

# **SANBORN REGIONAL SCHOOL DISTRICT**

## **SRSD File: BEDD-R**

### **SAMPLE RULES OF ORDER**

1. The chair will use the following general rules of order. The intent of these rules of order is to keep the meeting efficient, understandable, and free of procedural quagmires. The chair will not follow the formal Robert's Rules of Order.
2. By majority vote, the school board can overrule any decision that the chair makes, including any rule that the chair establishes. A board member can raise such a request by a "Point of Order."
3. The School Board Chair (unless it is the Board Organizational Meeting, whereby the School District Clerk will be the Moderator) will take the agenda in the order that it was presented, unless the school board, by majority vote, chooses to take agenda items in a different order.
4. Everyone who speaks must do so in a manner in which he or she can be heard.
5. No one may speak unless he or she has been recognized by the chair. A board member may interrupt only to state a "Point of Order." The chair will then recognize the member for the limited purpose of stating the point of order.
6. Individuals speaking during a public comments portion of a meeting are asked to state their name and address. All public comments should be directed to the chair.
7. The chair will allow only one motion and only one proposed amendment to the main motion on the floor at a time. Exceptions may be made for the limited purpose of resolving a "Point of Order."
8. The chair will not accept negative motions, which are motions that require a "no" vote to cast a vote in the affirmative such as: "I move that we not adopt the budget."
9. All speakers must be courteous and must speak to the issues, not the individuals raising them. All comments and questions will be directed only to the chair. The chair will decide whether to recognize another board member or staff member to respond. The chair will not allow personal attacks or inappropriate language.
10. If any person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, in any other way disturbs the meeting, or willfully violates any rule of order,

and after notice from the chair to cease, persists in such behavior, the chair may have a police officer remove such person from the meeting.

11. Each board member may only speak once until every board member has had an opportunity to speak once.
12. Recorded roll call votes will be taken when required by law, upon the request of two or more board members, and when called for by the chair.

**Related Policy:** BEDD

**History:**

New Policy Effective: December 19, 2018