

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 100 BOARD OF EDUCATION**

**CODE: 181**

**RULES OF ORDER**

The rules of parliamentary procedure shall conform to Robert's Revised Rules of Order, including the section on "Procedure In Small Boards" as defined below and shall govern the Board of Education in its proceedings.

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate(15,16) generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- The chairman need not rise while putting questions to vote.
- The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

The rules may be amended or temporarily suspended at any meeting by a majority vote.

The President shall stop the discussion of a matter if the Board of Education has previously agreed to confine discussion to a definite period of time and that period of time has been consumed by the Board of Education for discussion.

The President shall stop any discussion which does not apply to the motion last made.

The President may grant permission to non-members to address the Board of Education for a specified period of time.

**ADOPTED:** 071376

**REVISED:** 061599

**REVIEWED:** 091592

**LEGAL REFERENCE:**

**CONTRACT REFERENCE:**

**CROSS REFERENCE:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.