The board should strive to conduct business in an open and public manner but also in an organized and orderly manner.
Why Does This Matter?

The World is Watching...

And Recording...

Fiery school board meeting

Monroe City School Board Meeting Ends in Chaos

Near brawl erupts at New Haven school board meeting

Slowik: Melee at high school board meeting sets bad example for children

New school board chair elected amid controversy

Video: Poughkeepsie school board meeting ends in argument

Douglas County School Board Meeting gets heated

It’s The ‘Bully’ Versus The ‘Buffoon’—Monday Night Fight At School Board Meeting
Meeting Goals

- Meeting is structured
- Everyone has the opportunity to speak
- Business is discussed, not people
- Reduce or eliminate conflict
- Votes are conducted properly
- Board members are engaged

Effective Meetings?

- Leadership
- The Agenda and the SC FOIA
- Respect
- Governing authority
- Proper procedures
- Time management
Keys to Success

First Key

- Leadership

Presiding Officer

Facilitate meetings

Provide strong leadership

Demand proper conduct

Intervene when necessary

Treat everyone fairly

Remain impartial and tactful

Rule on every point of order (rulings can be appealed)

Be sensitive to timing and mood

Eliminate confusion
Keys to Success

Second Key
- Know Your Authorities

Governance Authority

Hierarchy of Authority
- Statutes
- Regulations
- Case Law
- Board Policy
- Robert’s Rules of Order
  (11th Edition)
Keys to Success

Third Key

- The Agenda and the SC FOIA

Board Agenda Policy BEDB

- Determine who is responsible
- Determine who can suggest items to be added
- Determine the deadline for submitting items
- Determine what is timely for discussion
- Post by the deadline notifying the public
- Approve the agenda at the meeting
At the meeting, final action items can be amended with a 2/3 vote and a finding of an emergency or exigent circumstance.

SC FOIA Agenda Requirements

Must be posted at least 24 hours in advance of the meeting notifying the public

Can be amended up until the 24-hour deadline

At the meeting, discussion items can be amended with a 2/3 vote
What is an emergency?

- Is a hurricane a’coming?
- Did the ceiling cave in?
- Is there no running water at the elementary school?
- Did the air conditioner unit go out, and the temperature outside is 103?
- Was there a horrible car accident?

Consent Agendas

Typical consent agenda items are routine, procedural decisions for matters that are not controversial and do not require a lot of discussion. Supporting documents for items in the consent agenda must be given to board members in advance of the meeting. Examples of consent agenda items include:

- Approval of the agenda and minutes
- Appointments of board members to committees
- Adoption of policies for second reading
Prior to going into executive session, the board must state the specific reason, which can only fall under one of the following:

- Personnel or student matters
- Contract negotiations
- Legal matters related to a pending, threatened, or potential claim; settlement of a claim; or the position of the district in other adversary situations
- Security and safety measures
- Investigative proceedings related to criminal conduct
The board will not take a vote, nor will it poll members in executive session. The board may determine parliamentary rule violations in executive session.

A vote may be taken on any matter discussed in executive session only after the board returns to open session.

No action may be taken on an item discussed in executive session unless the meeting’s agenda provides sufficient notice to the public that action may be taken on the topics discussed therein.
### Keys to Success

- **Fourth Key**
  - Motions

### Steps to Adopting Motions

1. **Step 1** Board member makes a motion
2. **Step 2** Another member seconds the motion
3. **Step 3** The chair states the question
4. **Step 4** Members debate the motion
5. **Step 5** The chair puts the question to a vote
6. **Step 6** The chair announces the result of the vote
Introduction

- Chair: The next item on the agenda is the overnight field trip for the chorus to perform at the SCSBA annual convention.
- The superintendent explains the details regarding the field trip.
- Chair: Can we have a motion on this matter so we can discuss this?

Step 1

- Board Member Soprano: I move that we approve the overnight field trip to Hilton Head for the chorus group.
- (Note: This should occur prior to any board discussion on the matter!)
Step 2
- Board Member Tenor: Second

Step 3
- Chair: The matter before us is whether we should approve the overnight field trip to Hilton Head for the chorus group. Any discussion? Any discussion?
Scenario: To Sing or Not to Sing

Step 4
- Board members commence discussion
- (Every board member should have the opportunity to speak once before anyone speaks a second time!)

Step 5
- Chair: It appears that the discussion is at an end. The matter before us is whether we should approve the overnight field trip to Hilton Head for the chorus group.
- All in favor? Aye
- Any opposed? Nay
Scenario: To Sing or Not to Sing

Chair: The field trip has been approved with four in favor and one opposed.

Step 6

Amending the Motion

A motion to amend modifies the main motion, requires a second, is subject to debate, and is amendable.

A main motion is limited to an amendment and an amendment to an amendment.

Amendments are limited to the immediately pending motion and must be germane.
The Ladder of Motions

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone to a certain time
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion
Reconsider
• May only occur at the same meeting in which the action took place.
• Only someone from the prevailing side can make a motion to reconsider.
• Must be seconded, is debatable if the original action was debatable, and cannot be amended.

Rescind
• No time limit.
• Anyone can make the motion regardless of how he/she voted on the original motion.
• Must be seconded, is debatable, and can be amended.
• Once the action from the original vote has been done, the action can no longer be rescinded.

Debating the Motion
- The chair must restate the motion before debate so everyone is clear on the issue.
- Once the chair restates the motion, it “belongs” to the board and cannot be retracted.
- Board members should avoid discussing personalities, questioning motives, or making derogatory remarks.
- The chair cannot close debate as long as any member desires to speak.
- Every member must have the opportunity to speak once before members speak a second time.
### Common types of voting

- **Unanimous consent**
- **Voice vote**
- **Show of hands**
- **Roll call**

### The Vote

- The motion must be restated before calling for a vote.
- The call for negative votes must be made during a voice vote.
- The outcome of the vote (i.e., number of those in favor and those opposed) must be stated for the minutes.
- A tie vote is a lost vote.
- Absentee and proxy voting are not allowed.
- Abstentions count as an absence from the vote.
- The chair should vote on all matters and must vote if it is down to a tie.
Keys to Success

Fifth Key

- Time Management

Effectively Manage Time

- Begin the meeting on time
- Members should speak only after being recognized
- Motions to close debate should be allowed
- Keep discussions prior to a motion to a minimum
- Liberally use “unanimous consent” and “without objection”
- Controversy requires a high level of formality
- End meetings at a reasonable time
The sole purpose of a meeting is to determine the collective will of the majority in a fair and efficient manner.