

RULES OF ORDER FOR SCHOOL COMMITTEE MEETINGS

Section B: School Committee Governance and Operations

File: BEDD

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.

Typical Procedure for Handling a Motion:

NOTE:

Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Committee:

- The member makes the motion: *"I move that (or "to")..."* and resumes his seat.
- Another member seconds the motion: *"I second the motion"* or *"I second it"* or *"second"*
- The chair states the motion: *"It is moved and seconded that... Are you ready for the question?"*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he/she claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the committee (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *"Are you ready for the question?"* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *"The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'."* (Pause for response.) *"Those opposed, say 'Nay'".* (Pause for response.) *"Those abstained please say 'Aye'."*

The chair announces the result of the vote.

1. *"The ayes have it, the motion carries, and..."* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

Sources:

Robert's Rules of Order, Newly Revised

Version Control

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