

Hortonville Area School District

Title: Rules of Order

Date Adopted: 4/9/79

Policy No. 2011

Date Revised: 1/27/03

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10/6/08

Policy Statement:

Meetings of the Board of Education will be conducted by a formal established process.

Rationale:

All meetings of the Board of Education should have a defined decision-making process.

Scope: District-wide

Responsibility: Board of Education

Implementation:

Operating Procedures

1. The Board of Education shall operate in accordance with its adopted procedures.

Rules of Order

1. "Robert's *Rules of Order*, revised" shall be considered the authority on parliamentary law.

Specific Rules of Order of the Board of Education are as follows:

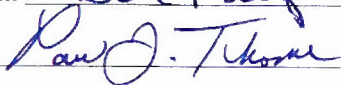
1. A quorum shall consist of four (4) members of the Board. A quorum being present, precisely at the hour to which the Board meeting is called, the President shall take the chair, call the members to order, and proceed to business.
2. Should a quorum be assembled at the hour appointed, and the President be absent, the Vice President shall serve during the meeting, or until the President shall appear, and perform all the duties of the President. In the absence of the President and the Vice President, the Treasurer shall preside.
3. Should a quorum not assemble at the hour appointed the members present may adjourn for a stated period of time; to give a quorum the opportunity to assemble. No business can be legally transacted during the delay.
4. It shall be the duty of the President or presiding officer to preserve order and to conduct all business before the Board with propriety and dispatch.
5. The President may speak to points of order in preference to other members and shall decide questions of order.
6. A motion made must be seconded and then repeated distinctly by the President or read aloud before it is debated. Any motion shall be reduced to writing if the President or any member requires it.
7. Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his second, before any debate has taken place thereon; but not after debate, without permission being granted by the Board.
8. 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.
9. An amendment may be moved on any motion and shall be decided before the original motion; but not more than one (1) amendment to an amendment shall be entertained.

President



Date 10/6/08

Clerk



Date 10/6/08

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10. 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.
11. The “ayes” and “nays” shall be recorded on all questions by a roll call of the members.

Committees

1. The powers and duties of the Board of Education must be exercised by the Board as a whole.

Temporary Committee

1. The President of the Board may appoint a temporary committee, which may include one or more Board members, to investigate a problem and report its findings to the Board. Such committee shall be terminated automatically following its final report to the Board of Education, unless asked to continue activity by the President.

Associated Information: