

Guidelines for Open Board Meetings

1. Meetings shall start promptly on time. If delays are necessary due to delay in the transportation system, the meeting shall start immediately upon arrival of a quorum of the members of the Board. Meetings shall be limited to four hours. Meetings may extend beyond the four-hour limit, including executive sessions, with majority consent of the members.
2. The agenda as published should be followed. Any changes should be conveyed to the Board chair prior to the meeting and should be announced by the chair before the meeting. Any other items can only be considered with full consent of the Board.
3. Motions: Normally all actions are taken by motions. Thus, if any member wants action on an item or an issue, he/she should first make a motion that desired action be taken.

Seconds: Before going further, a second is required. The seconding of a motion assures the chair that there is enough interest to consider the item. If there is no second, the chair should proceed to the next item of business.

4. Discussion: After receiving a second, the chair asks for discussion of the issue. When the chair senses that discussion is complete he/she should ask for a vote on the question. However, the chair should call for a vote immediately if any member of the Board calls for a vote.
5. On items that are not major policy issues the Board may take a consensus vote without a motion or a second. This vote is called by the chair. This procedure may be used most effectively when the issue is obviously clear to all Board members and where discussion would not add to the understanding. However, in any case of doubt by a member, the Board will be polled to determine the individual vote of each member.
6. During all discussion and deliberations, the Board should govern itself according to the concept that time is important. If the chair senses that the issue is not of importance to most members, he/she should ask for a vote as soon as practical. If the chair believes further discussion is nonproductive, the chair should call for the question. If the issue is an item that is being discussed informally without a motion, the chair should ask for a motion and a second. If no member makes such a motion or second, the chair should end the debate and proceed to the next order of business.
7. Informal discussion of a subject even without a motion is acceptable if this will contribute to the Board's understanding of an issue.

Examples of this would be questions directed to the superintendent regarding items in the superintendent's report or questions raised by members of the Board related to an item not on the Board agenda.

8. The procedure to amend a motion is first of all to have a motion to amend and a second, then a vote on the amendment. The next step is a vote on the motion as amended. No amendment is needed to motions which have not been seconded. These die for lack of a second and the amendment would actually be the main motion in this case.