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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

Why Does This Matter?



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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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](#)

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE RULES?

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

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE RULES?

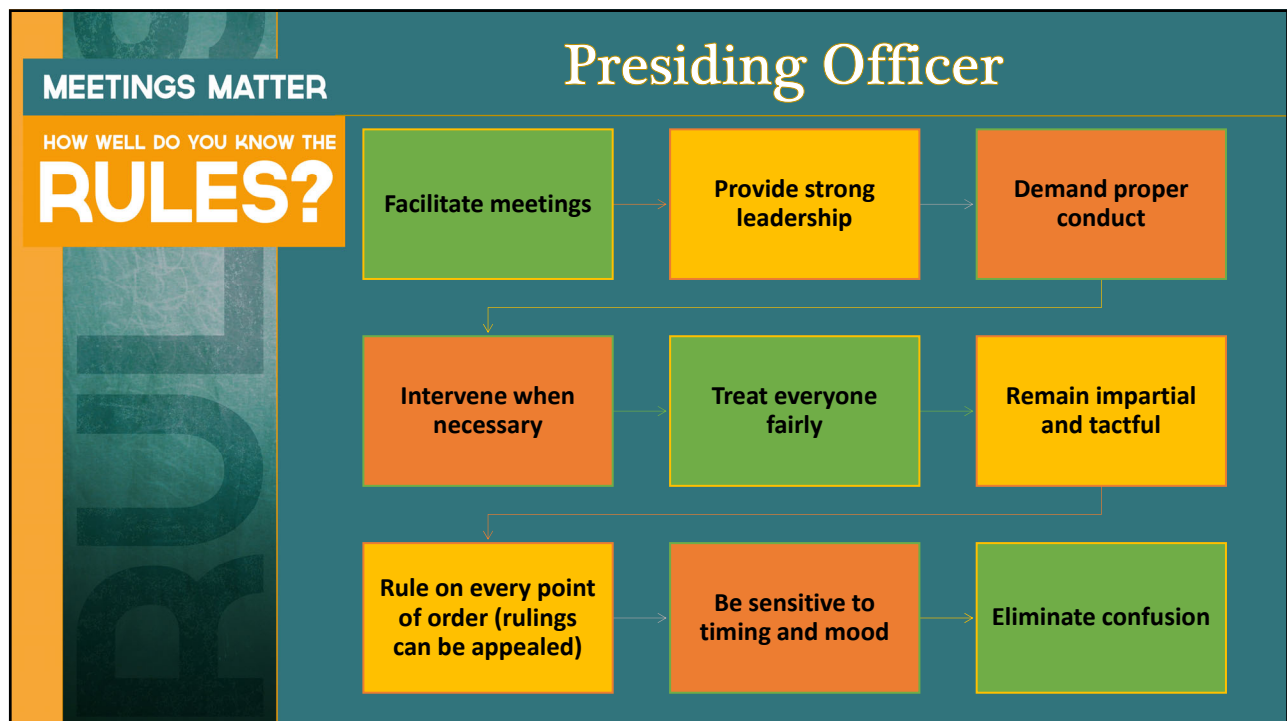
Effective Meetings?



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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Keys to Success

Second Key

- Know Your Authorities

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Governing Authority

Hierarchy of Authority

Statutes

Regulations

Case Law

Board Policy

Robert's Rules of Order
(11th Edition)

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

Keys to Success

Third Key

- The Agenda and the SC FOIA

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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

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**For
Example:**

BOARD AGENDA

Code **BEDB** *Amend* MODEL

The superintendent, in cooperation with the board chair, will prepare the agenda for each meeting of the board. The agenda will include items the board will address in performing its duties as the governing body of the district in accordance with board policy. The agenda will include references to board policy, where appropriate.

Items of business may be suggested by board members, staff members, or the public. To be considered for placement on the agenda, an item must be within the scope of the board's duties, must be timely, and must be appropriate for consideration. The written request must be received by the superintendent or board chair a minimum of *(option: six, ten, etc.)* business days prior to the desired meeting for it to be reviewed for the agenda. The board chair, in consultation with the superintendent, will decide whether or not to include requested items. If *(option: three or more, a majority of, etc.)* board members request addition of an item, it will be added to the agenda. The final agenda will be approved by the board at the start of each board meeting.

The board will follow the order of business set by the agenda unless the order is altered by a majority vote of the members present. The board may amend the agenda during any meeting by a two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote and a finding via a vote that an emergency or exigent circumstance exists. The board will follow the order of business set by the agenda, unless the order is altered in accordance with this amendment process.

Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law. Materials of a personal nature such that public disclosure would constitute unreasonable invasion of personal privacy are exempt from public disclosure.

Anyone desiring additional information regarding an agenda item should direct inquiries to the superintendent.

Adopted [^] _____

Legal References:

- A. S.C. Code of Laws, 1976, as amended:
 1. Section 30-4-80 - South Carolina Freedom of Information Act; posting of agendas.
- B. S.C. Cases:
 1. *Atkins v. Wilson*, 417 S.C. 3, 788 S.E.2d 228 (S.C. Ct. App. March 9, 2016, revised June 29, 2016).
 2. *Brook v. Town of Mount Pleasant*, 415 S.C. 625, 785 S.E.2d 198 (2016).
 3. *Donohue v. City of North Augusta*, 412 S.C. 526, 773 S.E.2d 140 (2015).
 4. *Lambert v. Saluda County Council*, 409 S.C. 1, 760 S.E.2d 785 (2014).
- C. Attorney General's Opinion:
 1. Op. S.C. Att'y Gen., 2018 WL 3326902 (June 28, 2018) Changing the order of items on a meeting agenda during a meeting may require formal amendment in compliance with the South Carolina Freedom of Information Act, including a 2/3 vote and, in the case of action items, a finding of emergency.
 2. Op. S.C. Att'y Gen., 2018 WL 4385558 (September 5, 2018) Definition of emergency/exigent circumstance; statutory deadlines cannot be deemed emergencies.

SCSBA

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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

At the meeting, final action items can be amended with a 2/3 vote and a finding of an emergency or exigent circumstance

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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?

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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

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**For
Example:**

<p style="text-align: center;">RICHARDSON COUNTY SCHOOL DISTRICT</p> <p style="text-align: center;">BOARD MEETING</p> <p style="text-align: center;">Monday, August 21, 2017 – 6 p.m. District Office Boardroom</p> <p style="text-align: center;">AGENDA</p>	
1. CALL TO ORDER	
2. INVOCATION	
3. PLEDGE OF ALLEGIANCE TO THE FLAG	
4. CONSENT AGENDA	
a. Approval of Agenda	
b. Minutes of the Previous Meeting	
c. Act 155 Diploma Requests	
d. Maintenance Items for Public Surplus Auction	
5. SPECIAL RECOGNITIONS	
a. SCSBA Boardmanship Institute Recognition	
6. PUBLIC COMMENT	
7. SUPERINTENDENT'S REPORT	
a. Superintendent	
b. Facilities Update	
c. Financial Report	
d. Instruction Report	
e. Human Resources Report	
8. EXECUTIVE SESSION	
a. Certified Personnel Recommendations for Hire and Resignations Discussion	
b. Contractual Matters concerning Use of Facilities	
c. Discussion on Property Acquisition for new school	
9. RETURN TO OPEN SESSION	
10. ACTION ITEMS	
a. Personnel Recommendations for Hire and Resignations	
11. ADJOURNMENT	

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

SC FOIA Executive Session Rules

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
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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

SC FOIA Executive Session Rules

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.

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For Example:

RICHARDSON COUNTY SCHOOL DISTRICT

BOARD MEETING

Monday, August 21, 2017 - 6 p.m.
District Office Boardroom

AGENDA

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. CONSENT AGENDA
 - a. Approval of Agenda
 - b. Minutes of the Previous Meeting
 - c. Act 155 Diploma Requests
 - d. Maintenance Items for Public Surplus Auction
5. SPECIAL RECOGNITIONS
 - a. SCSBA Boardmanship Institute Recognition
6. PUBLIC COMMENT
7. SUPERINTENDENT'S REPORT
 - a. Superintendent
 - b. Facilities Update
 - c. Financial Report
 - d. Instruction Report
 - e. Human Resources Report
8. EXECUTIVE SESSION
 - a. Certified Personnel Recommendations for Hire and Resignations Discussion
 - b. Contractual Matters concerning Use of Facilities
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 - a. Personnel Recommendations for Hire and Resignations
11. ADJOURNMENT

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Keys to Success

Fourth Key

- Motions

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Steps to Adopting Motions

Step 1
Board member makes a motion

Step 2
Another member seconds the motion

Step 3
The chair states the question

Step 4
Members debate the motion

Step 5
The chair puts the question to a vote

Step 6
The chair announces the result of the vote

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE **RULES?**

Scenario: To Sing or Not to Sing

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?

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE **RULES?**

Scenario: To Sing or Not to Sing

Step 1

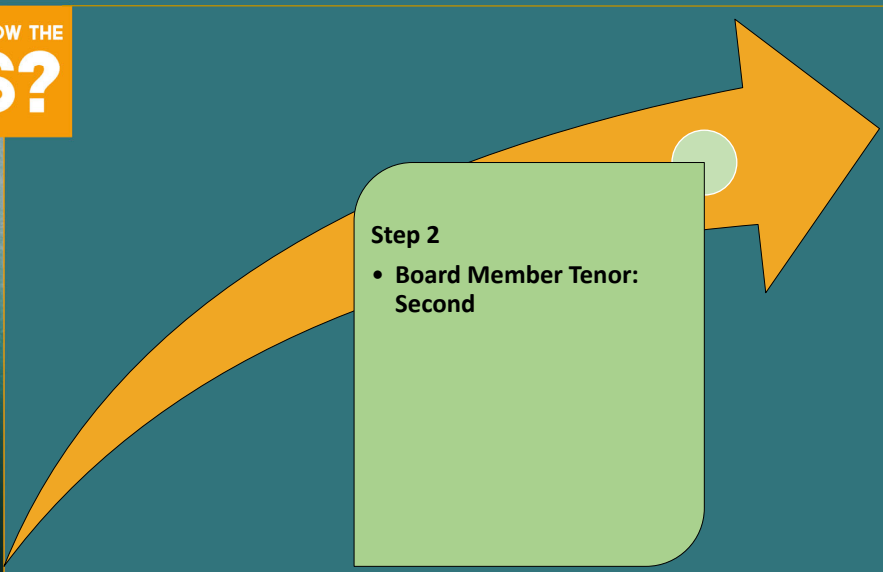
- Board Member Soprano: I move that we approve the overnight field trip to Hilton Head for the chorus group.
- (Note: This should occur prior to any board discussion on the matter!)

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Scenario: To Sing or Not to Sing



Step 2

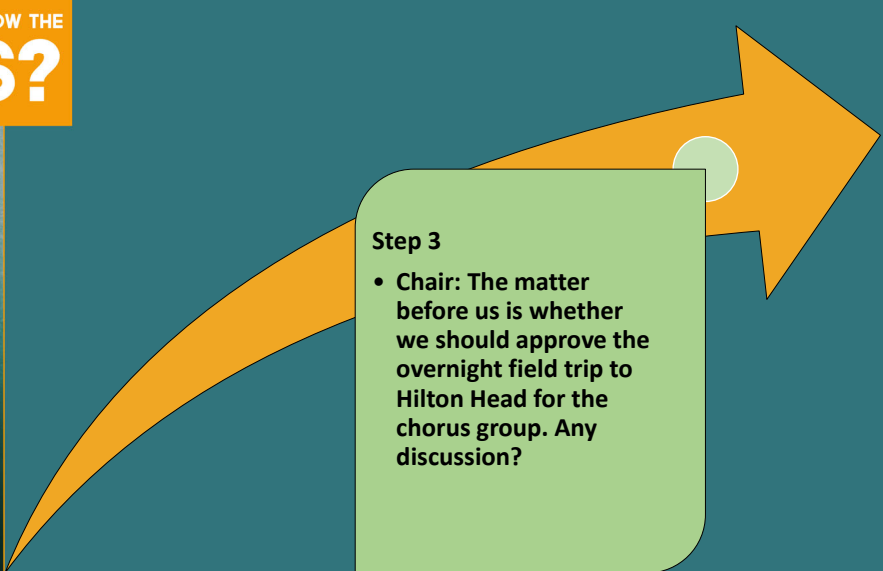
- Board Member Tenor:
Second

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Scenario: To Sing or Not to Sing



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?

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE **RULES?**

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!)

The slide features a large orange arrow pointing from the bottom left towards the top right, passing behind a light green text box. The background is a dark teal color with a vertical orange bar on the left side.

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE **RULES?**

Scenario: To Sing or Not to Sing

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

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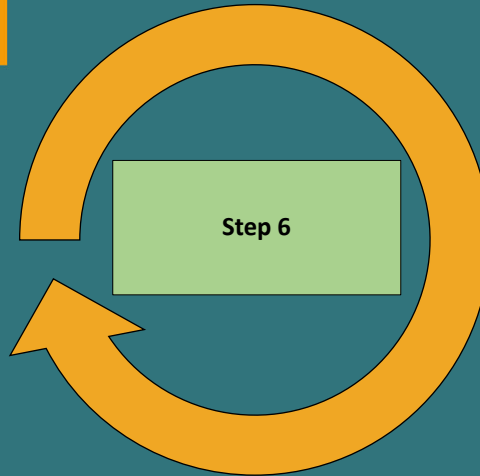
28

MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

Scenario: To Sing or Not to Sing



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

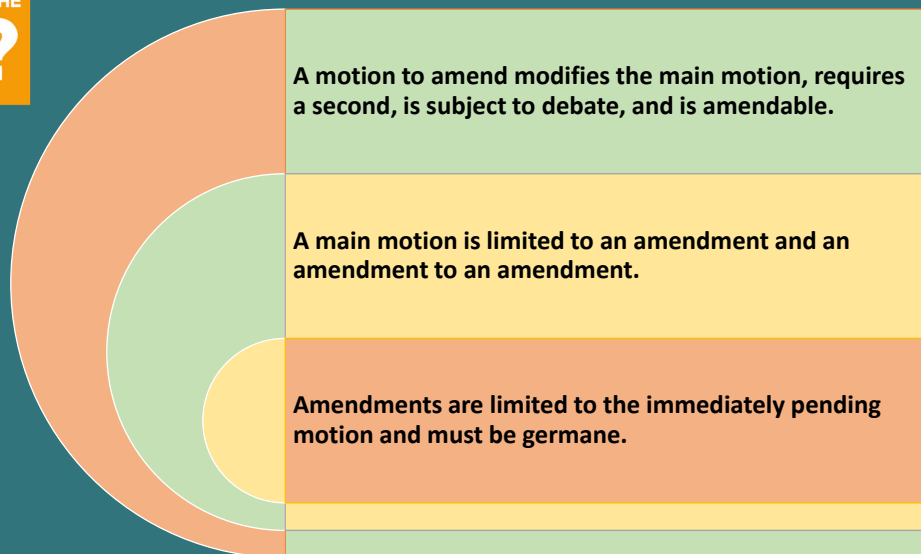
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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

Amending the Motion



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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

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



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ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Rescind v. Reconsider

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.

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Debating the Motion

The chair must restate the motion before debate so everyone is clear on the issue.

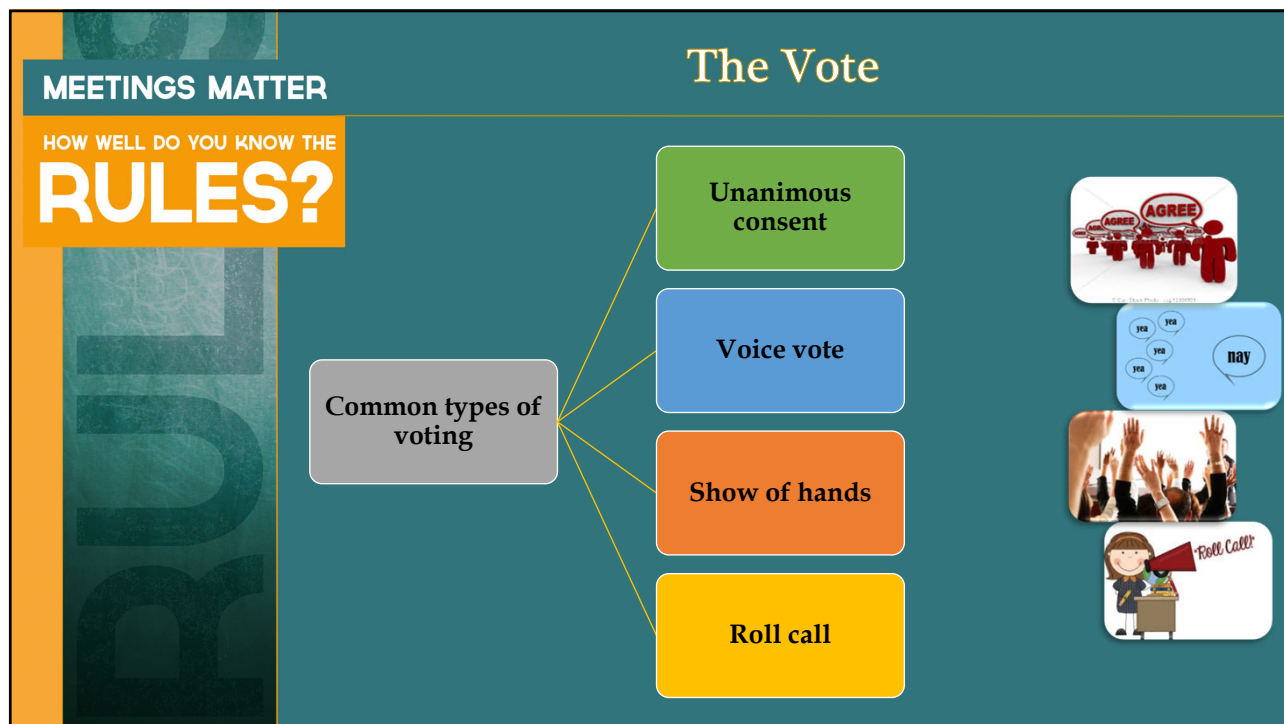
Once the chair restates the motion, it “belongs” to the board and cannot be retracted.

Board members should avoid discussing personalities, questioning motives, or making derogatory remarks.

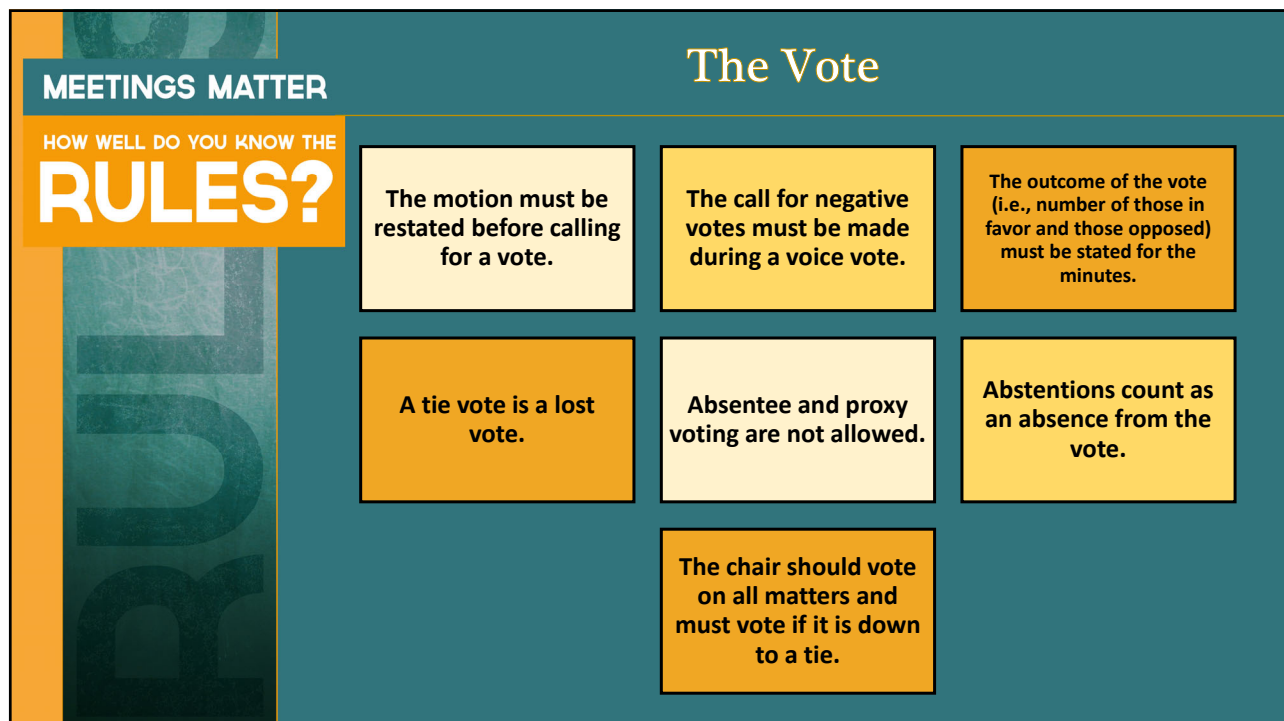
The chair cannot close debate as long as any member desires to speak.

Every member must have the opportunity to speak once before members speak a second time.

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

Keys to Success

Fifth Key

- Time Management

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE
RULES?

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

Liberal use "unanimous consent" and "without objection"

Controversy requires a high level of formality

End meetings at a reasonable time

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

The Bottom Line

**The sole purpose
of a meeting is to
determine the
collective will of
the majority in a
fair and efficient
manner**

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MEETINGS MATTER

HOW WELL DO YOU KNOW THE

RULES?

Questions?



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