

Harney Education Service District

Code: **BDD**
Adopted: 12/11/12
Readopted: 12/12/12
Orig. Code(s): BDD

Board Meeting Procedures

The Board shall adopt and use a systematized method of operation.

1. Board Member Voting

Each member present and voting on any issue shall cast one vote. Each member's vote will be recorded in the minutes.

2. Abstaining from Voting

Generally, the chairperson and all members present are expected to vote on all motions. A member may abstain if he/she identifies a conflict of interest or if he/she feels unprepared to vote.

3. Methods of Operation

The Board shall not enter into hasty decisions.

The Board shall expect the superintendent and staff to do adequate research and obtain the necessary collection of data as may be necessary so that the Board is adequately supplied with the up-to-date data in the decision-making process.

4. Quorum

A quorum of the Board is four members when present at a meeting and voting. In order to pass a motion when four members only are present, all four members must vote "aye."

5. Parliamentary Procedure

Unless the Board adopts rules to the contrary, *Robert's Rules of Order Newly Revised, "Procedures in Small Boards,"* as modified by the Board, will be followed in conducting the business of the Board. Modifications will include the following: Motions will all be seconded prior to consideration by the Board and motions to close or limit debate are acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 334.025](#)

[ORS 334.100](#)

[ORS 334.107](#)

[OAR 581-024-0290](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)