

All meetings of the School Board and standing Board committees shall conduct board business using the following rules of order. In the absence of any specific legal requirement or policy established by the Board, *Robert's Rules of Order* (including those procedures and procedural flexibility that *Robert's* allows for small boards) shall apply. However, the failure to follow *Robert's* or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

Presiding Officer Duties

1. Once a quorum is present at a meeting, the presiding officer shall call the meeting to order and proceed to board business.
2. It shall be the duty of the presiding officer at all times to preserve order at the meeting and to decide questions of order, subject to an appeal to the Board by any two members.
3. The presiding officer has authority to make motions and vote just as other Board members do.

Discussion

1. Any Board member, including the presiding officer, shall be permitted to enter discussion on any subject on the meeting agenda. Limitations include: (a) the presiding officer shall stop the discussion of a matter if the Board or committee previously agreed to confine discussions to a definite period of time and that period of time has been used up, and (b) the presiding officer shall stop any discussion that does not apply to the pending motion/subject matter.
2. Board members are not required to obtain the floor prior to speaking or making motions.
3. Board members are not limited in the number of times they may speak to a question.
4. A new motion shall be out of order while another motion is being discussed with the exception of appropriate secondary motions, such as the following: an amendment to the motion under discussion, a motion to adjourn, a motion to postpone the main motion (either indefinitely or to a time certain), a motion to refer the motion being discussed, or a motion to end or limit debate in order to reach a vote on the pending main motion.
5. Informal discussion of a subject is allowed without a motion pending.
6. No member shall be interrupted while speaking, unless he/she is out of order, or for the purpose of correcting mistakes or misinterpretations.
7. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the presiding officer to call him/her to order.

Voting

1. Voting may be by a yes or no voice vote by the members present at the meeting, except when a roll call vote is required by law or by Board policy, or when requested by the presiding officer or any member of the Board or committee. All votes on a motion to convene in closed session shall be by roll call or other method that allows for the ascertaining and recording of the votes of individual Board members. Secret (i.e., unsigned) ballots may be used only for the election of board officers.
2. Members may abstain from voting on a matter but must announce their abstention. The names of members abstaining shall be recorded in the minutes of the meeting.
3. No Board member may cast a vote by proxy or by absentee ballot.
4. A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board.

- 5. On split votes, the names of the members voting with the minority shall be recorded in the minutes of the meeting. When a vote is taken by roll call, the minutes shall clearly reflect the vote of each voting Board member.
- 6. A motion, once voted upon and whether defeated or adopted, cannot be reconsidered at the same meeting without the approval of a motion to reconsider by a majority of the members of the Board or committee. Any Board member who voted on the prevailing side of the vote on the original motion may make such a motion to reconsider the original motion.
- 7. A motion to rescind (nullify) any prior motion adopted by the Board at a subsequent meeting shall be handled as provided for in *Robert's Rules of Order*.

Any motion to suspend the rules shall require the approval of a two-thirds vote of those members who are present at the meeting.

This policy, while setting forth procedural rules for the conduct of meetings of standing committees, shall not be construed to grant any committee the power to take action on behalf of the Board.

Legal References:

Wisconsin Statutes

- [Section 19.88](#) [ballots and voting]
- [Section 65.90\(5\)\(a\)](#) [amending the tax levy or a previously-approved budget]
- [Section 120.11\(1\)](#) [quorum of the board]

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