



## BOARD PROCEDURE

---

**TITLE: REGULAR MEETINGS**

**BOARD PROCEDURE # 2310** *(was 103.01)*

**RELATED TO POLICY # 2310 REGULAR MEETINGS**

---

The Board of Education shall use the most recent edition of *Robert's Rules of Order* as a guide with the following exceptions and clarifications:

- A. Motions shall be seconded following the general requirements set forth in the rules, contrary to requirement for small boards that "motions need not be seconded".
- B. Although there is no limit to the number of times a member may speak to a debatable motion, all members shall have the opportunity to speak before any member speaks twice.
- C. In accordance with the rules, "When a motion is perfectly clear to all present a vote can be taken without a motion's having been introduced"; however, prior to voting someone shall state in unambiguous terms the motion to be considered.

**RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

---

**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**