

BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the Tucson Unified School District Board of Education.

II. GENERAL STATEMENT OF POLICY

To ensure that Board meetings are conducted in an orderly fashion, the Board will follow the following rules of order which will allow the Board:

- A.** To establish guidelines by which the business of the Board can be conducted in a regular and internally consistent manner;
- B.** To organize the meetings so all necessary matters can be brought to the Board and decisions of the Board can be made in an orderly and reasonable manner;
- C.** To insure that members of the Board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D.** To insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A.** Board members need not rise to gain the recognition of the President, but shall seek recognition by other means. A member shall only speak to an issue after the member is recognized by the President.
- B.** After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of

(passed, defeated, tabled, referred to committee, or postponed indefinitely).

- C.** A motion will be adopted or carried if it receives the affirmative votes of a majority of those members of a quorum actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. Given the nature of the Board as a small body under Robert's Rules of Order, all votes by the Board shall only require a simple majority of the quorum; no motion shall require a super-majority.
- D.** All motions that require a second shall receive a second prior to opening the issue for discussion of the Board. If a motion that requires a second does not receive a second, the President may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- E.** Nominations for Board officer positions do not require a second and may be acted upon by apparent acclimation or by vote.
- F.** The President shall decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between differing positions if appropriate to the discussion.
- G.** A motion to close debate ("call the question") shall be in order at any time but shall require a second and an affirmative vote by the Board.
- H.** The President shall rule on all questions relating to motions and points of order brought before the Board.
- I.** A ruling by the President is subject to appeal to the full Board pursuant to Robert's Rules of Order.
- J.** Members of the public who wish to be heard shall follow Board policy and procedures pertaining to Call to the Audience.

- K.** The President has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- L.** The President shall call for an affirmative and a negative vote on all proper motions.
- M.** The order in which names will be called for roll call votes will be determined by the Board secretary.
- N.** The President has the same right and responsibility as each board member to vote on all issues.
- O.** The President shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- P.** A majority of the voting members of the Board constitute a quorum. The absence of a quorum may be raised by the President or any member. In general, any action taken in the absence of a quorum is null and void.