

Math and Science Academy

Adopted: October 21, 1999

Revised: December 12, 2016

203.1 BOARD OF DIRECTORS PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the Math and Science Academy's Board of Directors (BOD).

II. GENERAL STATEMENT OF POLICY

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

- A. To establish guidelines by which the business of the BOD can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the BOD and decisions of the BOD can be made in an orderly and reasonable manner;
- C. To insure that members of the BOD have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the BOD 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. BOD members need not rise to gain the recognition of the chair of the BOD (chair).
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the BOD. If a motion that requires a second does not receive a second, the chair 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.

- D. The chair shall decide the order in which BOD members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the BOD.
- F. A ruling by the chair is subject to appeal to the full BOD pursuant to Robert's Rules of Order.
- G. The BOD shall have authority to recognize any member of the audience regarding a request to be heard at the BOD meeting. Members of the public who wish to be heard shall follow BOD procedures and Policy 206 relating to public participation in BOD meetings.
- H. The chair 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.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the BOD.
- K. The chair has the same right and responsibility as each BOD member to vote on all issues.
- L. The chair 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.
- M. A majority of the voting members of the BOD constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the BOD may take in the absence of a quorum are to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)

Cross References: MSA Policy 205 (Open Meetings and Closed Meetings)
MSA Policy 206 (Public Participation in Board of Director Meetings)