

MEMORANDUM

TO: **All interest parties**

FROM: **Dr. Louis Hlad, Director**

RE: **Policies 2- 18)**

DATE: **May 15, 2017**

The attached policy (2- 18 Board Meeting Rules of Order) is out on comment until June 23, 2017

MONONGALIA COUNTY FILE: 2- 18

BOARD MEETING RULES OF ORDER

PURPOSE

~~The bylaws of~~ The Board of Education and state code have procedures for conducting Board of Education meetings.

RESPONSIBILITY

The majority is a quorum and may conduct routine business as provided by West Virginia State Laws.

~~Unless otherwise provided in the Board's Bylaws,~~ The Board shall *may* conduct all its meetings in accordance with *Special Rules for Small Boards for* Robert's Rules of Order. ~~Revised; except that~~ The President may discuss and have a vote on all matters before the Board or except as otherwise agreed upon by the members. All votes on motions and resolutions shall be "ayes" and "nays" and the vote shall be recorded. ~~if not unanimous.~~

According to *Special Rules for Small Boards for* Robert's Rules of Order, "the only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess."

AUTHORITY

Source: Bylaws, Board of Education Minutes
Legal Reference: School Laws of West Virginia: §06-9A-2

ADOPTED: 02/28/67, Revised: 06/12/84; 10/28/03; Date of Board
Action

REVIEWED October 2015

SEE PROCEDURE 2- 18

MONONGALIA COUNTY PROCEDURE FILE: 2 - 18

BOARD MEETING RULES OF ORDER

1. *The purpose of parliamentary procedure is to make it easier for the Board to work together effectively and to help the Board accomplish their purpose.*
2. *All members of the Board have equal rights, privileges and obligations. The president of the Board, ensures that all people attending a Board meeting are treated equitably.*
3. *A majority vote decides an issue. Parliamentary rules enable a Board to determine the will of the majority of its members.*
4. *The rights of the minority must be protected at all times; However, the ultimate decision rest with a majority.*
5. *Every item presented for decision may be discussed and may do so prior to a motion being made.*
6. *A Board member may work with the Superintendent and/or Board President to have an item placed on the Board agenda for discussion and a possible vote.*
7. *Board members can attend a Board meeting via telephone and vote by telephone.*
8. *All votes will have a motion and a second. When a motion is made to go into executive session, and the Board President adjourns into the executive session - it is implied that the Board President seconds the motion and all Board members agree unless otherwise stated.*

COMMENT RESPONSE FORM

Policy (2- 18) (BOARD MEETING RULES OF ORDER) is out on comment until
June 23, 2017

NOTICE: Comments, as submitted, shall be filed in Dr. Hlad's office and open for public review until the policy is approved by the Board of Education.

The following form is provided to assist those who choose to comment on the above mentioned policy.

Name: _____ Organization: _____

Title: _____

City: _____ State: _____

Please check the items below that best describes your role.

Principal

Teacher

Service Personnel

Parent

Family Member

Community Member

County Administrator

COMMENTS/SUGGESTIONS

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