

APPROVED 2-11-13  
AMENDED 7-9-18

**POLICY A-6**  
**RULES OF ORDER, QUORUM, VOTING, MINUTES**

**RULES OF ORDER**

Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided for.

**QUORUM**

Four Board members must be present to constitute a quorum. However, a smaller number may adjourn a meeting to another time, date and place.

**VOTING METHOD**

The Board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" or "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of \_\_\_ affirmative votes to \_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Four majority votes are required to take any action which will officially bind the district. Any abstaining vote shall be counted as a "no" vote.

The Board President has the same power to make a motion, second a motion, and to vote on the motion that any other Board member has.

Voting may be by roll call, voice vote, or show of hands. Unanimous decisions are to be so recorded in the official minutes. In a case of a split vote, abstentions and negative votes shall be so recorded.

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

## **BOARD MINUTES**

**The Board of Education minutes are legal evidence of what transpired at each Board meeting. It is therefore important that the minutes provide a clear and accurate record of the Board's action.**

**It is not necessary to record discussion but rather the precise action taken through motions and resolutions.**

**Minutes may be amended to correct the facts but may not be changed to avoid the original intent.**

**Minutes are to be approved at the next regular Board meeting by a motion. They are then to be signed by the Clerk/Business Manager and the Board President, stored in a safe place, and made available to any citizen desiring to make an examination of such minutes. Such examination must take place in the Board office during regular office hours.**