SOUTH CAROLINA SCHOOL BOARDS ASSOCIATION

IN THE ROOM

DR. TIFFANY N. RICHARDSON GENERAL COUNSEL AND DIRECTOR OF POLICY AND LEGAL SERVICES, SCSBA



Manoot

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Should Tiffany get a raise?





Skip





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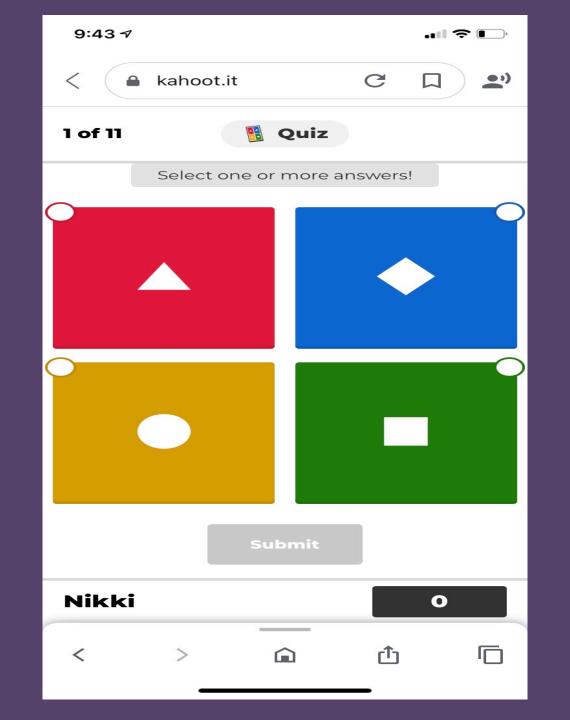
Answers

▲ What is the holdup?

Yes

Without a doubt

■ Absolutely

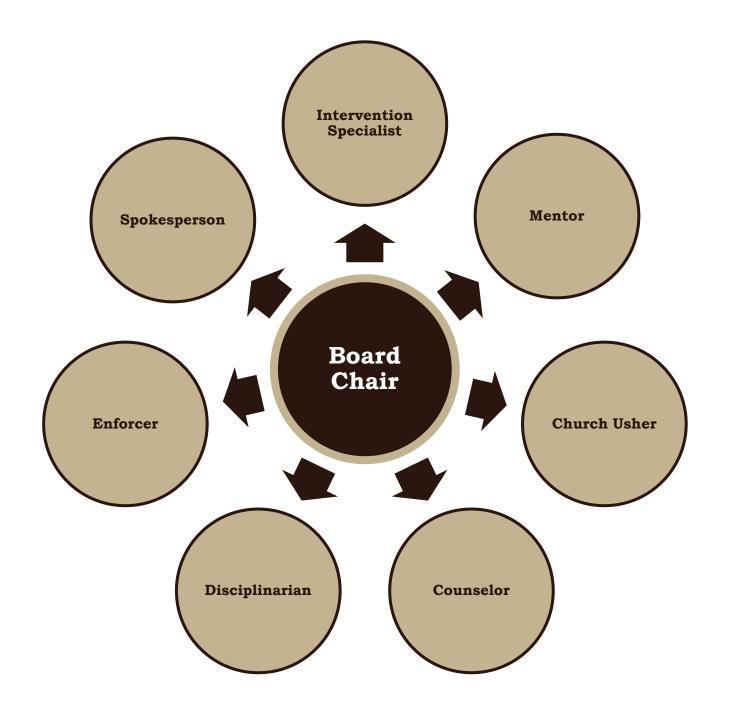




LET'S //EET' IN THE ROOM

As Board Chair...

Understand Your Role





POLICIES



Policy BBAA

- Except when performing a specific duty authorized by law or board action, the decision and actions of a single member of the board are not binding on the entire board. Unless specific authorization is granted by the board, a board member does not have any authority greater than members of the general public. Such authorization will be given to an individual board member by a majority vote of the board.
- Board members will interact with district administration through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately. Suggestions and recommendations regarding the administration will be made directly to the superintendent.



POLICIES



Policy BD, -R

The chair performs other duties as directed by law, regulation, and by the board. In carrying out these responsibilities, the chair will do the following:

Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board.

Consult with the superintendent in the planning of the board's agendas.

Confer with the superintendent on crucial matters which may occur between board meetings.

Appoint board committees, subject to board approval.

Call special meetings of the board as necessary.

Act as the public spokesperson for the board at all times, except as this responsibility is specifically delegated to others.

Be responsible for the orderly conduct of all board meetings.

As Board Chair... Understand Your Role Know **FOIA**

Scenario: To Meet or Not to Meet

Beaufort County School Board votes to have an annual retreat to take some time and self evaluate. The board decides to bring in a facilitator to help assess the board's current direction and review their goals.

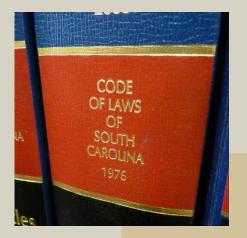
Is this a meeting?

Beaufort County School Board contacts SCSBA about holding the board retreat at the hotel during the evenings of the annual convention in Hilton Head. The board reserves a room at the hotel and begins to make plans.

Is this appropriate?



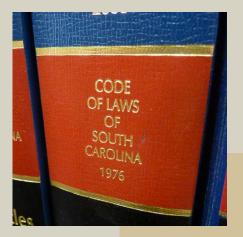




• "Meeting" means the convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction, or advisory power.







9 D Section

• Each county board of education or board of trustees shall meet at least every other month during the regular school session on a regular date and at a regular time to be determined by each board during its organizational meeting. All regular meetings shall be open to the public and members of the news media. Any board may hold a special meeting when it is considered necessary either by the chairman or a majority of the board members. All meetings, whether regular or special, shall be held at the school district office or at such other place within the district that the board deems convenient and suitable. Nothing in this section shall preclude the board from the right to go into executive session by majority vote of the membership present.



POLICIES



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





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 added with a 2/3 vote

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





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?





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:

Legal matters

Personnel or student matters

Contract negotiations

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

Scenario: Tired of the Games

Board member Carolina Gamecocks did not like what board member Clemson Tigers said at the last board meeting. Carolina feels like Clemson's comments are always directed at her and that Clemson thinks his number of board awards gives him the right to talk down to her. Board member Carolina discusses her concerns with the board chair who thinks they need to come together on one accord. The board chair says they will discuss this at the next board meeting during executive session.

Is this an executive session topic?





More Executive Session Rules

The board will not take a vote, nor will it poll members 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.



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
 - 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

As Board Chair...

Understand Your Role

> Know FOIA

Use Robert's Rules

LET'S //MEET// IN THE ROOM

ROBERT'S 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

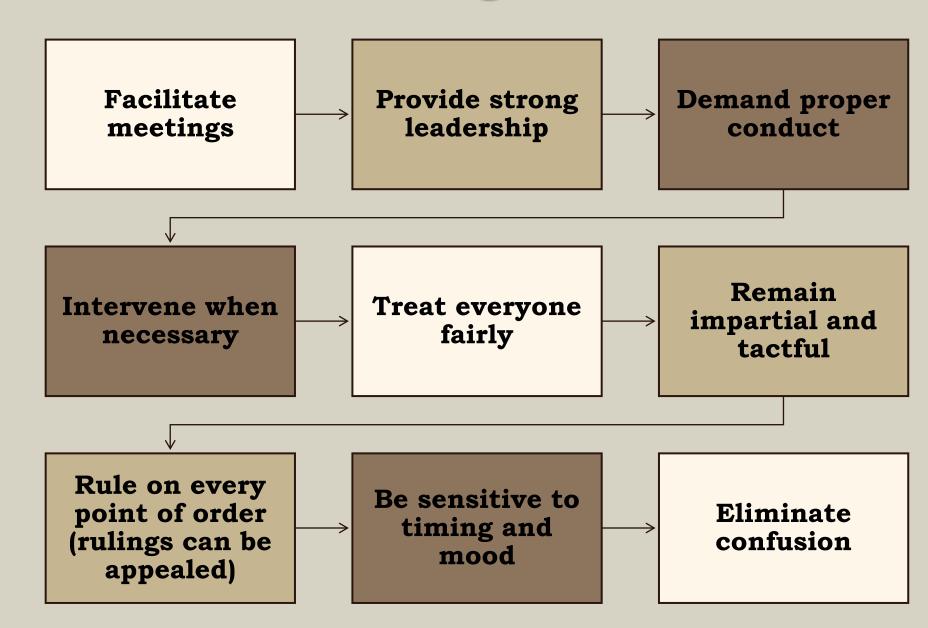


Board members are engaged





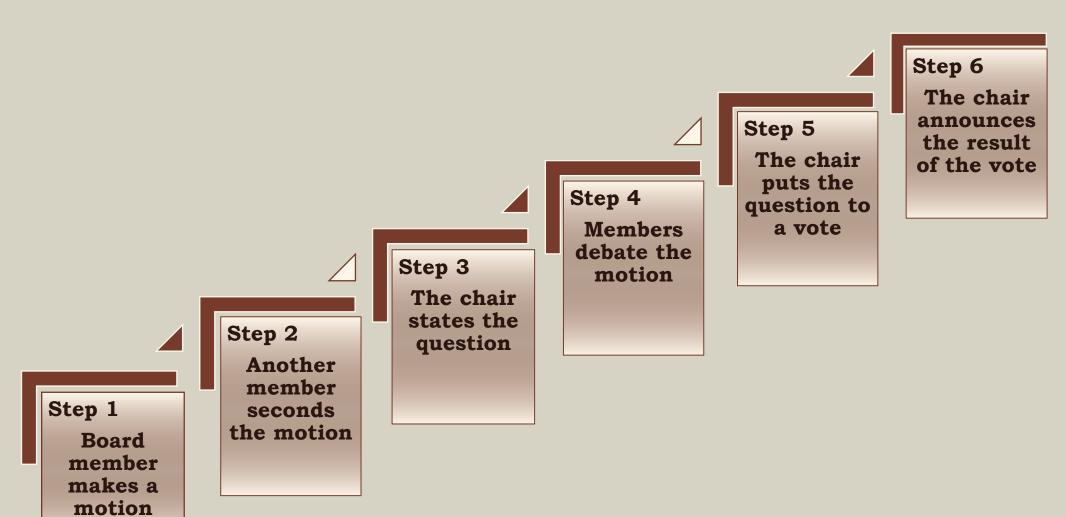
Presiding Officer







Adopting Motions







Scenario: Can We Give?

Introduction

- Chair: The next item on the agenda is a one-time bonus for staff.
- The superintendent and finance director present data to the board.
- Chair: Can we have a motion on this matter so we can discuss this?





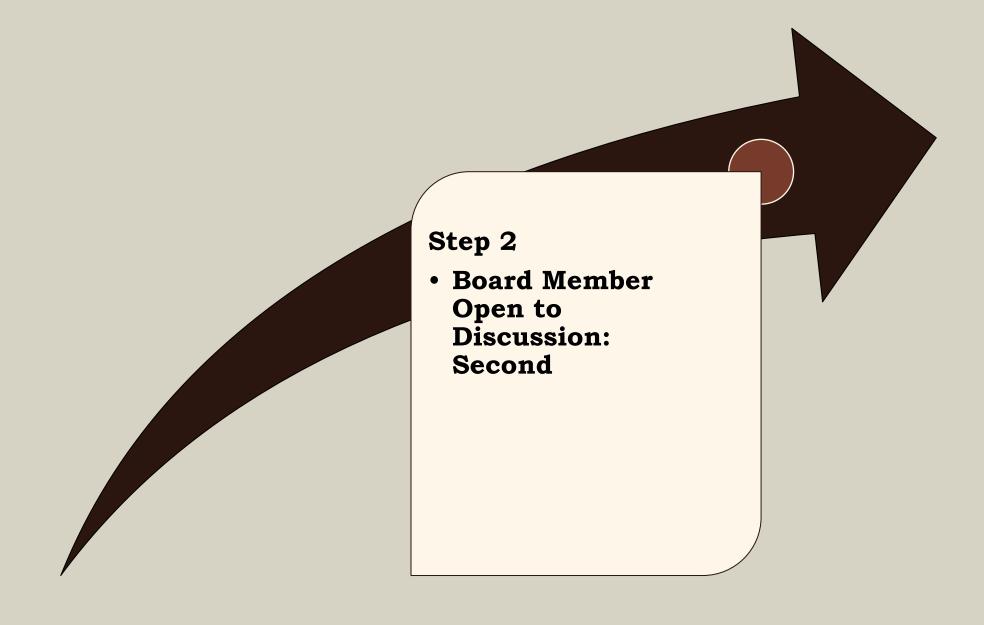
Step 1

Board member
 First to Speak: I
 move that the
 board approve a
 one-time bonus to
 staff.

• (Note: This should occur prior to any board discussion on the matter!)







LET'S "MEET" IN THE ROOM

ROBERT'S RULES



Step 3

 Chair: The matter before us is whether the board should approve a one-time bonus for staff. Any discussion?





Step 4

 Board members commence discussion

 (Note: Every board member should have the opportunity to speak once before anyone speaks a second time!)

LET'S "MEET" IN THE ROOM

ROBERT'S RULES



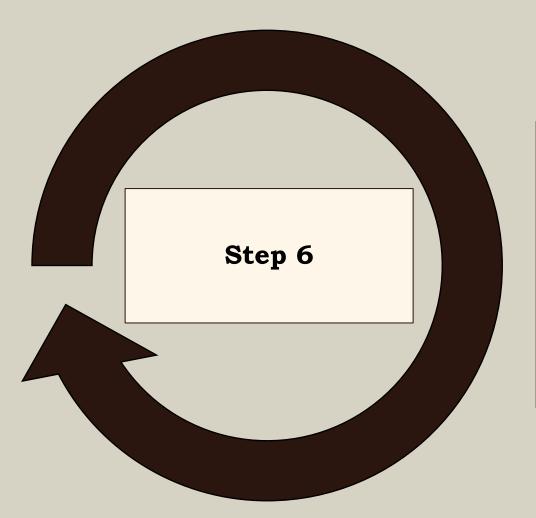
Step 5

• Chair: It appears that the discussion is at an end. The matter before us is whether the board should approve a one-time bonus for staff.

- All in favor? Aye
- Any opposed? No







 Chair: The motion passes. The district will issue a one-time bonus to staff.





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.





Out of Order Amenament

Primary Amendment

> Main Motion

End debate

I move to amend the amendment by I wish to insert the word BRIGHT in front of green.

I would like to amend the motion by striking the word *green* and inserting the word *yellow*.

I move that we paint the boardroom green.





Address Each Motion

Secondary Amendment

Primary Amendment

Main Motion as amended

I move to amend the amendment by inserting the word *bright* in front of the word *yellow*. (Fails)

I would like to amend the motion by striking the word *green* and inserting the word *yellow*. (Passes)

I move that we paint the boardroom YELLOW. (Passes)

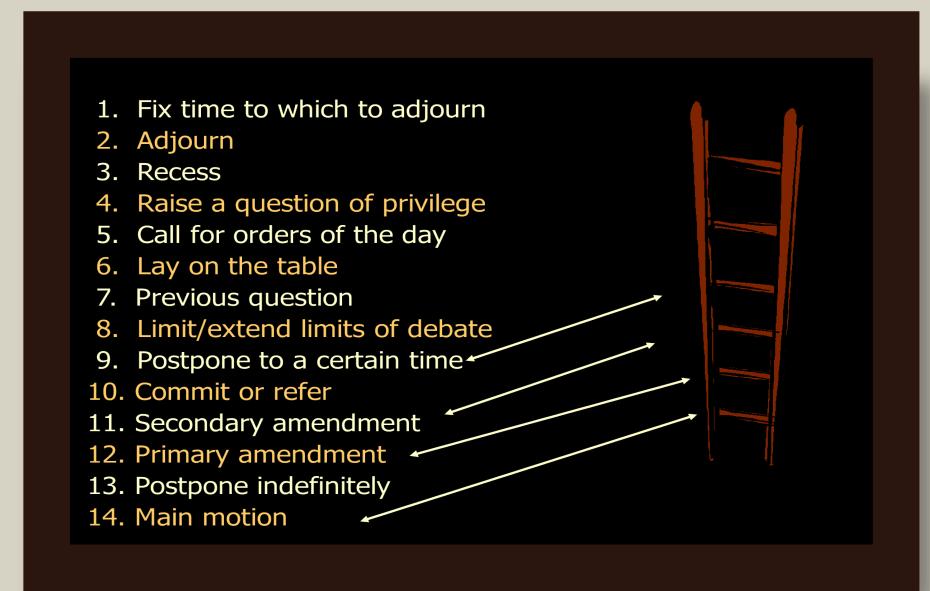
Your Newly Painted Boardroom!







The Ladder of Motions



ROBERTS RULES CHEAT SHEET

То:	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.

То:	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).





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.

Day of Delivery

March 16, 2021







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 speaks a second time.







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 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.





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



LET'S //EET// IN THE ROOM

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Robert's Rules Resources

Website: https://www.parliamentarians.org/

(Store tab)

1. Robert's Rules of Order (12th Edition – New)

- 2. Robert's Rules of Order Revised In Brief (3rd Edition New)
- 3. Robert's Rules for Dummies (3rd Edition New)
- 4. Thirteen Ranking Motions Plastic Card

Website: https://www.amazon.com/

1. The Complete Idiot's Guide to Parliamentary Procedure Fast-Track (FAVORITE, but is has not been updated following the release of the latest edition)

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