

RULES OF ORDER

The president (or the vice president in the absence of the president) will conduct all meetings. In the absence of both the president and the vice president, the members present should elect a president pro tempore, who will serve only for that meeting, or for that part of the meeting in which the president and vice president are absent.

œ

A complete agenda, including supporting data, will be prepared by the superintendent in consultation with the president of the board of education, and delivered to each member of the board three (3) days before the date of the regular board meeting. This requirement will be waived only for emergency special meetings of the board.

The first action of the board at each meeting will be a motion to adopt the agenda.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion, or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events the board will discuss all matters other than routine procedural questions, prior to the making of a motion, in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To adopt the agenda

To recess

To take action

To amend a motion made to take action, but such amending motion shall be disposed of before any other motion to amend the main motion will be in order

To defer action

To go into executive session

To adjourn, either finally, or to a specific time, date, and place

Adopted November 11, 1974

Reviewed December, 1981

Reviewed 2-91