

RULES OF ORDER

Parliamentary Procedure

- To obtain the floor to speak your mind, first address the chairman.
- To introduce a motion say, “I move that...”
- To amend a motion say, “I move to amend the motion by...” Ways of amending are: Striking out parts of the motion, inserting, and substituting a new motion.
- To close discussion on a motion when everyone seems to have made up his mind, informally call for the questions to be voted. Just say, “Question!” If others join you in this request, the chairman will call for a vote on the motion under discussion. The chair should avoid closing a discussion when members wish to speak. If a member calls out “Question” he must be supported by a majority in the judgment of the chair. The formal procedure is to say, “I move the previous question.” This formal motion, if made subsequent to recognition by the chairman, needs no second, is not debatable, and must be put to a vote immediately.
- A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote but is not in order if any part of the decision has been put into action.
- If the parliamentary procedure of the board is to be questioned say, “Point of order!” The chairman must allow you to state your point and then he/she must rule on it as taken or not taken. If the chairman denies a point of order, his/her decision may be appealed and either upheld or not upheld by a majority vote.
- If you have a question to ask about a matter under discussion or a procedure to be followed say, “Point of information!” The chairman must allow you to state your question and see whether or not the information can be supplied.
- All members of the board, including the chairman, should vote on all matters before the board. A tie vote does not gain a majority and means that the motion is defeated.
- A legal quorum or action requires the “assent of the majority of the members for the school board...” (SDCL 13-8-33). A minimum of three out of five of a five-man board, four out of seven of a seven-man board, or five out of a nine of a nine-man board must be present for a legal quorum ~~disagrees, the motion is automatically lost.~~ A simple majority vote, as needed for executive session, means the vote must be over 50 percent of the total votes to be successful.

- A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be necessary, e.g., if at the beginning of the minutes all those present are listed. Later a list of those voting nay and any abstentions would be adequate. It should be clear from the minutes how members of the board voted. The business manager should rotate the person voting first on a matter before the board.
- Some boards provide for citizenry comment before committee reports and others just before adjournment. In any case, once citizens have their opportunity to speak, they should be allowed to address the board only upon invitation of the chairman.
- The primary vehicle of action is through a main motion before it is acted upon. The chairman may assist the mover with wording for clarity.
- Each motion may deal with only one issue or idea. A chairman or a member can ask that a motion be rephrased, rewritten, or divided into two motions if it deals with two or more different matters.
- Debate should follow, not precede, a main motion. A chairman should require a motion to be stated and seconded before debate is allowed. A chairman may allow general informal discussion, but not debate, before the motion.
- Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.
- No new main motions may be made while another is on the floor.
- Main motions may be amended. Votes on amendments must be taken before the original motion.
- No more than one amendment to an amendment can be allowed or accepted for discussion.
- Before a vote on a main motion is taken, business can be interrupted by a motion to lay it on the table, to postpone action, to refer it to a committee, to withdraw it from consideration, or to adjourn the meeting.
- Debate can be closed formally with a subsidiary motion (to close debate or to move the previous question) and a 2/3 affirmative vote. In cases where the chairman believes discussion to have ended, a vote on the main motion may be taken without a formal motion to close debate unless a member objects.

- Board members need not stand before speaking.
- A motion once voted down cannot be renewed at the same meeting of the board without the consent of a majority of the members of the board.
- When a blank is to be filled, the question shall be first taken on the largest sum, the greatest number, and the remotest day.
- If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the president, to call him/her to order.
- If any member considers himself aggrieved by a decision of the chair it shall be his/her privilege to appeal to the board and the vote on such appeal shall be taken without debate.
- Members should not decline to vote on any questions without weighty reason, conflict of interest, for example.
- When the chairman 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 chairman shall recommence taking the vote.

SOURCE: Associated School Boards of South Dakota