



SAGE Academy

Policy # 204 – School Board Procedures: Rules of Order

Parliamentary Document of Authority:

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Board in all cases to which they apply and in which they are not in conflict with statutory requirements and/or the policies or any special rules of order adopted by the Board.

Special Rules of Order:

1. Members shall make motions and speak while seated.
2. The Secretary shall enter in the minutes the names of the members making and seconding each motion.
3. The Chair shall decide the order in which Board members will be recognized to address an issue. The Chair shall make a good-faith effort to alternate between pro and con positions, if germane to the discussion. A member shall speak to an issue only after the member is recognized by the Chair.
4. The Chair may declare a recess at any time.
5. The Chair shall repeat a motion or the substance of a motion prior to voting.
6. The Chair shall call for affirmative and negative voice votes on all motions.
7. The order in which names will be called for roll-call votes shall be rotated by one name each month.
8. The Chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, the result may be entered as unanimous in the minutes provided that the minutes record the members present.

9. When abstaining from a vote of the Board owing to conflict of interest, a member shall state the reasons for his/her abstention.

10. Rules of the board may be suspended until the next successive meeting by a vote of two-thirds of the Board members present or four Board members, whichever is greater.

Majority Roll-Call Vote:

A majority affirmative vote of a quorum shall be sufficient to transact business of the school except in cases where Minnesota statutes require a specific number of votes.