

VOTING AT SCHOOL BOARD MEETINGS

Policy 183

Waunakee Community School District

Page 1 of 2

Voting at meetings of the Board of Education will normally be by voice vote or by a show of hands. To the extent permitted by law, the Board may also take official action by a showing of unanimous consent that is sufficiently documented in the meeting minutes.

A roll call vote or other method of voting that clearly ascertains and results in the recording of the individual vote of each Board member shall be used (1) upon the request of any member of the Board, except when the Board is using secret ballots to elect officers, and (2) whenever required by law, including on all votes to convene in a closed session. *When a roll call vote is conducted, the order of voting shall be alphabetical by last name, except that the Board President shall vote last.*

The use of secret ballots is expressly prohibited by state law except for the Board's election of its own officers. Further, a Board member who is not personally participating in a meeting may not cast a vote by proxy (i.e., having a person who is present at the meeting cast the vote of the absent Board member) or by any absentee ballot.

Except where a statute of Board policy requires any proposed official action to be supported by other than a standard majority vote, a majority vote of a lawfully-assembled quorum is sufficient to take official action. That is, the requirements for taking action by a standard majority vote (when applicable) are satisfied when the number of votes actually cast constitutes at least a quorum of the Board and a majority (or more) of the votes cast are in favor of the proposition. If, due to abstentions or disqualifications from voting, the number of actual votes cast is less than a quorum, the outcome of the vote shall be as determined under state law. Examples of situations where state law expressly requires approval of an action by other than a standard majority vote include the following: (1) a majority vote of the full membership of the Board is required to employ or dismiss most licensed/certified employees of the District who hold individual employment contracts, and (2) a two-thirds vote of the entire membership of the Board is generally required to change certain appropriations stated in the District's previously-adopted annual operating budget.

All Board members, including the presiding officer, are expected to vote on all issues before the Board except on matters involving actual or potential conflicts of interest or where a Board member has some other valid reason to abstain from voting. When a Board member abstains from voting at a meeting, the abstention shall be recorded in the Board meeting minutes.

A Board member abstaining due to an actual or potential conflict of interest or due to possible bias in a matter shall neither vote nor participate in the Board's discussion or deliberations on the matter. The Board strongly encourages a Board member who is abstaining from voting due to an actual or potential conflict of interest or due to concerns with possible personal bias to physically leave the meeting room during all consideration of the matter to further document his/her nonparticipation.

No action of the Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within Board policy.

Legal References:

Wisconsin Statutes

VOTING AT SCHOOL BOARD MEETINGS

Policy 183

Waunakee Community School District

Page 2 of 2

[Section 19.88](#)

[ballots and voting]

[Section 118.22\(2\)](#)

[majority vote of the full membership of the school board required to employ or dismiss a full-time teacher]

[Section 118.24\(6\)](#)

[majority vote of the full membership of the school board required to employ or dismiss a full-time teacher]

[Section 65.90\(5\)\(a\)](#)

[vote of 2/3 of the entire membership of the board required to amend a previously-adopted tax levy or budget]

Cross References:

WASB PRG 183 Sample Policy 2

Adoption/Revision Dates:

May 1982

March 1994

April 2001

August 2001

January 2002

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