NOAH WEBSTER EDUCATIONAL FOUNDATION MODEL POLICY

TO: TBD
FROM: Noah Webster Educational Foundation
RE: Parliamentary Procedure Model Policy
DATE: TBD

This model policy aims to reduce tabled issues and provide a referenceable order for School Boards to ensure all motions and issues are addressed properly and efficiently.

Parliamentary Procedure Model Policy

AUTHORS:

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BACKGROUND: Many School Boards around the country operate under Robert's Rules of Order for parliamentary procedure, but few have passed a policy that clearly establishes and outlines these procedures and stabilizes their use. Without a clear parliamentary procedure policy, meetings can suffer from out-of-order discussion, missed or tabled motions, and general efficiency problems. By formalizing the use of Robert's Rules of Order and outlining when modifications can be made, this policy seeks to reduce the issues associated with the lack of a formalized structure.

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Subject: Parliamentary Procedure Model Policy

I. Formal Adoption of Robert's Rules of Order for Parliamentary Procedure

This School Board/School Division will adopt a parliamentary procedure framework based on Robert's Rules of Order at the time this policy is implemented. All meetings will proceed in accordance with these rules unless they conflict with state or local authority. This policy institutes the formal use of Robert's Rules and outlines major requirements for meeting proceedings and rule changes.

II. Procedural Rules for Formal/Large Meetings

This School Board/Division will proceed in the following fashion according to Robert's Rules of Order:

A. The reading of the minutes will occur at the beginning of the meeting unless meeting minutes are made publicly available, in which case the Chair or President can choose to waive this portion of the meeting. After additions and corrections, the minutes will be approved.
B. The Chair or President will call on members to read committee reports and address any motions arising from those reports in order of priority of business.
C. Special committee reports will be read next if available and in session.
D. Any unfinished business, such as previously tabled issues, is addressed next. Issues tabled at previous meetings must be addressed at the next meeting before introducing any new business.
E. The Chair will ask any members for new business to be introduced.

Additionally, the following will apply during proceedings:

1. The Chair or President of the School Board must acknowledge all members of the school board wishing to speak before they are permitted to speak.
2. There is no limit on how many times a school board member may speak to an issue or question.
3. Motions to close or limit discussion and debate about an issue should be limited.

III. Procedural Rules for Small Board Meetings

School board members may refer to Robert's Rules of Order for the appropriate conduct of small or informal meetings, depending on group size. All informal or small-group meetings must still follow the appropriate Robert's Rules of Order to maintain organization and cohesion.

IV. Process for Suspending the Rules

School board members should refrain from suspending the rules unless necessary for the school board's practical functioning and needs. If the board seeks to modify the rules, the following procedures and requirements must be met:

A. A two-thirds majority must vote in favor of modifying the rules. This suspension includes taking business out of its proper order, though unanimous consent is preferred to change the order of business.

B. The board must be able to provide substantial arguments to support the necessity of the rule suspension(s).

C. A limit should be set on the duration of the suspension. If the rules are permanently suspended, add an addendum to rewrite the rules and formalize the permanent suspension. All permanent suspensions will require unanimous agreement.

A rule suspension will not take place unless all of these procedures and requirements are met.