SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY

OPERATING PROCEDURES

RULES OF ORDER

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The Board President, or in his/her absence the Vice President, shall preside at all regular and special School Board meetings and call the meetings to order. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

It shall be the duty of the presiding officer to preserve order and decorum at the meeting and to decide questions of rules and order, subject to an appeal to the Board as a whole that is supported by any two individual members. The presiding officer, like any other Board member, votes on all matters coming before the Board in the absence of a valid reason to abstain from voting (e.g., a conflict of interest).

To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the only official Board action that may be taken is to end the meeting (unless, in a very rare circumstance, some specific legal exception applies).

Except where a statute or Board policy requires any proposed official action to be supported by other than a standard majority vote, a majority vote of a lawfully-assembled quorum is sufficient to take official action. The Board may take official action at meetings by motions and votes thereon or, where permitted by law, by a showing of unanimous consent that is sufficiently documented in the meeting minutes. The term "motion" is intended to include any resolutions of the Board.

To the extent consistent with applicable law and established procedures, the Board may consider the approval of a group of items of business under a single motion as a consent agenda. However, prior to any vote on a consent agenda, any individual Board member may insist on the removal of one or more items from the consent agenda, and the Board will give such separated item(s) stand-alone consideration.

In the absence of any specific legal requirement or any local rule of order or procedure that has been established by the Board, the Board directs the presiding officer to rely on *Robert's Rules of Order* (including the procedures and procedural flexibility that *Robert's Rules* allows for small boards) to conduct Board meetings, and the presiding officer and Board will refer to *Robert's Rules* or their knowledge thereof to resolve procedural inquiries, points of order, objections, and appeals during Board meetings. However, any misapplication of or failure to precisely follow *Robert's Rules* or any other local discretionary procedural rule(s) shall not, standing alone, be construed to render any decision made by the Board void, voidable, or otherwise invalid. Such rules are intended for the benefit of the Board and its members, and individual members are expected to raise procedural inquiries, points of order, objections, and appeals at meetings on a timely basis.

LEGAL REFERENCES

Wisconsin Statutes

Section 19.85	[closed session exceptions to meeting in open session; closed session procedures]
Section 19.88	[ballots and voting]
Section 120.11(1)	[regular board meetings and definition of quorum for meetings in common and union high school districts]
Section 990.001(8m)	[general statutory construction of a quorum of a public body]

First Reading: *March 11, 2024*
Second Reading: *April 8, 2024*