

**SCHOOL POLICIES  
INDEPENDENT SCHOOL DISTRICT 16**

<b>POLICY</b>	203.1	<b>Page:</b> 1 of 3
<b>SERIES</b>	200	School Board
<b>SUBJECT</b>	203.1	School Board Procedures; Rules of Order
<b>Adopted</b>		November 14, 2000
<b>Revised</b>		June 14, 2011

**I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct regular meetings of the School Board.

**II. GENERAL STATEMENT OF POLICY**

To ensure that School Board meetings are conducted in an orderly fashion, the School Board will follow rules of order which will allow the School Board:

- A. To establish guidelines by which the business of the School Board can be conducted in a regular and internally consistent manner;
- B. To organize the regular meetings so all necessary matters can be brought to the School Board and decisions of the School Board can be made in an orderly and reasonable manner;
- C. To ensure that members of the School Board have information needed to have informed discussions and make decisions on substantive issues; and
- D. To ensure that meetings and actions of the School Board are informative to the District community, and produce a clear record of actions taken and decisions made.

**III. RULES OF ORDER**

- A. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority.
- B. All motions that require a second shall receive a second prior to opening the issue for discussion of the School Board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the

members making and seconding a motion shall be recorded in the minutes.

- C. The chair shall decide the order in which School Board members will be recognized to address an issue. The chair should attempt to alternate between pro and con positions if appropriate to the discussion. A member shall speak to an issue only after the member is recognized by the chair.
- D. The chair shall rule on all questions relating to motions and points of order brought before the School Board.
- E. A ruling by the chair is subject to appeal to the full School Board pursuant to Robert's Rules of Order.
- F. The chair, shall have authority to recognize any member of the audience regarding a request to be heard at the School Board meeting. Members of the public who wish to be heard shall follow School Board procedures.
- G. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other purpose.
- H. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- I. The order in which names will be called for roll call votes will be determined by the Clerk. The chair shall vote last.
- J. The chair has the same right and responsibility as each School Board member to vote on all issues.
- K. The chair or clerk shall announce the result of each vote. The number of members voting for and against each matter put to a vote, and the number of abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present. If a matter is voted on in the form of a resolution of the Board, the vote of each member shall be recorded.
- L. A majority of the voting members of the School Board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Any action taken in the absence of a quorum is null and void with the exception of fixing the time to which to adjourn or recess, or to taking measures to obtain a quorum.

## V. RATIONALE

The School Board believes in providing a methodology for order and consistency in the delivery of governance and public engagement during the Board regular meetings.

**Legal References:** Minn. Stat. §123B.09, Subds. 6 and 7 (School Board Powers)  
Minn. Stat. §126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. §13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 471.88 (Exceptions)

**Cross References** Policy 203 (Operation of the School Board-Governing Rules)  
Policy 204 (School Board Meeting Minutes)  
Policy 207 (Public Hearings)