RULES OF ORDER

1. Obtaining the floor:
   Before you speak, you should address the chairperson by title and wait for recognition. When you 
   “have the floor” you may speak, and, with few exceptions, no one may interrupt you.

2. Making a motion:
   All proposals seeking action on the part of the school board should be presented through means of a 
   “motion”. A board member will begin by saying “I move that . . .” and then briefly and concisely 
   state his or her idea.

3. Seconding a motion:
   Before your idea may be discussed, it must be seconded. Then, if no objection to consideration is 
   sustained, the board may discuss it and decide whether to approve or disapprove it.

4. Amending the motion:
   If you wish to add to, substitute, or subtract from a motion that someone else made, you must 
   submit your idea to the board by “making a motion to amend the motion,” and then state your idea 
   briefly and concisely.

   A motion to amend must also be seconded before it can be discussed.

5. Amend the amendment:
   Altering the motion can be carried one step further by another member moving to “amend the 
   amendment”. You may not have more that these two.

   A motion to amend the amendment must also be seconded before it can be discussed.

6. Point of information:
   If issues become obscure or involved, a board member may seek clarification by asking the 
   chairperson for a “point of information”.

7. Point of order:
   A possible violation in procedure can be checked by addressing the chair to a “point or order”. The 
   chair will be obliged to recognize you and pass on your inquiry.

8. Order of the day:
   When the meeting goes off on a tangent and does not follow the agenda or the order of business, a 
   board member may remind the chairperson of this by calling for “orders of the day”.

9. Motion to refer:
   When you think it is advisable to give further study to a proposal, you may move that it be referred 
   to a committee or individual for review.

10. Appeal from decision of the chair:
   If you disagree with a decision of the chairperson, you can “appeal from the chair” to the whole 
   membership. If your appeal is seconded, the chairperson must state the question at issue and ask 
   the board to vote on whether they wish to sustain or overrule the chair.

NOTES:
Recognition: prerogative of the chairperson
Speaker finished:

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