

BOARD MEETING PROCEDURES

It is the desire of the School Board that meetings shall be formal enough for orderly procedure, but informal enough to be natural, to encourage free discussion, and to promote group thinking and action. In matters of procedures not covered by law, Board policy, or the State Board of Elementary and Secondary Education, meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised. The President shall be entitled to discuss and vote on all matters before the Board.

The President of the Board, or, in his absence, the Vice-President, shall conduct all meetings. In the absence of both, the Superintendent shall preside until the Board elects an acting chairman.

TRANSACTIONS OF BUSINESS

Discussions

The presiding officer shall recognize members of the Board who wish to be heard in the order that he deems advisable. No member of the Board shall speak without having first been recognized. Any member, however, who feels that he 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 shall be voted on immediately. Upon a favorable majority vote of the entire Board, he shall be heard prior to the transaction of any other business.

Limitations

Each Board member shall be given an opportunity to express without interruption, his views on the motion last made. The time a member may have to speak on a subject may be set by the Presiding Officer or a consensus of the Board, whenever deemed necessary. The Presiding Officer may also stop any discussion which does not apply to the motion last made. The Board shall suspend the procedures under which it conducts its meetings upon approval of a two-thirds majority of the Board's membership.

Members of the public who wish to present any matter of concern in Board meetings shall only do so upon written request in accordance with Board policy, and then only upon approval of the Board. The President of the Board shall have complete authority to remove any person(s) who willfully disrupts a meeting to the extent that orderly conduct of the meeting cannot be maintained.

Motions

A motion is out of order while another motion is being discussed, unless it is a

substitute motion or an amendment to the motion under consideration. Exceptions are the motion to adjourn, motion to table a previous motion, motion to refer the motion being discussed and the motion to vote immediately (on the previous question); these motions are always in order.

A copy of all motions shall be carefully recorded. The names of those who make motions, those who second them, and those who vote "yeas" and "nays" shall be recorded.

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Ref: La. Rev. Stat. §§17:81, 42:5.1, 2-5-19, 5-7-19.