

### **Rules of Order**

The following rules of order have been adopted by the Board of Education.

- A. Board members need not rise to gain recognition of the chair.
- B. All motions will be made as a positive action (if possible).
- C. All motions shall receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the chair may declare the motion dead for lack of a second.
- D. The chair may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
- E. The chair shall rule on all motions that come before the Board.
- F. The chair may rule on points of order brought before the Board.
- G. The chair shall have complete authority to recognize any member of the audience regarding a request to participate in the Board meeting.
- H. Voting shall be: those in favor-“Aye”, opposed-“Aye”. Each member’s vote or failure to vote shall be recorded. All “opposed” votes shall be recorded in the minutes of the meeting by the Secretary.
- I. The order in which names will be called for roll call votes will be as follows:
  - 1. All Board members will be listed in alphabetical order by last name.
  - 2. All roll call votes will be called in alphabetical order, beginning at various positions on the list.
  - 3. The first roll call vote will begin at the top of the list and proceed down. The second roll call vote will begin with the second name and proceed down the list, with the last name called to be the first person called on the previous vote.
  - 4. A person’s absence, or presence, will have no effect on the rotation.
  - 5. The chair’s name is placed in the rotation and receives no preferential treatment.
- J. The chair has the same authority and responsibility as each Board member to vote on all issues.

- K. Unless specified otherwise, a motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only “aye” and “opposed” votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes.
- L. Members of the public who wish to address the Board of Education may do so in the open forum section of the agenda.
- M. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.

Adopted: July 11, 1988  
Reviewed: March 9, 2015  
Revised: September 14, 2020  
Reviewed: January 13, 2025