

# EFFECTIVE BOARD MEETINGS FROM THE CHAIR/VICE CHAIR PERSPECTIVE

Presented by  
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## Why are you here?

When you walk out the door what do you want to take with you?

- How can I keep the meetings on track?
- What if I'm unsure about Parliamentary Procedure?
- Does Oregon statute say anything about the role of the board and meetings?

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## Common Elements of Successful Meetings

**Organization** – A well-reasoned and appropriate agenda is prepared that covers the relevant board business

**Preparation** – Board members and administrators come to the meeting prepared to discuss and deliberate

**Communication** – No surprises by board members or administrators at the meeting

**Control** – The presiding officer must maintain firm, fair and respectful control of the meeting

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## An Effective Meeting

An effective meeting doesn't just happen. It is the result of work, skill and preparation.

Successful meetings begin by developing and using an **effective agenda** as the governing plan for the meeting

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## AGENDA

- 1.0 Call to Order & Pledge of Allegiance
- 2.0 Approval of Agenda
- 3.0 Public Comment
- 4.0 Reports
  - 4.1 Member/Committee Reports
  - 4.2 Superintendent's Report
  - 4.3 Report on Goals Progress
- 5.0 Action Items
  - 5.1 Consent Agenda (includes minutes)
  - 5.2 Approval of Construction Contract
  - 5.3 Approval of Teacher Contract
- 6.0 Board Comments
- 7.0 Adjourn

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## Chair's Image

Often viewed as:

- 1. Orchestra Conductor
- 2. Official in athletic contest
- 3. Baby sitter
- 4. Facilitator
- 5. Cat herder

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## The Chair is the Key

- Serves as spokesperson for board

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## The Chair is the Key

- Serves as spokesperson for board
- **Responsible for setting tempo and tone for meetings**

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## The Chair is the Key

- Serves as spokesperson for board
- Responsible for setting tempo and tone for meetings
- **Responsible to focus attention of members and public on agenda issues**

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## The Chair is the Key

- Serves as spokesperson for board
- Responsible for setting tempo and tone for meetings
- Responsible to focus attention of members and public on agenda issues
- **Understands basic parliamentary procedure**

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## The Chair is the Key

- Serves as spokesperson for board
- Responsible for setting tempo and tone for meetings
- Responsible to focus attention of members and public on agenda issues
- Understands basic parliamentary procedure
- **Treats members and public fairly and evenly**

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## The Chair is the Key

- Serves as spokesperson for board
- Responsible for setting tempo and tone for meetings
- Responsible to focus attention of members and public on agenda issues
- Understands basic parliamentary procedure
- Treats members and public fairly and evenly
- **Serves as enforcer of public meeting laws**

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## The Chair is the Key

- Serves as spokesperson for board
- Responsible for setting tempo and tone for meetings
- Responsible to focus attention of members and public on agenda issues
- Understands basic parliamentary procedure
- Treats members and public fairly and evenly
- Serves as enforcer of public meeting laws
- **Mediates and seeks areas of compromise for differences of opinion**

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## Role of the Chair -Typical-

- Assist Superintendent in establishing agenda
- Sign minutes and other official documents
- Preside at all meetings of the Board
- Enforce rules of order
- Represent Board at official functions
- Appoint committees
- Discuss issues, make motions and vote

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## What Rules of Order?

- **No particular rules of procedure are specified by Oregon statute.**
- **Most (but not all) ESDs, community colleges and school districts have adopted some form of Robert's Rules of Order**
- **Consult Board Policy for each district**
- **In absence of adopted rules, Chair's rules prevail – with consent of board**

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## “Consensus” Rules

Originally, ancient Anglo-Saxon groups up until the English House of Lords relied on a “consensus” which in its original sense was unanimous agreement. The requirement of unanimity became a form of tyranny because of misguided feelings and the power given to a small group limiting the group’s ability to proceed.

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## Robert’s Majority

Robert saw, on the other hand, that the evolution of majority vote in tandem with lucid and clarifying debate – resulting in a decision representing the view of the deliberate majority – far more clearly ferrets out and demonstrates the will of an assembly.

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“The great lesson for democracies to learn is for the majority to give to the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their views, gracefully to submit and to recognize the action as that of the entire organization, and cheerfully to assist in carrying it out, until they can secure its repeal.”

Gen. Henry M. Robert  
(1837-1923)

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## History of Robert's Rules of Order

- 1607–20 English colonies in America used English parliamentary procedure
- 1781 *Jefferson's Manual of Parliamentary Practice*
- 1845 *Cushing's Manual of Parliamentary Practice*
- 1875 *Robert's Pocket Manual of Rules of Order for Deliberative Assemblies (1st Ed.)*
- 1876 *Robert's Rules of Order (2nd Ed.)*
- 1915 *Robert's Rules of Order Revised*
- 1970 *Robert's Rules of Order Newly Revised*

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## Types of Motions

**Main Motion** - Brings a question, proposition or resolution to the board for consideration and action. When introduced, excludes all other main motions until disposed of.

**Secondary Motion** - All other motions. Includes subsidiary, privileged and incidental motions.

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## Examples of Motions

**Main Motion**

*"I move that we install an all-weather track around the soccer field."*

**Secondary Motion**

*"I move that the funds for the all-weather track be raised by volunteer contributions."*

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## Secondary Motions

**Subsidiary Motion** - A motion that modifies or disposes of a main motion. Its existence depends entirely on main motion to which it is subordinate.

*E.g. "I move that we postpone the motion to install an all-weather track until the next board meeting."*

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## Secondary Motions

**Privileged Motion** - A motion that has no connection to the main motion, but has such importance that it must be considered immediately. A member may request a decision involving the immediate convenience, comfort, rights or privileges of the assembly or of a member.

*E.g. - "I move that we recess for 10 minutes."*

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## Secondary Motions

**Incidental Motions** - A motion that arises only incidentally out of the business of before the board.

*E.g. - "I move that we take a roll call vote on the motion to install an all-weather track."*

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## Order of Precedence Basic Rules

Subsidiary motions and Privileged motions follow an order of precedence. Incidental motions have no order of precedence.

- When a motion is being considered, a motion of higher precedence may be proposed.
- Motions are considered and voted in reverse order of their proposal.

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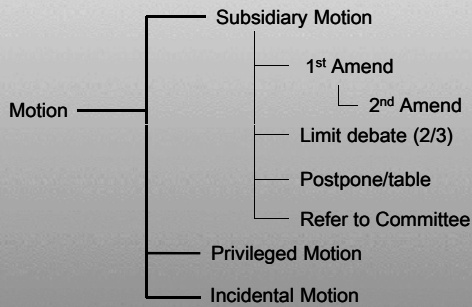
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Main

Secondary



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## Amending Motions

The purpose of an amendment is to modify a motion that is being considered so that it will more satisfactorily express the will of the deliberative assembly.

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## Types of Amendments

- **Amendment by Addition**  
*"I move to insert the word \* \* \*."*
- **Amendment by Deletion**  
*"I move to strike the word \* \* \*."*

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## Types of Amendments

- **Amendment by striking and inserting**  
*"I move to amend the motion by striking the word \* \* \* and inserting the words \* \* \*."*
- **Amendment by substitution**  
*"I move to amend the motion by substituting the following motion:  
\* \* \*."*

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## Amendment Rules

- **Must be germane** – amendment must be relevant to and have a direct bearing on the subject of the pending motion
- **May be hostile** – amendment may be opposed to the actual intent of the original motion or completely change the effect of the motion
- **Withdrawal** – once the motion or amendment has been stated to the assembly by the presiding officer, it belongs to the body and may be withdrawn only by vote of the body

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## Amendment Rank

- **1<sup>st</sup> Rank**  
A primary amendment must relate directly to the motion to be amended
- **2<sup>nd</sup> Rank**  
Amendments to a pending amendment must relate directly to the pending amendment
- **3<sup>rd</sup> Rank**  
Not allowed

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## Amendment Examples

### Motion

*"I move that we install an all-weather track around the soccer field."*

### 1<sup>st</sup> Rank Amendment

*"I move that we amend the motion to insert – 'in next year's budget.'"*

### 2<sup>nd</sup> Rank Amendment

*"I move that we amend the amendment by inserting – "from funds raised by volunteer contribution."*

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## Voting on Amendments

- Amendments are voted in reverse order. In other words, a 2<sup>nd</sup> rank amendment must be disposed of before voting on the 1<sup>st</sup> rank amendment which must be disposed of before the Main motion.
- Voting on amendments only requires a majority even though the Main motion requires a super majority

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## Debate Rules

- Debate on amendment must be concluded and a vote taken before debate on the Main motion can proceed.
- The person proposing a motion or amendment should be given first opportunity to explain the motion and to speak last

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## Debate Rules

- A member who has not spoken has prior claim over one who has already spoken
- The presiding officer should alternate between proponents and opponents of the motion
- All discussion must be relevant to the motion before the assembly
- Debate must be fundamentally impersonal

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## Limiting Debate

Any limitation on debate or suspending of the rules requires a two-thirds (2/3) majority vote of the assembly.

- Call for the question
- Suspend the rules
- Object to consideration
- Limit debate

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## Seconds

Some motions require a second. To justify the consideration of the assembly, a proposal should have the support of at least two members, the maker of the motion and another, the second. A few motions do not require a second, such as, *point of order*, *parliamentary inquiry*, *question of privilege* because they are actually requests that are decided by the presiding officer.

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## Who May Second

- Any member may second a motion which only indicates the member seconding wishes the matter to be debated.
- The second is not required to vote in favor of the motion.
- The presiding officer may second a motion

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## Procedure for Small Boards

- For small boards of not more than 12 members
- Relaxes some of the parliamentary formality
- Motions need *not* be seconded
- No limit to number of times a member can speak to a motion
- Informal discussion permitted while no motion is pending

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## Adopting a Motion

There are six steps for adopting a motion.

- Step 1 A member makes a motion
- Step 2 A member seconds a motion
- Step 3 The chair states the question
- Step 4 The members debate
- Step 5 The members vote ..
- Step 6 The chair announces the vote



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## Reconsideration Rules

- Can be offered at any time during a meeting
- Must be proposed by a member voting on the prevailing side of the original motion
- Requires a second
- Is debatable – but limited to reason for reconsideration
- Cannot be amended
- Requires a majority vote

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## Rescinding a Resolution

- The effect of rescinding is to strike out the entire main motion, resolution, or rule that has been previously adopted
- Motion must be raised by member of prevailing party
- Takes up where “reconsideration” leaves off
- Time limited to “next meeting” or barred if already executed

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## Oregon Statues

What they have to say that board officers should know:

- Meeting Requirements
- Types of Meetings
- Election of officers
- Transaction of Business

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## Meeting Requirements

- Board meeting requirements are set by statute in ORS Chapter 332 (K-12) and Chapter 334 (ESD)
- Oregon Public Meeting Law (ORS 192.600 et. seq. must be followed
- District allowed to set on rules of procedure by policy or custom

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## Type of Meeting

- "Regular" meetings are scheduled by the board at its July organization meeting.
- "Special" meetings may be held on dates determined by the board.

*Note: Special meetings have limitations for notice*

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**ORS 332.040**

No later than the first regular meeting of the K-12 board after July 1<sup>st</sup> the board shall meet and organize by electing a (1) chair and a (2) vice chair from among its members

- No member may serve as chair for more than 4 years in succession
- The role of the Board Chair is defined by board policy.

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**ORS 334.100**

During July the ESD board shall meet and organize by electing a (1) chair and a (2) vice chair from among its members

- No member may serve as chair for more than 2 years in succession
- The role of the Board Chair defined by board policy.

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**Transaction of Business**

**ORS 332.055**

A majority of the members of the board shall constitute a quorum.

The affirmative vote of the majority of members of the board is required to transact business.

**ORS 332.057**

Any duty imposed on the board as a body must be performed at a regular or special meeting and must be made a matter of record.

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## Transaction of Business

### ORS 334.100(4)

A majority of the members of the board shall constitute a quorum.

The affirmative vote of the majority of members of the board is required to transact business.

### ORS 334.100(5)

Any duty imposed on the board as a body must be performed at a regular or special meeting and must be made a matter of record. The consent of an individual member obtained when the board is not in session is not an act of the district.

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## Transaction of Business

### ORS 332.107

The board shall establish rules for the government of the schools.

*The common name for the "rules" is "policy."*

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## Transaction of Business

### ORS 334.125(7)

The board may adopt rules it considers necessary to carry out the duties of the board.

*The common name for the "rules" is "policy."*

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Did I cover it?

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