

**Burlington School District Policy
B 16: RULES OF ORDER**

Former Policy BDDE

The Chairperson of the Board or, in his/her absence, the Clerk will conduct all meetings. In the absence of both, the School Commissioner with the longest continuous service on the Board will preside until the Board elects an acting chairperson. The presiding officer may recognize members of the Board who wish to be heard in the order that he/she deems advisable. No member of the Board will speak without having first been recognized. Any member who feels that he/she is being unfairly treated may appeal to the Board to be heard immediately. Such appeal may be made at any time, without prior recognition by the Chair, and will be voted on immediately. Upon a favorable majority vote of the entire Board, he/she will be heard prior to the transaction of any other business.

Each Board member will be allowed a maximum of five minutes to express his/her views on any issue without interruption.

Other persons may speak with permission of the presiding officer. Each delegation or organization appearing before the Board will select one person in advance as its spokesperson. Each speaker may have five minutes to express his/her views. If there are proponents and opponents to an item, the proponents may be heard first, followed by the opponents. If possible, presentations and factual information should be in writing for the study and consideration of the Board and staff.

All remarks or questions will be addressed to the presiding officer.

The Board may, by majority vote, cut off all discussion by persons other than the Board. Any Board member may invoke the call for the question to conclude all debate.

Any member may require a roll call vote. No record of how individual members voted will be maintained unless a roll call vote is requested prior to the vote. The Chairperson may vote as described in Roberts Rules, "Voting Rules for Small Boards".

A quorum of the Board must be present in order for a binding action to be reached. For purposes of Board business, a quorum shall consist of a simple majority of elected members. Binding action shall be reached by a simple majority of members present.

In the Board Policy Manual, all references to "the entire Board" shall be construed to mean those members present under the quorum conditions cited above.

In the conduct of meetings, any question not covered by the above rules of procedure will be governed by Robert's Rules of Order, Revised.

These rules of procedure will not be suspended except by a two-thirds vote of the entire Board.

June 20, 1991	Policy reviewed
January 10, 1995	Policy reviewed
June 18, 1997	Policy reviewed
December 4, 1998	Policy reviewed, Pending Board Approval:
February 9, 1999	Policy revised