



Forest Lake Area Schools

ISD #831

1203 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the school board in all cases to which they are applicable and in which they are not inconsistent with state or federal law, board policies, and any special rules of order the school board may adopt.
- B. Provisions in RONR 49:21 (Procedure in Small Boards) are in full effect unless a specific exception is provided for in board policy or as defined below.
 - 1. All motions that typically require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the Chair may declare that the motion fails due to lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes. This clause negates the effect of RONR 49:21, subsection 2.
 - 2. The rules outlined in RONR 4:27-33 concerning Debate on the Question, and related clauses are in effect. This negates the effect of RONR 49:21, subsection 3.
 - 3. Unless subject to, and acted upon in accordance with, RONR 4:58-63, relevant motions are required to proceed on all official actions. This negates the effect of RONR 49:21, subsection 5.
- C. A motion will be adopted or carried if it receives an adequate number of affirmative votes of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions may require a greater percentage or a specific number of affirmative votes.
- D. The Chair shall decide the order in which school board members will be recognized to address an issue. In accordance with RONR 4:6, the maker of the motion retains the



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right to speak first in debate, if desired. Thereafter an attempt should be made to alternate between pro and con positions if appropriate to the discussion.

- E. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who are recognized shall follow school board procedures.
- F. The Chair shall repeat a motion or the substance of a motion prior to the vote. The Chair shall call for an affirmative and a negative vote on all motions. Roll call votes shall be fulfilled by the clerk.
- G. The order in which names will be called for roll call votes are at the discretion of the clerk however an orderly fashion about the room is strongly encouraged.
- H. In accordance with of RONR 49:21, subsection 7, the Chair has the same right and responsibility as each school board member to debate and vote on all issues. However, the Chair is strongly encouraged to maintain the fairness of discussion and input from all board members while presiding over discussion. In situations where the Chair is compelled to actively participate in debate that may disrupt the fairness of discussion, the Chair is encouraged to consider proceeding in accordance with RONR 43:29, if the possibility exists and doing so will not result in undue delay.
- I. The Chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If passed via unanimous consent or if the vote is unanimous, it may be reflected as so in the minutes if the minutes also reflect the members present.
- J. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the Chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess, or to take measures to obtain a quorum.

IV. SPECIAL VOTING SITUATIONS

In accordance with Minnesota State Statutes, there are several situations that require specific voting conditions or outcomes. These situations include:

- A. When one or more board members participate in the meeting conducted by telephone or using interactive technology, all votes must be conducted by roll call.
- B. The initial hire of a teacher that is a related to a board member requires a unanimous vote of the full board.
- C. The termination of a continuing contract teacher requires a majority vote of the full board conducted by roll call.
- D. District reimbursement to an employee for legal expenses requires a majority vote of a quorum of board members. A board member who is a witness or alleged victim in the case in question must abstain from the vote.
- E. A vote concerning a school board member's right to employment by the district must occur at a meeting which all board members are present.
- F. School district general obligation bonds not exceeding 5.1% of the net tax capacity require a two-thirds majority vote of all members of the board.
- G. The removal of a board member for cause and to fill a board member vacancy requires



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a concurrent vote of at least four board members.

- H. The designation of a newspaper other than a “qualified newspaper” or a “qualified newspaper” with an “interested” board member that is the only such newspaper in compliance with the necessary legal requirements requires a unanimous vote of a quorum of board members.
- I. A donation or gift to the school district requires a two-thirds majority vote of a quorum of board members.
- J. A contract involving an employee class where a board member and/or a board member’s spouse is in the class shall not provide a special benefit to the board member and/or spouse and requires a vote of the majority of “disinterested” board members. The “interested” school board member must abstain from voting and the essential facts of the contract must be disclosed at the meeting.
- K. The designation of a district bank and/or savings association requires a unanimous vote of a quorum of board members. Any “interested” board member shall disclose the interest to the board when the bank or savings association is first designated or when the member is elected, whichever is later. This disclosure shall be entered into the meeting minutes.
- L. The approval of a district contract with a cooperative association that contains an “interested” board member as a shareholder of stockholder requires a unanimous vote of a quorum of board members.
- M. The approval of a district contract that does not require bids and involves an “interested” board member requires a unanimous vote of a quorum of board members.
- N. The application for a federal or state grant for housing, community, or economic development where a board member may benefit requires a unanimous vote of a quorum of board members. The “interested” board member must abstain on any motions related to the grant.
- O. Other special voting situations, not reflected above, must be handled in accordance with the applicable legal directive.

Legal References: Minn. Stat. § 13D (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.195 (Board Members’ Right to Employment)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 128D.11 (School District Bonds)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 465.03 (Gifts to Municipalities)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203.1 (School Board Procedures; Rules of Order)
RONR (12th Edition) 2:15-18, 4:6, 4:27-33, 4:58-63, 43:29, 49:21, 56:49, 56:66
FLAS Policy 1204 (School Board Meeting Minutes)
FLAS Policy 1205 (School Board Meetings)

Adopted: 05/29/2025

Forest Lake Area Schools, ISD #831: Policy #1203



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Revised: 99/99/9999
Reviewed: 99/99/9999
Revised: 99/99/9999