Exemplary International School

Board Meeting Protocol

Affirmed August 15, 2020

Based on *Robert's Rules of Order*

The conduct of EIS Board meetings is directed by the Chair so as to promote orderly handling of business, thorough yet efficient deliberation, reasonable opportunity for participation of all members, and completion of the Agenda in a timely fashion.

Role of Chair

1. Calling the meeting to order on time
2. Announcing the business before the group in the order noted on the agenda
3. Determining the presence of a quorum
4. Recognizing members who want to speak
5. Processing all motions
6. Expediting business
7. Ruling on points of order
8. Conducting the meeting in a fair and equitable manner
9. Adjourning the meeting upon conclusion of the Agenda or extending the meeting for up to thirty (30) minutes if the indicative meeting time has been passed. Extension of the meeting may also be called if approved by majority vote of the Board.

Meeting Guidelines

- The Chair controls the conduct of the meeting, recognizing members to speak in a fair and equitable way.
- The Chair may permit discussion about any Agenda item prior to a motion being made until such time as s/he determines a motion is required to continue deliberation.
- When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.
- Any voting member may make a motion, which must be seconded by another member.
- When the Chair determines that deliberation has been sufficient, s/he may call the question. Unless a majority of the Board objects, the matter is placed up for vote.
- The Chair will permit reasonable further discussion of any seconded motion before putting the motion to a vote. When putting a motion to a vote, the entire motion shall be read aloud.
- Voting will take place by voice vote unless a member requests written ballot, in which case the Chair shall call for a written ballot.
- Proxies are not allowed, however, members receiving permission from the Chair prior to the meeting may "participate" in deliberation remotely via electronic medium, and if so, cast a vote remotely.
- Following adoption of a motion, the Chair shall so announce and state the action that will be taken accordingly.