the main motion as amended.~~

~~ABSTENTION. Any member may abstain from voting at any call for the vote. Such a member, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum.~~

~~CHANGE OF VOTE. A member may change his vote, if he announces his change of vote before the chairman announces the results of the vote.~~

~~FAVORABLE MAJORITY. A motion shall be deemed adopted and an action of the Board taken when a majority of the Board votes in favor of the motion. Vacancies on the Board do not decrease the number on the Board.~~

~~DEFEATED MOTION. A motion which did not receive a favorable majority is a defeated motion. A tie vote defeats a motion.~~

~~RECONSIDERATION. At any time subsequent to the announcement of a vote, either in the same meeting or in any of the two subsequent regular meetings, any member (who voted on the majority side) may move to reconsider the vote. If made during the same meeting as the original vote, the chairman shall recognize the motion at the earliest opportunity in which no other motion is before the Board. If the motion is seconded and is supported by a majority of the members voting, the chairman shall place the original question before the Board members as the first specified item requiring deliberation on the agenda (if motion to reconsider is made at a subsequent meeting) or the next item of business (if the motion to reconsider is made at the same meeting) unless those Board members in favor of the reconsideration agree to a postponement to a definite time.~~

~~No vote shall be subject to more than one motion to reconsider. A vote on a motion to reconsider itself shall not be subject to a motion to reconsider.~~

~~WAIVER OF RULES. Any particular rule of the Rules of Adoption, except those relating to the vote and the roll call vote, may be waived on the motion of any Board member, if approved by a favorable majority. Such a waiver shall be for a limited time and for a limited purpose. The chairman shall be the sole judge of whether a particular motion to waive a rule meets these requirements.~~

~~This list is incomplete, and is included for illustration only. Consult Robert's Rules of Order for a definitive discussion of the Rules of Adoption.~~