

PARLIAMENTARY PROCEDURES

Policy Code:

2340

Except as otherwise provided by law or by the policies of the board, meetings of the board will be conducted in accordance with Robert's Rules of Order, Newly Revised. The underlying principles upon which these rules are based are as follows:

1. The board must act as a body.
2. The board should proceed in the most efficient manner possible.
3. The board must act by at least a majority of its members.
4. All members should have an equal opportunity to participate in decision-making.
5. The board's action should result from a decision on the merits rather than a manipulation of procedural rules.

RULES OF PROCEDURE

The following rules of procedure will govern the board of education meetings. If these rules conflict with Robert's Rules of Order, these rules will be controlling.

1. **Agenda** - See board policy 2330 and board policy 2310.
2. **Public Address to the Board** - See board policy 2310.
3. **Order of Business** - See board policy 2210.
4. **Presiding Officer** - See board policy 2210.
5. **Presiding Officer When the Chairman is in Active Debate** - The chairman shall preside at board meetings unless he/she becomes actively engaged in debate on a particular proposal, in which case he/she may designate another board member to preside over the debate. The chairman shall resume the duty to preside as soon as action on the matter is concluded.
6. **Action by the Board** - The board shall proceed by motion. Anyone, including the chairman, may make a motion. A motion must be seconded before it may be considered.
7. **One motion at a Time** - A member may make only one motion at a time.
8. **Substantive Motion** - A substantive motion is out of order while another substantive motion is pending. A substantive motion is any motion other than a procedural motion.
9. **Adoption by Majority Vote** - A motion shall be adopted by a majority of the votes cast, a

quorum being present, unless otherwise required by these rules or the laws of North Carolina.

10. **Debate** - The chairman shall state the motion and then open the floor to debate on the motion. The chairman shall preside over the debate according to the following general principles:
 - a. The introducer (the member who makes the motion) is entitled to speak first.
 - b. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
 - c. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

11. **Procedural Motions** - In addition to substantive motions, the following procedural motions and no other shall be in order. Unless otherwise noted, each motion is debatable, may be amended and requires a majority vote for adoption. In order of priority, the procedural motions are as follows:
 - a. *To adjourn* - The motion to adjourn may be made only when action on a pending matter concludes; it may not interrupt deliberation of a pending matter.
 - b. *To take a recess*
 - c. *Call to follow the agenda* - The motion must be made at the first reasonable opportunity or it is waved.
 - d. *To suspend the rules* - For adoption, the motion requires a vote equal to the number required for a quorum.
 - e. *To divide a complex motion and consider it by paragraph*
 - f. *To defer consideration (or to table)* - Consideration of a substantive motion that has been deferred (or tabled) expires 100 days thereafter unless a motion to revive consideration is adopted.
 - g. *Call the previous question* - The motion is not in order until there have been at least 15 minutes of debate and every member has had an opportunity to speak.
 - h. *To postpone to a certain time or day*
 - i. *To amend* - An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended and an amendment may be amended, but no further amendments may be made.
 - j. *To revive consideration* - The motion is in order any time for 100 days after a vote to

defer consideration (or to table). A substantive motion whose consideration has been deferred (or tabled) expires 100 days thereafter unless a motion to revive consideration is adopted.

- k. *To reconsider* - The motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken. It may not interrupt deliberation on a pending matter but it is in order at any time before actual adjournment.
 - l. *To rescind or repeal*
 - m. *To ratify*
12. **Renewal of motion** - A motion that is defeated may be renewed at any subsequent meeting.
 13. **Withdrawal of motion** - A motion may be withdrawn by the introducer at any time before a vote, usually before the chair states the motion.
 14. **Duty to vote** - Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the chairperson, who shall take a vote of the remaining members present. No member shall be excused from voting except on matters involving his/her own financial interest, matters for which he/she has a conflict of interest or matters in which he/she cannot act in a fair and impartial manner. In all other cases, a failure to vote by a member who is physically present, or who has withdrawn from the meeting without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.
 15. **Executive Session** - The board may hold executive sessions as provided by law. The board shall commence and end executive session by a majority vote to do so.
 16. **Quorum** - A majority of the actual membership of the board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.
 17. **Public Hearings** - see board policy 2500.
 18. **Minutes** - Minutes shall be kept at all board meetings.
 19. **Reference to Robert's Rules of Order** - To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the board shall refer to Robert's Rules of Order Newly Revised, for unresolved procedural questions.

Legal References: G.S. 143-318.12

Cross References:

Adopted: August 16, 1993

Revised: March 10, 2008