

RULES OF ORDER

Code **BEDD** Issued **11/12**

Purpose: To establish the basic structure for rules of order for the conduct of board meetings.

Parliamentary procedure

The latest edition of Robert's Rules of Order will govern all matters not covered by the rules of the board.

Addressing the board

No person, including members or employees of the board, will address the board without permission of the chair. Those persons will make such oral communications made only in the regular order of business, except by suspension of the rules.

Decorum

When a member speaks to any questions, he/she will address himself/herself to the chair, confine his/her remarks strictly to the point at issue, and refrain from discussing personalities.

Motions

No motion will be subject to debate until it has been announced by the chair. The mover will put the motion in writing at the request of any members. When a motion has been made and seconded, it may be withdrawn by the person making the motion at any time prior to taking the vote.

Point of order

No board member will be interrupted while speaking, except on a point of order. A member thus interrupted will cease to speak until the point is decided.

Limit on debate

The board may limit debate on any issue to such time as it may deem wise and expedient in the efficient conduct of its business.

Suspension of the rules

Rules may be suspended at any meeting by majority vote of board members. The order of business may be suspended at any meeting by a majority vote of those present.

Adopted 6/2/80; Revised 6/2/97, 11/5/12