

Knappa School District 4

Code: **BDD**
Adopted: 8/18/03
Readopted: 8/20/12
Orig. Code(s): BDD

Board Meeting Procedures

1. **Quorum**

A quorum will consist of the majority of the Board members.

2. **Vote Needed for Exercise of Powers**

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. **Board Member Voting**

Each member's vote on all motions will be recorded in the minutes.

4. **Abstaining from Vote**

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. **Parliamentary Procedure**

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order, Newly Revised*, "Procedures in Small Boards," as modified by the Board will govern the Board in its deliberation.

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

6. **General procedures**

The chair shall call the meeting to order promptly at the appointed hour. The chair shall not wait for discussion of a motion if none is readily forthcoming, but shall proceed to call the vote. Action taken shall be by minimum of three, the chair having the same right to vote as other members of the Board. Regular meetings of the Board shall not take longer than three hours except by majority vote of the Board. Items of the agenda which require extended deliberation shall be taken up in special meetings.

Discussion by Board members shall be unlimited as long as it applies to the motion before the Board of the matter under consideration. The Board may vote to limit discussion, and the chair shall confine discussions to the matter before the Board. He/She may limit the time of any citizen appearing before the Board in order that all who wish to be heard may have the opportunity.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

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

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

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

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