

## **Parliamentary Procedures**

1. **Recognition of a Motion.** A motion is before the Board only when recognized to the President. After some discussion on a topic, the President may invite a Director to make a motion dealing with an issue by stating: "I will entertain a motion to \_\_\_\_\_."
2. **Motion.** A main motion brings business before the Board for its consideration in such a manner that it may be discussed and acted upon. A motion may be made by any Director, including the President. A motion may be stated as: "I move that \_\_\_\_\_." The President may recognize a motion by stating: "A motion has been made by \_\_\_\_." Once a motion is stated by the President, it becomes a motion of the Board and no longer belongs to the maker of the motion.
  - a. **Second.** A motion may be entertained by the President without a second. If the President chooses not to recognize a motion made by a Director, another Director may second the motion in order to bring the motion to the floor for discussion. A motion which fails to be recognized by the President or receive a second is not considered for discussion.
  - b. **Out-of-Order Motion.** A motion which does not relate to the matter under consideration or which is a main motion and is being presented while another main motion is still before the Board is out of order and shall not be recognized.
  - c. **Revision of Motion.** At any time before a vote is taken on a motion, the person making the motion may revise the wording of the motion if there is no objection by other members of the Board. If there is an objection, the motion should be revised by amendment.
  - d. **Withdrawal of Motion.** After a motion has been stated by the President, it cannot be withdrawn without the consent of the Board. The maker of the motion may be requested to withdraw a motion and, if the maker of the motion does not object, the Board by general consent or vote can withdraw the motion. If the motion has been seconded and stated by the President, the consent of the individual who seconded the motion is not required, but the Board must vote or agree by general consent to withdraw the motion.

3. Subsidiary Motions. These are motions which propose to take some action in relation to the manner in which the Board will consider the substance of the main motion. (Motions are ranked in order of precedence.)
- a. Table. Upon majority vote of the Board, a motion may be tabled. Such motion may be removed from the table by majority vote.
  - b. Question. At any time during the discussion on any motion any member may move for the previous question. If that call receives a second and approval by two-thirds of the Board, the President will call for the vote on the motion being discussed. The President at any time may state: "If there is no objection, the President will call for the vote on the motion being discussed." If one Director objects, the discussion shall continue until there is a two-thirds affirmative vote to close debate or there is no objection to closing debate. Other business is out of order until the motion before the Board has been disposed.
  - c. Limit Debate. The Board may elect to limit discussion or establish special rules governing the discussion on the main motion. (A second and two-thirds vote are required.)
  - d. Postpone Definitely. If a motion to postpone consideration of a subject or the consideration of a main motion is approved, the President shall place the subject or the main motion on the agenda in accordance with the terms of the motion without further action by the members. If no time or circumstances are specified for the reinstatement of the subject or the main motion in the motion of postponement, the President shall reinstate the subject or the main motion at his/her discretion without further action by the members but not sooner than the next regular meeting. (A second and majority vote are required.)
  - e. Refer. The subject of the main motion may be referred to a committee or individual for study or special consideration.
  - f. Amend. At any time before a vote is taken on a motion, any Board member may move to amend the motion which is then before the Board. The motion shall state the amendment and shall receive a second before it shall become the business before the Board. The President shall call for discussion, which shall be limited to the proposed amendment. If the proposed amendment receives a favorable majority, the main motion shall stand amended and further discussion on the main motion shall be directed to the motion as amended.

- g. Postpone Indefinitely. A motion can be postponed indefinitely. (A second and majority vote are required.)
- h. Order of Motions and Procedural Actions. The following order in the presentation of motions and other procedural actions shall be in effect while a main motion is being discussed.

If there is a main motion before the members, the President may recognize one of the following: (with "1" being at the highest in rank order)

- (1) Adjourn, recess
- (2) Table
- (3) Previous question (close debate)
- (4) Limit debate
- (5) Postpone
- (6) Refer to committee
- (7) Amend the motion
- (8) Postpone indefinitely

- 4. Privileged Motions. This type of motion relates to the comfort or convenience of the Board or one of its members and is not directly related to a motion that is "on the floor." (Motions are ranked in order of precedence.)
  - a. Adjourn. When the agenda is completed, if there are no objections, the President may declare the meeting adjourned. If a member moves to adjourn the meeting, the President would call for a vote of the Board to adjourn. Once the motion passes, the President must declare the meeting adjourned. (A majority vote is required.)
  - b. Recess. A member can request a recess in the deliberations of the Board. (A majority vote is required.)
- 5. Incidental Motions. This type of motion deals with the procedures of the Board and is incidental to the motion that is "on the floor." Incidental motions are acted upon when proposed (no order of preference).
  - a. Divide a Motion. A main motion, by majority vote, may be divided into smaller units for the purpose of discussion, voting or both.
  - b. Appeal. Any decision by the President may be appealed by a majority vote of the Board.

- c. Reconsider. A motion can be brought back “to the table” by a member of the Board provided that such a motion is made by a member of the majority when the issue was last voted upon. (Note: If the Board has Robert’s Rules of Order as its authority, the Board may adopt a special rule of order which allows any Board member to reconsider the vote on any motion.)
- d. Rescind. A motion can be made to retract an issue or order that was passed. (A two-thirds vote is required.)
- e. Vote. The vote on all matters shall be made in person and shall be oral. On occasion, a vote may be cast in teleconferencing if such teleconferencing is necessary to ensure a quorum. Results will be announced immediately and recorded in the minutes. A member may change his/her vote if the change is announced before the President announces the results of the vote.

Any member may abstain from voting at any call for the vote. Such a member, who is present at the call for the vote, shall be counted as present for the purpose of determining the presence of a quorum. All votes on motions and resolutions shall be by “voice” vote unless a roll call vote is requested by the President or other member of the Board.

A roll call vote is required for the following: electing Board officers; filling a Board vacancy; selecting a Superintendent; approving the annual district draft budget, final budget, and any budget extension; and the sale or purchase of real estate.