

BOARD MEETING - RULES OF PROCEDURE & ORDER

Purpose: The purpose of this policy is to help promote effective and efficient board meetings.

I. General Principles.

- A. Meeting rules should facilitate, rather than inhibit, the Board's deliberation and decision-making process. The rules should be readily understandable and help keep meetings free from procedural quagmires.
- B. All board members have equal rights, privileges and obligations in the deliberative and decision-making process. Meeting rules should help assure that each member is able to participate in the debate, and that no single member is able to dominate discussion to the exclusion of other members.
- C. Every board member, and the public in attendance has the right to hear what is going on at all times.
- D. A meeting can deal effectively with only one specific matter at a time.
- E. Members have a right to know beforehand what they will be discussing and/or voting upon.
- F. Public board meeting does not mean meeting of the public.
- G. A school board meeting is a meeting at which the Board conducts its business. While board meetings are open to the public (except as provided under RSA 91-A:2 and 3), board meetings are not public hearings where the public has the right to speak. Public comment at board meetings shall be governed by Board Policy BEDH.

II. Meeting Rules.

1. The Board Chair shall preside over all meetings of the Board. In the Chair's absence the Vice Chair will preside, followed by the most senior member then present.
2. The presiding officer will conduct the meeting following the rules set forth in this policy.
3. By majority vote, the Board can overrule any ruling of the presiding officer regarding the application of these rules. A board member can raise such a request by a "Point of Order", followed by a motion with respect to the specific decision.
4. The presiding officer will take the agenda in the order that it was presented, unless the Board, by majority vote, chooses to take agenda items in a different order.
5. All speakers should be courteous and must speak on the issue then under discussion, not to the individuals raising them, or any other matters (except those taken up by a majority of the Board.)
6. Each board member has the right to participate in discussion and debate if he/she wishes, before any other member may speak a second time.

Mary Collins, Chairperson
 Brennan Peaslee, Vice Chair
 Sandra Taliaffero
 Bob Ouellette
 Robert DeColfmacker

Adopted by the Board: *19 November 1991*
 Reaffirmed by the Board: *6 December 2000*
 Reaffirmed by the Board: *6 May 2002*
 Revised by the Board: *17 October 2012*
 Revised by the Board: *5 March 2019*
 Reaffirmed by the Board: *7 February 2023*

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7. No one may speak unless he or she has been recognized by the presiding officer. A board member may interrupt only to state a "Point of Order", "Point of Information" or "Point of Inquiry". The presiding officer will then recognize the member for the limited purpose of stating the point of order, etc.
8. The presiding officer may decide, on his/her own initiative, or upon request by a board member, to recognize a staff member, another board member, or other person in attendance, to address the Board with respect to the matter then under discussion.
9. Agenda items requiring action by the Board should be preceded by a specific motion, clearly articulated, followed by a second. Motions should address only one issue or idea. If a motion is complex, or has conditions, the motion should be written out and read back by the Board's minute taker.
10. If a motion does not receive a second, then the motion is treated as if it were not considered by the Board. Such a matter may be raised again at a later date in accordance with the Board's agenda policy and rules.
11. When a motion is on the floor, no new topics should be debated, and no new motions will be accepted, other than the following motions addressing the main motion or the meeting itself:

Motion	Debatable	Votes Required to Pass
Amend Motion	Yes	51%
Limit Debate (e.g., time limits or # of times each member may address the motion)	Non-debatable	2/3 (60%)
Call the question/close debate	Non-debatable	2/3 (60%)
Refer to Committee/Admin Study	Yes	51%
Postpone to a Later Time (Diff. day)	Yes	51%
Postpone Indefinitely (Kill)	Yes	51%
For roll call* vote *All votes in non-public must be by roll call	No	2 members
Recess	Non-debatable	51%
Adjourn	Non-debatable	51%

12. As provided under RSA 91-A:2, II for open sessions, and 91-A:3, III for non-public sessions, no vote may be taken by secret ballot.
13. The presiding officer should, in accordance with the duties of all board members, vote on every issue.

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14. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3; policy BEC.
15. Abstentions shall have the same effect as a vote in the negative. A member who has recused him or herself does not count either for determining a quorum, or the vote.
16. Motions for reconsideration are not favored except when new circumstances exist, or a perceived error has been made. Motions for reconsideration may only be raised at the same meeting as the original decision by a person who voted in favor of the original motion. Motions for reconsideration at a later meeting may only be considered when approved by a 3/5 super-majority, and only when the proposed motion is posted with the agenda for the subsequent meeting. Only one motion for reconsideration of any decision shall be permitted, irrespective of whether the first motion for reconsideration is successful. This provision shall only apply to the Board as constituted as of the date of the original decision.
17. Everyone who speaks must do so in a manner in which he or she can be heard by all members, and by the public in attendance.
18. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of the above rules of order/procedure, or engages in any unprotected speech. If the board member or other person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to have a police officer remove such person from the meeting and meeting location.
19. This policy is not intended to stifle any civil discourse.

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