

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: BDDE-E</b>
<b>Policy Reference Manual</b>	

## **PARLIAMENTARY PROCEDURES GUIDE**

1. To obtain the right to speak, address the chairperson and be recognized by the chair before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes \_\_\_\_\_").
2. To introduce a motion, say, "I move that... ."
3. A motion may be withdrawn by the maker with general consent or by majority vote if objection to withdraw is made.
4. To amend a motion, say, "I move to amend the motion by...." Ways of amending are:
  - a) Striking out parts of the motion;
  - b) Inserting one or more words;
  - c) Striking out and inserting; and
  - d) Substituting a new motion.
5. The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion ("I move the previous question"). If there is a second to the motion (the motion is not subject to debate), immediately there is a vote on the motion (to close debate/move the previous question). A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate
6. A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is not in order if any part of the decision has been put into action.
7. If the parliamentary procedure of the board is to be questioned, say, "Point of order!" The chair must allow you to state your point, and then he or she must rule on it – as taken or not taken. If the chair denies a point of order, his or her decision may be appealed and either upheld or not upheld by a majority vote.
8. If you have a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information!" The chair must allow you to state your question and see whether or not the information can be supplied.
9. All members of the board, including the chair, should vote on all matters before the board. A tie vote does not gain a majority and means that the motion is defeated.
10. A legal quorum or action requires the assent of a majority of those members voting.
11. A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be necessary. E.g., if at the beginning of the minutes all those present are listed, later a list of those voting nay and any abstentions

would be adequate. But it should be clear from the minutes how members of the board have voted. The business manager should rotate the person voting first on a matter before the board.

12. Some boards provide for citizenry comment at some point in the meeting (for example, before or after approval of the agenda, or just before adjournment). In any case, once citizens have their opportunity to speak, they should be allowed to address the board only upon invitation of the chair.

13. The primary vehicle of action is through a motion. The chair may assist the mover with wording for clarity.

14. Each motion may deal with only one issue or idea. A chair or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.

15. Debate should follow, not precede, a main motion. A chair should require a motion to be stated and seconded before debate is allowed. A chair may allow general informal discussion, but not debate, before the motion.

16. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.

17. No new main motions may be made while another is on the floor

18. Main motions may be amended. Votes on amendments must be taken before the original motion.

19. No more than one amendment to an amendment can be allowed or accepted for discussion.

20. Before a vote on a main motion is taken, business can be interrupted by a motion to:

- a) Lay it on the table;
- b) Postpone action to a certain time or indefinitely;
- c) Refer it to a committee;
- d) Withdraw it from consideration; or
- e) Adjourn the meeting.

21. Debate can be closed formally with a subsidiary motion (to close debate or to move the previous question) and a 2/3 affirmative vote. In cases where the chair believes discussion to have ended, a vote on the main motion may be taken without a formal motion to close debate unless a member objects.

22. Board members need not stand before speaking.

23. 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.

24. 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.

25. If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on such appeal shall be taken without debate.

26. Members should not decline to vote on any question without weighty reasons, conflict of interest for example.

27. When the chair 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 chair shall recommence taking the vote.

28. The Board President/Chairperson has the primary responsibility for conducting the meeting.

Adopted:

Reviewed: 5/6/14/2014

Revised: 5/6//2014

*Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.*