

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 181
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Rules of Order

In order to maintain a courteous and businesslike atmosphere that enhances discussion and decision making, the Johnson Creek Board of Education believes it is necessary that basic parliamentary procedures or rules of order be followed at all of its regular or special meetings. Adherence to rules of order assist in keeping an objective approach to the issues, protecting individual rights of speech, maintaining good working relationships among Board members, and enabling the Board to move swiftly through its business. It is not the intent that rules of order be so strict as to cut off the very interaction and dialog that Board meetings hope to accomplish. All Johnson Creek Board of Education rules of order will work in tandem with or will not violate any applicable state statutes or laws. It is the Board president's job to enforce the rules of order, but every Board member has the responsibility to follow the established rules.

The following shall be the Rules of Order for all Johnson Creek Board of Education regular and special meetings:

1. At the hour stated on the official meeting notice the president shall take the chair and call the members to order. For a meeting to be held a quorum of Board members must be present. Once it is determined a quorum is present through a roll call of members, the Board shall proceed to its business as stated on the agenda.
2. Should a quorum be present at the official meeting time, and the president be absent, the vice president or in the absence of the vice president, the clerk shall serve during that meeting, or until the president shall appear. In the absence of the president, vice president and clerk, the members shall elect a temporary chairperson.
3. It shall be the duty of the president at all times to preserve order and to endeavor to conduct all business before the Board in a professional, impartial and respectful manner.
4. The president, as such, has no weighted vote but has the right to vote on every question based on his/her membership on the Board. Order of voting on motions shall be in an alphabetical rotational cycle based on the first letter of each Board member's last name, with the exception of the president who shall always vote last.
5. The Board shall officially approve the agenda at the beginning of each meeting. Items may be added or deleted to the noticed agenda by a two-thirds Board vote or unanimous consent. However, added items will be for discussion purpose(s) only for the Board will not act upon any item of business not included in the noticed agenda. Once approved, the agenda must be followed. The Board may discuss matters raised by the public during the public participation portion of a meeting, provided public comment was included on the meeting agenda notice.

6. On Board agenda items intending action, the following sequence of events is to be generally followed:
 - a. Superintendent provides written background information and recommendation
 - b. Board members ask questions for purposes of clarification. The president may allow informal discussion of a subject without a motion pending.
 - c. Motion from a Board member
Second from a Board member
 - d. Discussion, further questions, comments, motion amendments and amendment approvals, etc. by Board members. An amendment may be moved on any motion and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained. Board members are not limited in the number of times they may speak to an item but shall each be limited to a total of ten minutes debate time.
 - e. Board member vote on the motion or amended motion.
7. The president may speak to points of order, determine speaking order of members and shall decide questions of order, unless his/her decision regarding a point of order is appealed to the full Board by any two members through a motion and second and approval rendered by a majority of the Board.
8. Any member who makes a motion shall have liberty to withdraw it, with the consent of the second.
9. The consideration of any question may be postponed/tabled to a specific future time or may be indefinitely postponed/tabled.
10. A motion, once voted down, cannot be renewed at the same meeting without the consent of a majority of the Board members. A motion for reconsideration can only be entertained when made and seconded by members who were in the majority on the vote of the original question.
11. If a motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two members may have it divided and a vote taken on each part.
12. When any business is brought before the Board, its deliberation cannot be interrupted except by a motion for adjournment; to lie on the table; for the previous questions; for postponement; for commitment, or for amendment.
13. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.

14. If a question has been decided in the negative, the effect shall be to stop any further discussion of the subject just decided.
15. The first person recognized by the president as desiring to speak has the right to the floor. Moreover, no member shall be interrupted while speaking, unless he/she is ruled to be out of order by the president, or for the purpose of correcting mistakes or misrepresentations.
16. No member, in the course of discussion/debate shall be allowed to engage in an abundance of personal reflections.
17. If any member acts in any respect in a disorderly manner, it shall be acceptable for any member, and the duty of the president to call him/her to order.
18. If any member considers his/her rights have been infringed upon by a decision of the chair, it shall be acceptable for him/her to appeal to the Board, and the vote on such appeal shall be taken without any discussion or debate.
19. No member shall decline to vote on any question unless a clear conflict of interest exists, or other ethical or religious reasons are perceived on the part of a member. Reasons for not voting should be stated at the time of abstention.
20. When the president has commenced taking a vote, no further debate or remark shall be admitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the president shall recommence taking the vote.
21. The president or presiding officer shall determine the method of voting. A member may request a recorded vote after a voice vote. All ayes and nays shall be recorded in writing on all questions voted on by roll call or written ballot.
22. When discussion/debate of a subject is felt to be complete by a member, he/she may "call for the question" or that voting take place. If there appears to be unanimous consent, the president may ask if there is any objection to closing debate. If any objection exists, the request should take the form of a motion with a second and a two-thirds approval vote by the Board. If appropriate approval is not obtained, discussion/debate shall continue.
23. In order to maintain meeting efficiency, the president shall have authority to establish timelines for discussion/debate of action items. If the president sets timelines, they can be changed only by a motion with a second and a two-thirds approval vote by the Board.
24. In the absence of any specific rule, Roberts Rules of Order, latest revised edition, shall apply in all procedures of the Board in the School District of Johnson Creek or of any committee thereof. The president shall have final determination in the following of appropriate rules and procedures.

Adopted: 6/7/04
Revised: 8/20/07
Reviewed: 1/11/16
Reviewed: 2/25/21