

LODI UNIFIED SCHOOL DISTRICT

Bylaw 9323.1

Bylaws of the Board

Parliamentary Rules of Order

A. Purpose of the Parliamentary Rules of Order

The Parliamentary Rules of Order are intended to provide for the orderly conduct of Board meetings and appropriate parliamentary authority in those procedural matters not covered by the Constitution, statutes or regulations.

B. Duties of the Chair:

1. The Board President shall preside at all meetings of the Board as the Chair. It is the responsibility of the President to conduct the meeting in an orderly manner.
2. In the absence of the Chair, the Vice-President shall preside and exercise all the powers and duties of the Chair. If there is a quorum present, and both the President and the Vice-President are absent, the Board Clerk will preside and serve as temporary Chair. If none of the aforementioned are available, and a quorum is present, the remaining Board Members will select a temporary Chair.
3. The Chair shall recognize other Board Members who wish to speak.
4. The Chair has the same right to make or second a motion or to debate as the other Board Members. The role of presiding officer need not be assigned to another Board Member while the Chair exercises these rights.
5. The Chair may ask whether there is a motion and a second to bring a matter to a vote, or may move or second a motion to bring a matter to a vote.

C. Order of Business

The Chair will take up the items of business in the order listed in the published agenda. However, when the circumstances warrant, the Chair may modify the order of business without a vote from the Board.

D. Format for Discussion of Agenda Items

The Chair will follow the following format for all agenda items requiring Board action:

1. The Chair will clearly announce the agenda item number and clearly state the subject of the agenda item;
2. The Chair will then call on the person that has been designated on the agenda as the responsible party to begin their report;
3. After the report, the Chair will ask Board Members if they have any clarification questions. Questions should be limited to the item at hand.
4. Following Board questions, the Chair should invite public comments and/or questions. Questions and comments are limited and relevant to the subject of the agenda item. Public comments are subject to the guidelines in Board Policy 9323 unless a Board vote is first taken to suspend those guidelines. Once public comment is closed, it should not be reopened.
5. The Chair should invite a motion and second from the Board Members. If there is no motion, or there is not a second for a motion, the motion will not be further debated. However, the motioning Board Member may request, and should be allowed, to be heard on their motion.
6. If the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways:
 - a. The Chair can ask the maker of the motion to repeat it;
 - b. The Chair can repeat the motion; or
 - c. The Chair can ask the Secretary or the Clerk of the body to repeat the motion.
7. The Chair should then invite discussion/debate of the motion by the members of the Board. Board Members may ask additional questions at this time. Debate shall be confined to the current matter pending before the Board. Until such time as discussion has ended, or a motion to "End Debate" on the pending matter has been made and seconded, any Board Member may be recognized and speak on a pending matter. There is no discussion or debate on a motion to "End Debate." All motions shall follow the procedures as set forth in Paragraph G "Standard Motions" in this policy.
8. When the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the

motion. If there has been substantial discussion, the Chair will decide if it is best to make sure everyone understands the motion by repeating it.

9. The Chair will then call for the vote.
10. The Chair will announce the results of the vote.

E. Obtaining the Floor

A Board Member must be recognized by the Chair in order to speak on any matter or to make a motion.

F. Motions in General

1. All motions by a Board Member require a second by another Board Member. If there is no second, the motion dies. However, raising a parliamentary question or point of order is not a motion, and therefore, does not require a second.
2. A Board Member may withdraw a motion or a second at any time before the call for a vote on that motion.
3. Debate shall be confined to the current matter pending before the Board.
4. A motion calling for a vote on a pending matter is not in order until each Board Member who wishes to do so has had an opportunity to speak on the issue. A motion calling for a vote is not debatable.
5. Motions will follow the format in either Table 1 for Standard Motions, or in Table 2 for Special Motions.
6. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion for the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized. If the motion is made again, the Chair will ask for a second.

G. Standard Motions

Standard Motions include all of the routine procedural actions boards need to conduct business. They are fairly uniform in their requirements. Table 1 indicates the rank-order of each motion. Motions are made in ascending rank-order, and resolved in descending rank.

Table 1 – Standard Motions

Standard Motions	Purpose	Sample language: “Mr. President . . .”
9) Adjourn	Closes the meeting	I move to adjourn.
8) Recess	Calls for a break, the motion is usually time specific.	I move we recess for ten minutes.
7) End debate Not debatable Not amendable.	Ends discussion and requires the Chair to call for a vote on one or more of the active motions, including primary and secondary amendments	“Move to end debate on motion to amend.” “Move to end debate on all pending motions.”
6) Extend/limit debate	Used to specify how much time will be given to an item	I move to limit board comment to two minutes each. OR I move we finish this item in 10 minutes.
5) Postpone to a certain time	Move consideration of the item to a specific future time or meeting, stated in the motion	I move we delay this matter until the next board meeting. I move to postpone this until 3 pm or until after the Superintendent’s presentation.
4) Refer for study	Ends discussion on an item and refers to a staff or board subcommittee	I move we refer this to the (name of) committee for further study,
3) Amend the amendment	Adds to or changes the proposed amendment	I move that we amend the amendment to read: “Accept the bid of Company A, pending legal review by district counsel if that review can be completed within 14 business days.”

2) Amend the main motion	An amendment adds a stipulation without changing the intent of the main motion, including inserting or striking certain words	I move we amend the motion to read: "We accept the bid of Company A, pending legal review by district counsel."
1) Main motion	Proposes an action for consideration	I move to accept the bid of Company A.

H. Special Motions

Special motions have no order or rank. They must be recognized and addressed when the motion is made. They are less uniform than the standard motions in their requirements. None are amendable and only a motion to appeal the decision of the Chair is debatable. See Table 2 regarding requiring a second and a vote and whether the motion may interrupt the speaker.

Table 2 – Special Motions

Special motion	Purpose	Sample language: "Mr. President..."	May interrupt the speaker	2nd and vote required
Point of privilege	Only to address personal need/comfort, or the meeting environment	"It is too warm. Can we turn on the A/C?" "Please ask the speaker to use the microphone."		
Suspend the rules	The request must identify the rule to be suspended	I move we suspend the rules regarding the 3-minute limit on public comment for this item.		X
Appeal decision of the Chair Debatable	Challenges a procedural decision of the Chair	I appeal the ruling of the Chair. I do not believe my motion is out of order.	X	X

Point of order	Used to point out an error in procedure	Point of order: my colleague's motion requires a second before calling for discussion. There has been no second.	X	
Parliamentary inquiry	Used to clarify a procedural rule	"Parliamentary inquiry: what is the main motion before the board?"	X	
Withdraw the motion	The motion may be retracted only by the person who originally made the motion	"I withdraw the motion." (Does not preclude another member from making the same motion)	X	

I. Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The Chair has the right to cut off discussion that is too personal, too loud, or too crude. Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

1. Point of Privilege
2. Point of Order
3. Withdraw a Motion

References: Call to Order, Parliamentary Procedure for Board Meetings,
California School Boards Association, 2015
Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st
Century, League of California Cities, 2003

Bylaw

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