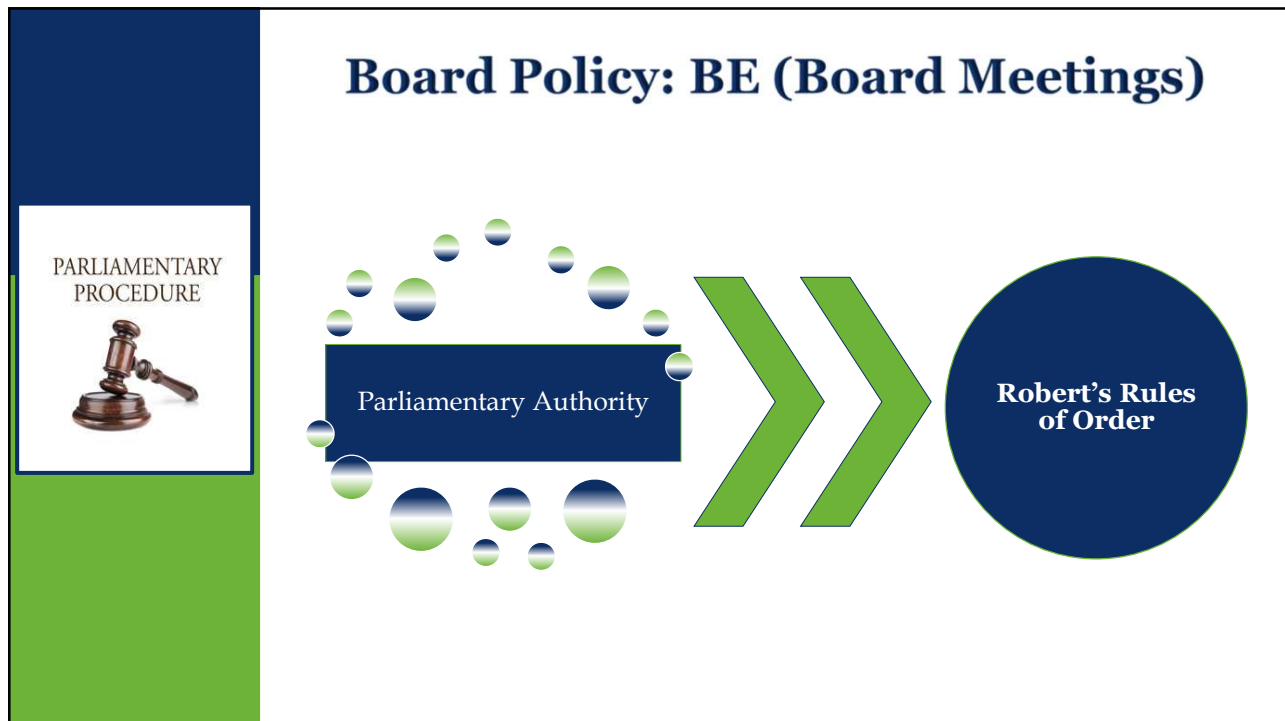
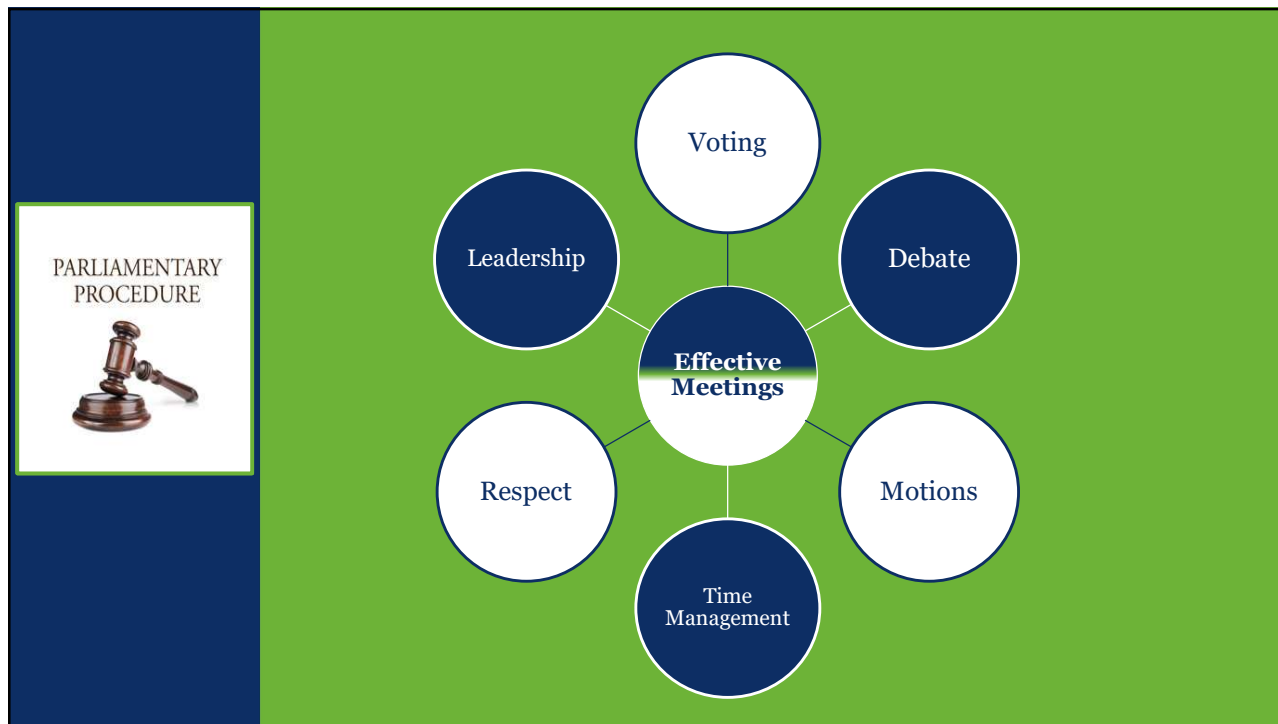


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3

Meeting Goals

PARLIAMENTARY PROCEDURE

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

4



5

Board Chair


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.

6

PARLIAMENTARY PROCEDURE




Presiding Officer

- Does not lose his/her right as a member
- May vote on any matter, but must vote if there is a tie
- Has the right to make a motion; however, may not preside over that motion

7

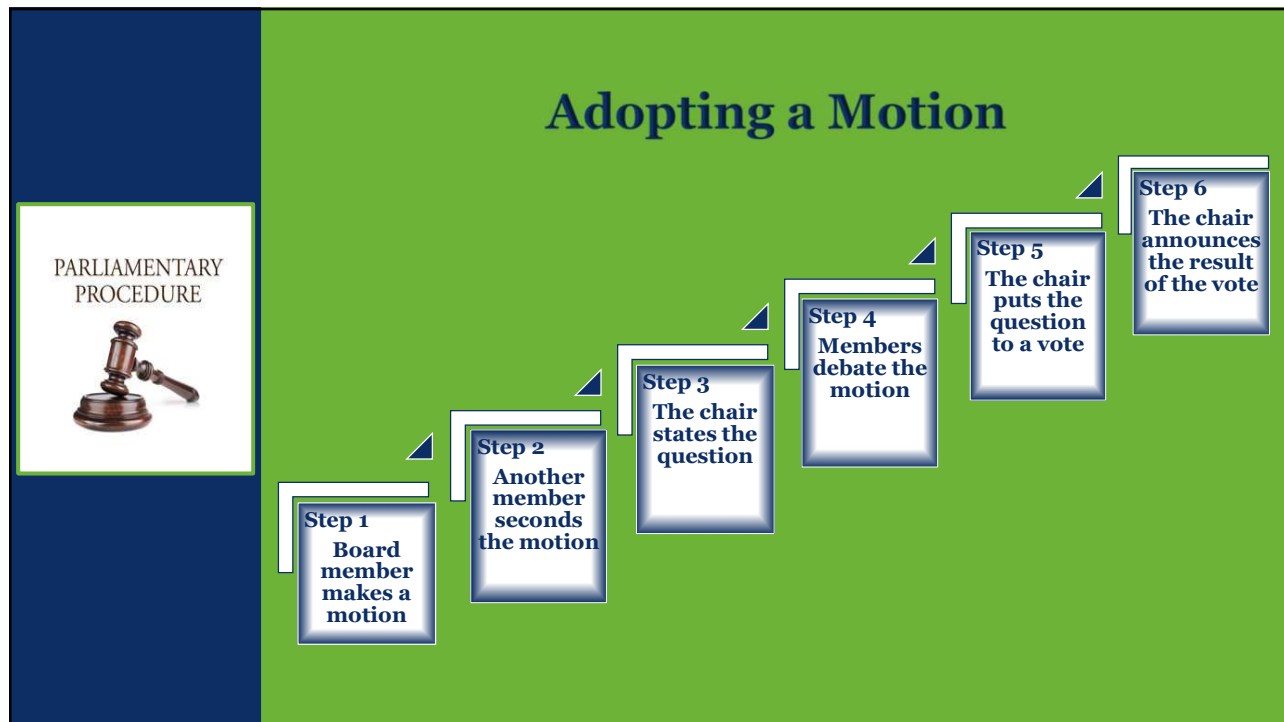
PARLIAMENTARY PROCEDURE



Maker of a Motion

- Has the right to speak first on that motion
 - Cannot speak against the motion
 - Can vote against the motion


8




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Amending the Motion

PARLIAMENTARY
PROCEDURE






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.

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PARLIAMENTARY
PROCEDURE



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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PARLIAMENTARY
PROCEDURE



helpful
tips 

12

PARLIAMENTARY PROCEDURE



SCRIPT IT OUT!

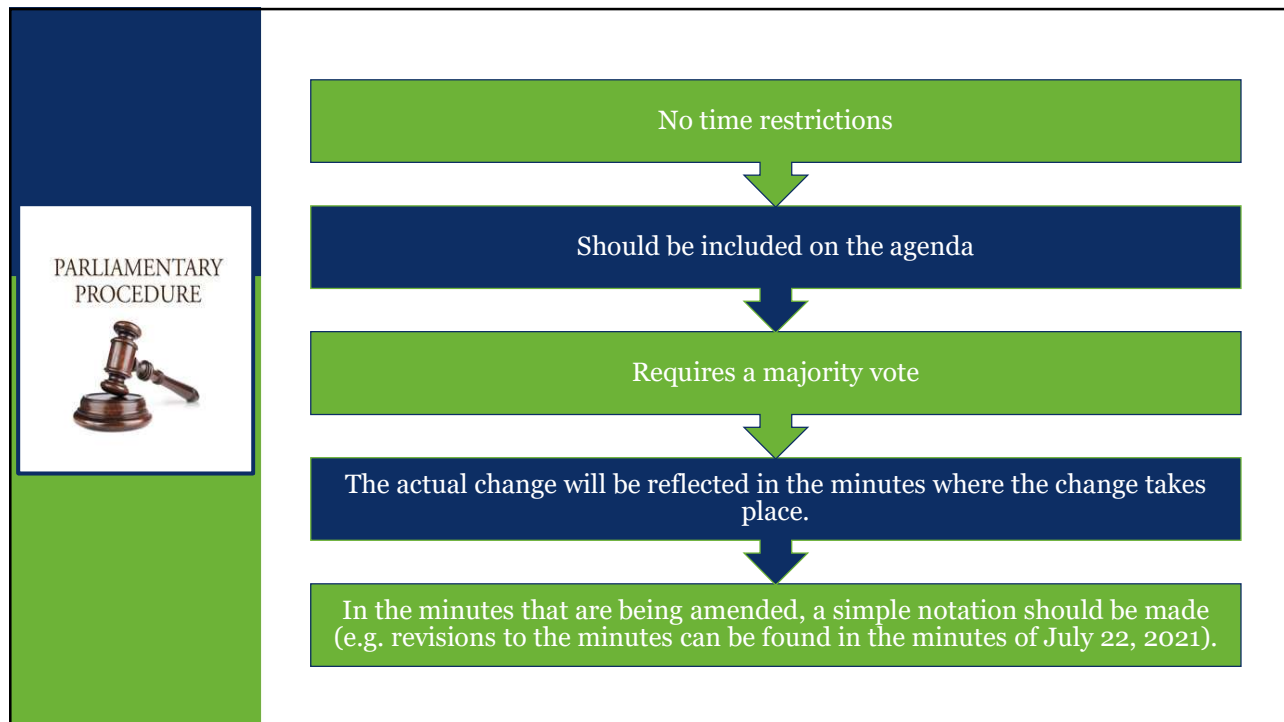
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PARLIAMENTARY PROCEDURE

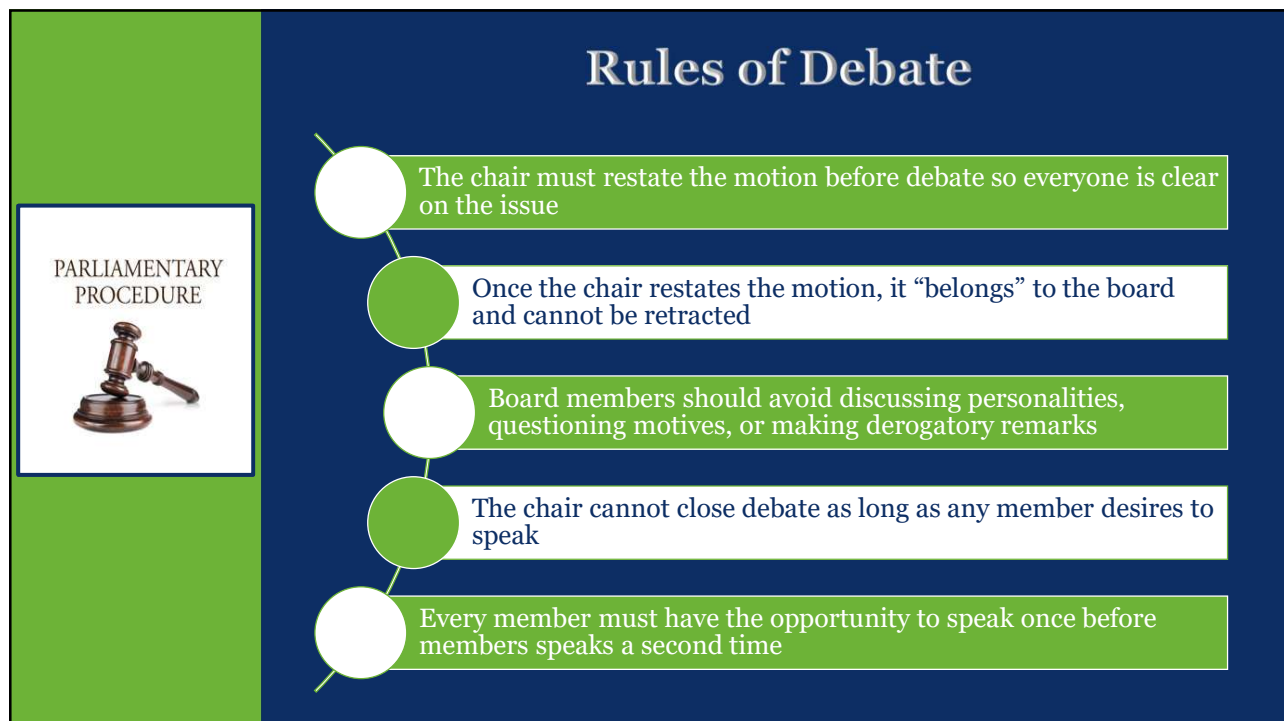


Amending Minutes

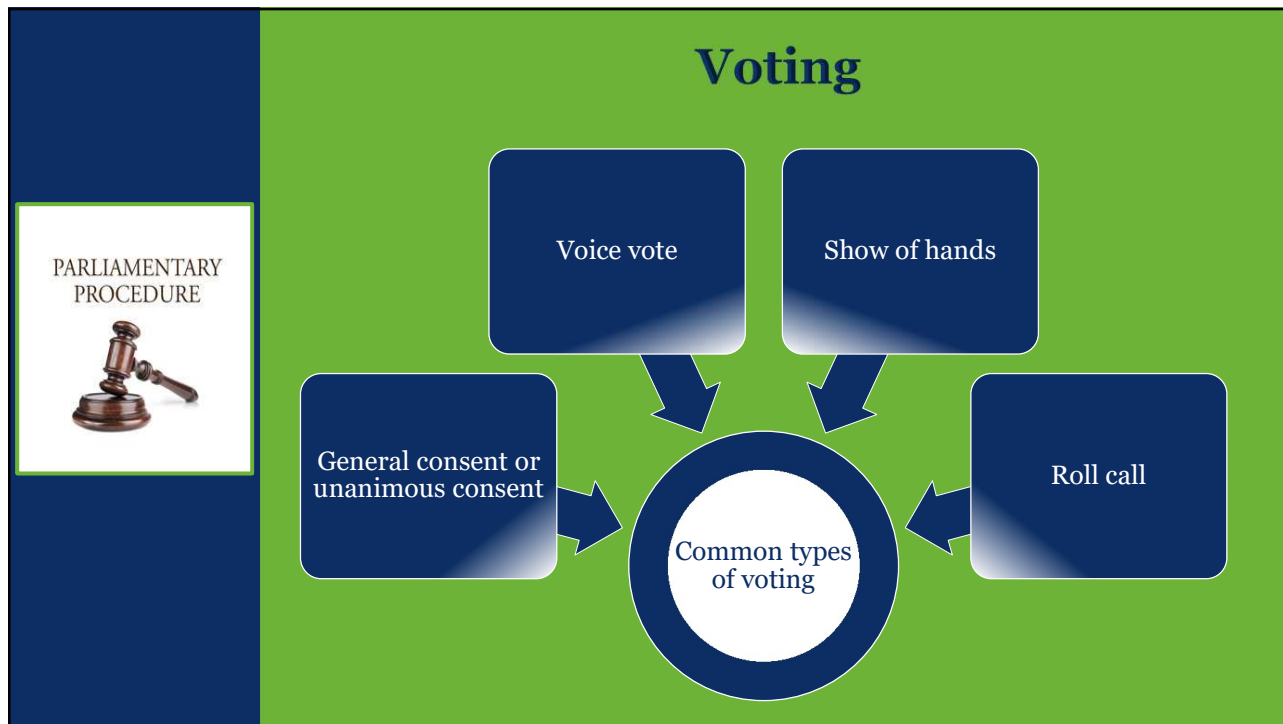
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Voting

PARLIAMENTARY
PROCEDURE



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		

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PARLIAMENTARY
PROCEDURE



Can I Change My Vote?

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PARLIAMENTARY
PROCEDURE



A board member can change his/her vote before the result is announced.

After the result has been announced, a board member can only change his vote with the unanimous consent of the board (without debate).

Once the chair has moved on to the next order of business, no additional changes can be made.

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