

POLICY	203	Page: 1 of 3
SERIES	200	School Board
SUBJECT	203	Operation of the School Board—Governing Rules
Adopted		November 14, 2000
Revised		June 10, 2003; June 14, 2011; March 9, 2021
Reviewed		July 2026

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board.

II. GENERAL STATEMENT OF POLICY

The School Board meeting shall apply Robert’s Rules of Order which allow School Board members the opportunity to review District-related topics, discuss those business items, and bring matters to conclusion in an inclusive, timely, consistent and efficient manner.

III. RULES OF ORDER

School Board meeting Rules of Order shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the School Board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order Revised (latest edition) where not inconsistent with A and B above.

IV. ROUTINE ORGANIZATIONAL MATTERS MEETING

- A. The School Board shall annually hold the School District Routine Organizational Matters Meeting. The following designations shall be made at the annual meeting:
 - 1. The School District attorney and auditor shall be appointed for a one-year term, or as needed.
 - 2. The official depository for School District funds shall be designated from July 1 or as soon thereafter as possible, until June 30 of the following year, or until a new depository is designated.

3. Regular and Special School Board meeting dates and times shall be designated.
4. The School Board shall establish its annual financial stipend. The District shall carry an insurance policy to indemnify School Board members for errors of commission and omission committed in the course and scope of their duties as members.

V. CHANGES IN SCHEDULED TIMES/PLACE OF MEETINGS

All School Board members and the Superintendent shall be notified at least 3 days in advance of any changes in the time and place of an already scheduled School Board meeting. Special meetings may be called in accordance with state statute.

VI. DURATION OF MEETING

No meeting shall continue beyond 10:00 p.m. unless a two-third majority of the Board votes to extend it until not later than 11:00 PM, at which time the meeting shall be automatically recessed.

VII. GENERAL MEETING PROCEDURES

- A. A motion will be adopted or carried if it receives the affirmative votes of a majority of those voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority.
- B. All motions that 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 for 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.
- C. The chair shall decide the order in which School Board members will be recognized to address an issue. The chair should attempt to alternate between pro and con positions if appropriate to the discussion. A member shall speak to an issue only after the member is recognized by the chair.
- D. The chair shall rule on all questions relating to motions and points of order brought before the School Board.
- E. A ruling by the chair is subject to appeal to the full School Board pursuant to Robert's Rules of Order.

- 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.
- G. The order in which names will be called for roll call votes will be determined by the Clerk. The chair shall vote last.
- H. The chair has the same right and responsibility as each School Board member to vote on all issues.
- I. The chair or clerk shall announce the result of each vote. The number of members voting for and against each matter put to a vote, and the number of abstentions shall be recorded in the minutes. If the vote is unanimous it may be reflected as unanimous in the minutes if the minutes also reflect the members present. If a matter is voted on in the form of a resolution of the Board, the vote of each member shall be recorded.
- 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. Any action taken in the absence of a quorum is null and void with the exception of fixing the time to which to adjourn or recess, or to taking measures to obtain a quorum.
- K. The chair has the authority to declare a recess at any time for the purpose or restoring decorum to the meeting or for any other purpose.
- L. The chair shall have authority to recognize any member of the audience regarding a request to be heard prior to or after the School Board meeting. Members of the public who wish to be heard shall follow School Board procedures for public comment. School Board meetings are meetings in the public, but are not public meetings, unless as designated by law.

V. RATIONALE

An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.