

Except as otherwise provided by law or by the policies of the board, meetings of the board will be conducted in accordance with the following procedures.

**A. ORDER OF BUSINESS**

Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting is as follows:

1. Approval of Agenda
2. Minutes Approval
3. Public Hearing Requests
4. Committee Reports
5. Administrative Reports
6. Teacher Representative Report
7. Unfinished Business
8. New Business
9. Closed Session
10. Action on Personnel and Closed Session Items

By general consent of the board, items may be considered out of order.

**B. PRESIDING OFFICER**

The chairperson will preside at board meetings. In order to address the board, a member must be recognized by the chairperson. The chairperson has the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions on parliamentary law or procedure;

4. To call a brief recess at any time; and
5. To adjourn in an emergency.

The chairperson will preside at board meetings unless he or she becomes actively engaged in debate on a particular proposal, in which case he or she may designate another board member to preside over the debate. The chairperson will resume the duty to preside as soon as action on the matter is concluded.

#### **C. CONDUCTING BUSINESS**

The board will proceed by motion. Anyone, including the chairman, may make a motion. A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending.

The chairperson will state the motion and then open the floor to debate on it. The chairperson will preside over the debate according to the following general principles.

1. The introducer (the member who makes the motion) is entitled to speak first.
2. A member who has not spoken on the issue will be recognized before someone who has already spoken.
3. To the extent possible, the debate will alternate between opponents and proponents of the measure.

A motion requires a second. A motion will be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.

#### **D. PROCEDURAL MOTIONS**

In addition to substantive proposals, the following procedural motions, and no others, will be in order. Unless otherwise noted, each motion is debatable, may be amended and requires a majority vote for adoption.

1. To Adjourn  
The motion may be made only when action on a pending matter concludes; it may not interrupt deliberation of a pending action.
2. To Take a Recess
3. Call to Follow the Agenda

The motion must be made at the first reasonable opportunity or it is waved.

4. To Suspend the Rules

For adoption, the motion requires a vote equal to the number required for a quorum (five votes).

5. To Divide a Complex Motion and Consider It by Paragraph

6. To Defer Consideration

7. Call of the Previous Question

8. To Postpone to a Certain Time or Day

9. To Refer to a Committee

Sixty days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.

10. To Amend

An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended and an amendment may be amended, but no further amendments may be made.

11. To Revive Consideration

The motion is in order any time 100 days after a vote to defer consideration. A substantive motion, consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted.

12. To Reconsider

The motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken. It cannot interrupt deliberation on a pending matter but is in order at any time before actual adjournment.

13. To Rescind or Repeal

14. To Ratify

15. To Prevent Reconsideration for Six Months

The motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption the motion requires a vote equal to the number required for a quorum (five votes). It is valid for six months or until a new board member is appointed, whichever occurs first.

16. Renewal of Motion

A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

17. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before a vote.

**E. PROCEDURAL QUESTIONS**

The chairperson is authorized to entertain and rule on questions concerning parliamentary procedure and to seek counsel of the board attorney when necessary to clarify or construe any relevant procedural provision.

To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the board shall refer to *Robert's Rules of Order, Revised*, for unresolved procedural questions.

Legal References: G.S. 143-318.12

Cross References:

Adopted: October 20, 2008