

BOARD MEETINGS:

BCB

RULES OF ORDER & PROCEDURE FOR BOARD MEETINGS:

The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of rules that govern and prescribe in a public meeting:

1. Parliamentary order and procedure;
2. Ethical behavior; and
3. Civil discourse.

After adopting the Rules of Order and Procedure, the Board of Education shall:

1. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
2. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public web site.

Utah Code Ann. § 53A-3-102 (2011)

It is the desire of the Board that meetings shall be formal for orderly procedure, but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow the perusal of such material to interfere with diligent attention to the affairs of the district. To facilitate this, the following rules shall be followed:

1. In all matters not covered by the rules of the Board, Parliamentary procedure shall be followed as set forth in the manual known as, Robert's Rules of Order.
2. No persons, other than a member or officer of the Board, shall, unless by permission of a majority of the Board be allowed to make any communication to the Board, except in writing or at appropriate time for public comment which may be scheduled on the agenda. The president may discuss and vote on all matters before the Board.
3. No motion shall be subject to debate until it has been seconded, and stated by the chair. It shall be reduced to writing at the request of any member of the Board. When a motion has been made and seconded, the same may be withdrawn by the mover, with concurrence of the second, at any time before a vote has been taken on the same.

4. When a question is before the Board no motion shall be received except to adjourn, to lie on the table, or close debate, to refer, to postpone indefinitely, to postpone to a certain time, to adopt a substitute motion, or to amend; and these motions shall take precedence in the order above named; the first, second, and third shall be decided without debate, and the remainder by a two-thirds vote, except to amend.
5. Whenever the motion to close the debate prevails, the mover of the proposition, or in case of a report, the chairman of the committee from which the report comes shall have the privilege of addressing the Board; and after his remarks, no more debate shall be in order.
6. Any member may call for a division on the question.
7. The laying of a motion on the table shall be construed as only affecting such motion, and not any other to which it may be subsidiary.
8. When the Board has decided to close debate, the vote shall be taken first on amendments that may be pending and next on the question.
9. The president shall decide all questions of order, subject to an appeal to the Board by any member. In case of appeal, the question shall be; "Shall the decision of the chair be sustained?" and, until it is decided, all debate upon the pending question shall be suspended. But, decisions of the chair may be debated when they refer to the interpretation of rules or parliamentary law. Upon a tie vote, the chair shall stand sustained.
10. The reconsideration of a vote may be moved at the same session at which the vote was taken by any member who voted with the majority. But such motion, once decided, shall not be revived within a period of three months, unless by consent of a two-thirds majority vote of the Board.
11. Every member present shall vote on all questions, unless excused by the Board.
12. The yeas and nays shall be called and entered in the minutes on all questions requiring a decision by a vote greater than a majority of the members present, and on all other questions whenever demanded by a member of the Board. Every member shall have the privilege of having his vote and reasons therefore recorded on any and every question, if he

so requests. Any member may however, have his explanation for his vote upon any question recorded in the official minutes, provided he so requests when the vote has been announced by the chair, and before the statement of a new question. Such explanation, however, shall not consume more than three minutes.

13. No member shall be allowed to give his vote on any question after the result has been announced by the chair, unless by unanimous consent; but any member may, after the announcement of the results of a vote by the chair and before the statement of a new question, call for a division.
14. No member shall speak more than ten minutes at any time on any motion under discussion, nor more than once until all other members choosing to speak have spoken, nor more than twice on the same question, without consent of the Board, nor more than three minutes in explaining his vote.
15. No member shall be interrupted while speaking, unless by a call to order. If a member be called to order, he shall refrain from further discussion, until the chair decides the question.
16. No member shall leave the Board meeting before the close of the session without permission of the president.
17. Amendments, alterations, corrections, or repeal of the rules may be made, or their operation may be suspended for the meeting, at any regular or special meeting of this Board, by a vote of a majority of all members of the Board.

