

FAIRFIELD AREA SCHOOL DISTRICT

RULES AND REGULATIONS

1610

- 1610.1 "Each board may adopt reasonable rules and regulations for its government and control." [Sec. 407] Such rules and regulations shall be consistent with Board policy.
- 1610.2 Meetings of the Board will be conducted as nearly as possible according to the latest edition of Robert's Rules of Order, except in cases in which specific procedures to the contrary are required under the School Code or Board Policy.
- 1610.3 Parliamentary Procedures
The following information has been provided to assist Board members with their understanding of the operation of Robert's Rules of Order.
- 1610.3a A quorum being present, precisely at the hour to which the Board stand adjourned, the President shall take the chair, call the members to order and proceed to business.
- 1610.3b Should a quorum be assembled at the hour appointed, and the President be absent, the Vice-President or a President Pro Tem shall serve during that meeting, or until the President shall appear.
- 1610.3c Should a quorum not assemble at the hour appointed, the Director or Directors present shall be competent to adjourn from time to time, that an opportunity may be given for a quorum to assemble, without which no business can be legally transacted.
- 1610.3d It shall be the duty of the President, at all times, to preserve order and to endeavor to conduct all business before the Board with propriety and dispatch.
- 1610.3e The President as such, has no casting vote; his/her right is to vote on every question by virtue of his/her membership.
- 1610.3f The President may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any two members.

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RULES AND REGULATIONS (Contd)

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- 1610.3g Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his/her second, before any debate has taken place thereon, but not after debate is had without leave being granted by the Board.
- 1610.3h A motion once voted down cannot be renewed at the same meeting of the Board without the consent of a majority of the members of the Board.
- 1610.3i An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained.
- 1610.3j If a motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two members may have it divided and a vote taken on each part.
- 1610.3K No member shall be interrupted while speaking, unless he/she be out of order, or for the purpose of correcting mistakes or misrepresentations, or by a motion for the previous question.
- 1610.3l No member in the course of debate shall be allowed to indulge in personal reflections.
- 1610.3m If any member considers himself/herself aggrieved by a decision of the chair, it shall be his/her privilege to appeal to the Board, and the vote on such appeal shall be taken without debate.
- 1610.3n Every member should be present at each regular or special meeting of the Board and shall vote for or against each question under consideration unless excused by a majority vote of the Board.
- 1610.3o It shall be the duty of the President to appoint all committees, except when the Board may decide otherwise.

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- 1610.3p The person first named on any committee shall be considered the chairperson thereof, whose duty it shall be to convene the committee, and in case of his/her absence or inability to act, the second named member shall take his/her place and perform duties.
- 1610.3q When the President has commenced taking a vote, no further debate or remark shall be admitted.
- 1610.3r Any two members may require the recording of the yeas and nays on any question.
- 1610.3s The first person recognized by the President as desiring to speak has the right to the floor.
- 1610.3t See attached sheet