

NEB. REV. STAT. § 79-554. Class I, II, III, or VI school district; school board; quorum; meetings; open to public.

In all meetings of a school board of a Class I, II, III, or VI school district, a majority of the members shall constitute a quorum for the transaction of business. Regular meetings shall be held on or before the third Monday of every month. All meetings of the board shall be subject the Open Meetings Act. Special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting. If a school district is participating in an approved unified system as provided in section 79-4,108, regular meetings of such district's school board shall be held at least twice during the school year.

NEB. REV. STAT. § 79-562. Class V school district; board of education; meetings; quorum; attendance, how compelled; absence; effect.

A majority of all the members of a board of education of a Class V school district shall constitute a quorum, but a less number in attendance at any regular meeting shall have and a quorum at any special meeting may have power to compel the attendance of absent members in such manner and under such penalties as each board prescribes. The absence of any member from four consecutive regular meetings of the board, unless on account of sickness or by consent of the board, shall vacate his or her position on the board. Such facts shall be passed upon by the board of education and spread upon its records.

PARLIAMENTARY PROCEDURE

The purpose of parliamentary procedure is to ensure a smooth functioning meeting by providing procedures to address points of order that can impact the outcome of a board issue. Parliamentary procedure or rules of order are of benefit when they are in written form to provide protocol and procedures to incoming board members. It is worth noting the Association advocates for the board to "reference" Robert's Rules of Order simply as a guide as opposed to adopting as meeting procedural guidelines.

WHY ARE RULES OF ORDER IMPORTANT?

From time to time, a board will have a matter that creates healthy and/or heightened levels of discussion. The value of placing board rules of order in place enables the board to handle situations

that could otherwise be considered emotionally charged with proper procedures which may help prevent loss of control of a meeting.

PARLIAMENTARY PROCEDURES 101

Conducting business in public and in an orderly fashion. Accomplishing business in a called meeting of the Board begins with a

- ✓ Stated motion
- ✓ Board member seconds the motion
- ✓ Chair restates the motion
- ✓ Chair defers to the Board Member who moved the motion
- ✓ Board debates the motion – arguing for or against a motion
 Note: Each Board Member may only speak twice on a motion not to exceed 10 minutes each. Also, a member may not speak a second time if all members have not been allowed to speak.
- ✓ Every board member is given the opportunity to voice their opinion
- ✓ Every board member is given the chance to vote
- ✓ Only one topic is discussed at a time
- ✓ Chair puts the question to a vote
- ✓ Chair announces the vote

RULES OF ORDER FOR A MAIN MOTION

- ✓ The main motion cannot be moved when any other question is pending.
 *No other motion can be on the floor when a main motion is introduced.
- ✓ Individual introducing a motion cannot interrupt business or the process by attempting to make a motion while someone is speaking.
- ✓ Main motion must be seconded
- ✓ Main motion is debatable
- ✓ Main motion is amendable
- ✓ Most cases, the main motion requires a majority vote. There may be exceptions when policy or the bylaws require more than a majority for certain types of actions.
- ✓ Main motion must be stated in a positive

Motion	Requires A Second	Debatable Motion	Amendments Allowed	Required Vote
ADJOURN	Yes	No	No	Majority
RECESS	Yes	No	Yes	Majority
TABLE	Yes	No	No	Majority
LIMIT DEBATE	Yes	No	Yes	2/3

POSTPONE	Yes	Yes	Yes	Majority
REFER	Yes	Yes	Yes	Majority
AMEND	Yes	Yes	Yes	Majority
MAIN MOTION	Yes	Yes	Yes	Majority

DEBATE

Effective debate is directed toward the chairperson and not another board member. Each board member will use facts and new points to support their discussion, not repeating another member's points. Discussion/debate must be focused on the topic that is currently up for discussion.

Suggested Rules of Order, the Board President shall:

- ✓ Allow each board member to speak on each issue being considered for 3 minutes
- ✓ Allow opposing viewpoints to be heard in turn
- ✓ Ensure that before a member is allowed to speak to an issue for a second time (for no more than two minutes), each member who has not spoken is provided an opportunity.
- ✓ Ensure that discussion pertains to the current agenda item being addressed and halt discussion that does not apply to the business at hand.
- ✓ Cease discussion on issues raised that are not on the agenda. The president may ask if the issue should be placed on a future agenda for discussion, and if so, direct the secretary to make a note to do so.
- ✓ Allow the president the same right as any board member to make motions and vote. The president will first provide an opportunity for other board members to make a motion before offering his or her own motion.
- ✓ Allow each board member to vote following the district adopted practice for voting.
- ✓ Caution board members that it is not helpful to repeat points that have already been made. Reasonable effort will be made to balance the need to express one's opinion with the goal of conducting an efficient and effective public meeting.

MAIN MOTION

Purpose: The main motion is utilized to propose an idea to the board. The motion must begin with "I move" and **cannot** be negative.

"I move to purchase a bus."

AMEND

An Amendment is the most frequently used motion. The purpose of an amendment is to alter the main motion. There are several forms:

- ✓ To add or insert
- ✓ To strike (or omit)