

# BOARD OF EDUCATION GOVERNANCE HANDBOOK



148 N. Binkley St. | Soldotna, AK 99669

907-714-8888

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## **Board Mission Statement**

The mission of the Kenai Peninsula Borough School District is to develop productive, responsible citizens who are prepared to be successful in a dynamic world.

## Table of Contents

<b>ROLES AND RESPONSIBILITIES</b> .....	3
Board Member Responsibilities.....	3
Board Requests and Visits.....	3
Board Self-Evaluation.....	4
Board and Superintendent Relationship.....	4
Bylaws of the Board-Board Policy Section 9000 .....	5
Code of Ethics .....	5
Committee Service .....	5
Communication .....	5
Confidentiality.....	5
Dos and Don'ts .....	6
Legal Council .....	6
Oath of Office.....	6
Officers of the Board .....	6
Preparation.....	7
Problem Solving.....	7
Representation.....	7
Travel and Compensation .....	7
Voting.....	8
<b>BUSINESS AND OPERATIONS</b> .....	8
Attendance/Excused Absences .....	8
Agenda Planning.....	9
Meetings .....	9
Sunshine Fund .....	9
<b>SUPPORT</b> .....	10
Access to Agenda and Meeting Information .....	10
Minutes.....	10
Meeting Audio.....	10
<b>APPENDIX</b> .....	11
Acronyms and Terms.....	12
Association of Alaska School Boards.....	13
Parliamentary Procedure Resources.....	14

Click the desired topic to navigate to that page.

The purpose of this handbook is to provide consistent information about how the Kenai Peninsula Borough School District Board of Education conducts its business.

## **ROLES AND RESPONSIBILITIES**

---

### Board Member Responsibilities

The responsibility of the School Board is to:

- Develop, adopt and revise Board Policy which governs the operations of the District.
- Recruit, interview, appoint and evaluate the superintendent.
- Establish goals, plan for their accomplishment, and evaluate their success.
- Approve an annual budget and any revisions to it.
- Serve as the citizen's oversight to the school district.
- Hear and decide appeals from staff or students.

### **Board Policy Development**

The Board sets policies that govern every aspect of District operations. The superintendent is responsible for implementing the policies.

### **Superintendent Selection/Evaluation**

The superintendent is the only employee hired directly by the Board (all other employees are hired by the superintendent). The Board will conduct an annual evaluation of the superintendent prior to June 30. Generally, the superintendent evaluation is prepared individually at the time of the Board self-evaluation, reviewed together then presented to the superintendent by the Board president.

### **Long range planning and goal setting**

The Board ensures that long and short term plans are in place, evaluated, and revised according to student needs. The Board annually reviews student and District needs and sets goals accordingly for accomplishment during the upcoming school year.

### **Annual Budget**

The Board shall adopt an annual budget that will provide the financial basis to conduct the business of the District.

### **Citizen Oversight to School District**

The Board is elected to make decisions based on their study of the issues. The Board listens to comments from parent and community members, but direct complaints through the proper channels. (See BP 1312.1)

### **Judicial Functions**

The Board shall serve as the last body of appeal within the District for grievances, student discipline, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

### Board Requests and Visits

Administrative staff time is limited and reserved for accomplishing the goals and day-to-day business of the District. Requests for information taking more than 15 minutes, e.g. reports, research, administrative studies detailed information, or for information relating to policy, practices, a problem, or a potential problem should be addressed to the superintendent and have support of the majority of Board members.

School visits by Board members are welcomed, but the principal should receive a courtesy call in advance and Board identification should be worn. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

## Board Self-Evaluation

The Board self-evaluations are completed annually by each member (in May) and discussed at the Board Annual Planning Session (early June). The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board.

## Board and Superintendent Relationship

### **The Superintendent and the Board**

- Board Members and the Superintendent strive to maintain a working relationship that is open, friendly, positive, and professional.
- The emphasis is to be professional so that the superintendent's recommendations are not resting upon friendships, but rather, relevancy to educational needs.
- There is a clearly understood process for working out differences, together and in private.
- Tensions can be reduced in a calm, rational environment.
- When the Board and Superintendent work together with respect, and act in a calm, rational manner, the District is the beneficiary.

### **What the Superintendent Needs from the Board**

- Support in public meetings for the superintendent and staff.
- Trust and the assumption that the superintendent is doing his/her best.
- Support and confidence in the superintendent's expertise.
- Sensitivity to the superintendent as a person with a life outside the district.
- Recognition of the scope of the superintendent's job.
- Understanding that the superintendent wears many hats and will need time to meet all of the deadlines.
- The ability to give and take and be candid.
- Use time well – everyone is busy so it is important to “cut to the chase.”
- No surprises.
- Opportunities to train together.
- Identification of the preferred modes of interaction with the superintendent.
- Opportunities to maintain and sustain relationships.

### **What the Board Needs from the Superintendent**

- The information necessary to make informed decisions.
- To be kept informed about what is happening in the district.
- Sensitivity to the board and recognition that board members are human.
- No surprises.
- Candidness and honesty – giving the board the full story.
- The ability to give and take.
- Open communication with individual board members.
- A good listener.
- Trust members of the board – assume the best of board members.
- Anticipate and balance the board's needs.
- Recommendations on all action items on board agendas.
- Have, or know how to get, answers.

### [Bylaws of the Board-Board Policy Section 9000](#)

The Board policy manual is posted on the District website at:  
<http://www.kpbsd.k12.ak.us/board.aspx?id=368>

The Bylaws of the Board are posted on the District website at:  
<http://www.kpbsd.k12.ak.us/board.aspx?id=360>

### [Code of Ethics](#)

The Code of Ethics expresses the personal ideals which the Board believes should guide each Board member's activities. Each Board member will sign the Code of Ethics document upon being seated following their election or appointment to the Board and annually thereafter.

### [Committee Service](#)

The School Board may establish committees of the Board as necessary. The membership of these committees is limited to three or less than a majority of the whole Board. The Board shall establish written charges for board committees. Board members shall notify the Board president of interest in specific District and Board committee service (e.g. board policy, calendar, charter school oversight, board finance, and curriculum). When its charges or duties have been completed, a committee shall be dissolved. (BB9130)

### [Communication](#)

- News Media: The Board president is considered the official spokesperson for the Board. Board members may be asked for an interview by the news media and may respond or refer questions to the Board president or superintendent. When submitting letters to the editor, unless authorized by the Board, identify yourself as a private individual.
- Email: Each Board member shall read email frequently (daily if possible) and check messages posted on the School Board Folder.
- Parents/Community: Board Members are encouraged to attend school and community functions as a visitor but are not officially speaking for the Board.
- Legislative Lobbying: When testifying before the legislature or when visiting with a member of the state or U.S legislature, identify yourself as an individual, not as a Board member, unless specifically authorized by the Board.

### [Confidentiality](#)

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agrees to release the information as permitted by law/bargaining agreement/policy. (BB 9011)

## Dos and Don'ts

### Dos

- Govern the system
- Serve as a liaison between the system and the community
- Work together as a team during board meetings
- Develop and adopt policies
- Consider the superintendent's employment and assignment recommendations
- Prepare an annual budget
  
- Represent the system in a courteous professional manner at all times

### Don'ts

- Administer or manage daily affairs
- Directly supervise any school district employee
- Conduct board level business outside of board meetings
- Attempt to micromanage
- Discuss confidential information from executive sessions or comment on rumors
- Include "lone wolves" who attempt to circumvent the will of the majority

*Taken from American School Board Journal/ May 2006*

## Legal Council

The Board retains legal counsel to provide advice to the Board and superintendent. Although the School District attorney works for the entire Board, only the Board president and superintendent have authority to contact the attorney to make a request for legal advice.

## Oath of Office

Before taking office, all School Board members shall take and sign the oath or affirmation required by law.

## Officers of the Board

At the first meeting following the Borough Assembly's certification of election results, the Board shall elect officers - president, vice president, clerk, and treasurer. All officers shall serve at the pleasure of the Board. (BB 9120)

### **President**

The president shall have all the rights of any member of the Board, including the right to discuss, and vote on all questions before the Board, When making a motion, the president shall pass the gavel to the next presiding officer. The president shall preside at all school board meetings according to the guidelines of Robert's Rules of Order and perform duties as directed by the Board, state laws, regulations and board policy. (BB 9121) The president serves as the spokesperson for the Board and makes day-to-day decisions as the official of the Board.

### **Vice President**

The vice president shall assume the duties of the president in that officer's absence from any regular or other board meeting as well as other duties as assigned by the president. (BB 9122)

### **Clerk**

The clerk is the third officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the school board, and signs all legal documents, including board minutes, and notices as directed by the school board. (BB 9123)

### **Treasurer**

The treasurer is the fourth officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the school board, and signs all legal documents and notices as directed by the school board. (BB 9124).

## Preparation

Board members are expected to come to the meetings prepared to do the work listed on the meeting agenda. They are encouraged to ask questions ahead of time and at work sessions. Members should be prepared to listen to testimony and consider all viewpoints.

New Board members should become familiar with the Board Bylaws (9000) section of the Board Policy Manual.

Board members are expected to participate in professional development activities including work sessions, reviewing publications, and other published media in order to understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront. (BB 9240)

## Problem Solving

Board members should not become involved in complaints but should listen and refer complaints against school personnel back to the school. Problems should be addressed directly with the person or people involved so they can be resolved at the local level and at the earliest possible stage. If no satisfaction is reached, the next step of appeal is the school administrator. If resolution is still not achieved at the school level, the complainant should contact the appropriate District Office department. (Refer to the District website and BP 1312.1 which governs the complaint process).

## Representation

The school board acts as one body. Individual members do not act, decide, or represent the body alone. One member cannot take official action unless he or she can persuade the majority of the Board to concur.

As a representative of the public, board members study the issues and make their best decision based on what is best for students. The Board represents the Peninsula/District as a whole, not the designated voting district. Within each voting district, board members are often called upon to facilitate problem solving following District procedures.

## Travel and Compensation

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on approved official business of the School District when authorized in advance. (BB 9250).

Board members shall report on the development activities they attend at a regular Board meeting as soon as possible upon their return. If traveling at Board expense, a written report is required. (BB9240)

### **AASB Annual Conference**

Selected members will attend the AASB Annual Conference. General registration fees, least expensive travel to and from the conference, hotel charges, and meal expenses will be paid for each member who attends the conference. A written report is required within 30 days of the conclusion of the conference. Pre- or post-conference expenses are the member's personal responsibility unless authorized in advance. New Board members are authorized to attend the New Board Member training. The student representative to the Board will be authorized to attend the Youth Leadership Institute held in conjunction with the Annual Conference (usually in Anchorage).

### **AASB Fly-In**

Up to four Board members will be authorized to attend AASB Legislative Fly-Ins in Juneau. Board members attend leadership sessions and meet with legislators to advocate for education by promoting the Board approved legislative priorities. The registration fee, least expensive travel to and from the Fly-in, hotel charges, and meal expenses will be paid for each member who attends the conference. A written report is required within 30 days of the conclusion of the conference. The student representative to the Board will be authorized to attend the Youth Advocacy Institute held in conjunction with the Fly-In.

### **NSBA Annual Conference**

Up to 3 Board members (those in the second year of their 3-year term) are encouraged to attend the NSBA Annual Conference. General registration fees, travel to and from the conference, hotel charges, and meal expenses will be paid for each member who attends the conference. A written report is required within 30 days of the conclusion of the conference. Pre- or post-conference expenses are the member's personal responsibility unless authorized in advance.

### Voting

Board members have a duty to vote on issues before them. When a member feels that the issue causes a conflict of interest they may abstain from voting. The member's abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively. Votes can be cast by "unanimous consent", roll call, or by ballot. Roberts Rules of Order will be followed. (See Appendix - Robert's Rules of Order Motions Chart)

#### **Call for Unanimous Consent**

In cases where there seems to be no opposition to routine business items the president will accept a request for unanimous consent. Board members who wish for a roll call or ballot vote may respond with an objection.

#### **Roll Call**

The Board shall vote online via BoardDocs or the administrative secretary shall call individual board members by name and record their vote as YES, NO or ABSTAIN. The Student Representative to the Board shall be called first to cast an advisory vote and the Board president shall be called last.

#### **Ballot**

The Board president shall direct the administrative secretary to distribute, collect, and count the ballots (for election of Board officers) and to report the results of the vote.

## **BUSINESS AND OPERATIONS**

---

### Attendance/Excused Absences

Board members acknowledge that attendance at scheduled meetings is part of their official duty and shall make a good faith effort to attend. Board members will notify the board administrative secretary if they will be absent from a meeting. The administrative secretary will then notify the Board president. The Board president will respond when the absent member's name is called during the roll call. It will be noted whether the absence is excused or not. Three consecutive unexcused absences may result in the removal from the Board.

Attendance will be noted and reported for all work sessions.

## Agenda Planning

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board. Board members, with agreement of the majority of the Board, may request placement of any item on the agenda. (BB 9322)

### **Consent Agenda**

To expedite the Board business the consent agenda is used. The consent agenda consists of those items which are considered to be routine in nature and are not likely to generate questions or discussion. Items on the consent agenda are approved by a single motion. The president will take a vote on the single motion. If any member wishes to discuss or question an item on the consent agenda, the item can be removed and voted on separately. The item will not need another motion for approval; it is already considered to be on the table.

## Meetings

The Board of Education normally meets regularly once each month and meetings last one to three hours. In addition, special meetings are called as needed. Work sessions are usually held prior to each regular meeting, starting between 12:00 p.m. and 4:00 p.m., and last from two to four hours. When the Board is considering the budget or high priority needs, additional meetings may be necessary. Special school activities often require the attendance of a board member. A joint budget review meeting with the Borough Assembly is usually held prior to the Board's approval of the budget.

### **Regular Meetings**

Regular meetings are traditionally held on Mondays and begin at 6:00 p.m. in the Borough Administration Building. Each school year, one meeting will be held in Seward and one in Homer.

### **Special Meetings**

Special meetings are convened for action on matters that cannot wait until the next regular meeting. Only the specific topics on the special meeting agenda can be discussed.

### **Executive Session (closed meetings)**

Executive sessions are convened only for discussion of personnel, or fiscal or other matters that by law, municipal charter, or ordinance are required to be confidential. Voting does not take place during these sessions.

### **Work Sessions**

Work sessions are conducted for review of a subject in greater depth than is possible during a regular meeting. All Board members are expected to attend. No voting or public comment takes place, but the public is welcome to listen.

## Sunshine Fund

The Board president or designee will collect a small donation from each board member to cover personal events of board members.

## SUPPORT

---

### [Access to Agenda and Meeting Information](#)

Agendas are prepared by the Board administrative secretary and posted on the District BoardDocs portal, advertised in a local newspaper, and advertised on the District calendar.

KPBSD produces a paperless board meeting packet. Non-confidential meeting materials are posted and available to the Board and public through the BoardDocs portal. In addition, hard copies of all packet items are made available for the public during the Board meeting.

### [Minutes](#)

The minutes are recorded and prepared by the Board administrative secretary to include:

- The District name, board member attendance, date, time, location, type of meeting (special, regular, executive session), time of adjournment;
- All motions and amendments made by any Board member, even if the action dies for lack of a second;
- Motions and amendments and the action taken. Individual votes will be recorded unless the action was unanimous;
- The name and a brief summary of the subject for all public speakers and presenters; and
- A brief summary of Board Reports and Board Comments.

Minutes are considered unofficial until approved by the Board and signed by the presiding officer and the Board clerk. In addition to being posted on the District website, official minutes shall be preserved in a hard cover book and kept forever. The administrative secretary to the Board shall have the right to correct typographical errors when they are discovered.

### [Meeting Audio](#)

The audio recording of all school board meetings are posted to the District BoardDocs portal.

The following guidelines will help ensure that meeting recordings can be understood by all listeners.

#### **Board President**

- Confirm the type of meeting (Board of Education regular meeting or Board of Education special meeting), as well as date, time, and location
- Acknowledge Board members by name as they are given permission to speak
- Acknowledge by name the maker of the motion or amendment and the second
- Repeat each motion before the vote is taken and then afterwards report whether the motion passed or failed
- Acknowledge when a Board member leaves the meeting before adjournment (“Mr. Smith has been excused from the meeting.”)

#### **All Board Members**

- Silence electronic devices – e.g. cell phone
- Speak directly into the microphone.
- Assume that microphones are live at all times - side conversations can be picked up by neighboring microphones and become part of the recording
- Start speaking after turning on the microphone and stop speaking before turning it off.
- Speak only when recognized by the Board president.
- Speak slowly when reading to the audience from printed material

## **APPENDIX**

---

Glossary of Acronyms and Terms

Association of Alaska School Boards New Board Member Resources

Jim Slaughter Parliamentary Procedures Resources

## Acronyms and Terms

---

<b>AASA</b>	Alaska Association of School Administrators
<b>AASB</b>	Alaska Association of School Boards
<b>ADA</b>	Americans with Disabilities Act
<b>ADM</b>	Average Daily Membership (district enrollment)
<b>APC</b>	Academic Policy Committee (charter schools use these)
<b>APECS.net</b>	our Finance, HR and Payroll software
<b>ASAA</b>	Alaska Schools Activities Association
<b>ASCD</b>	Association for Supervision and Curriculum Development
<b>ATOSS</b>	Alternative To Out-of-School Suspension
<b>AVTEC</b>	Alaska Vocational Technical Center
<b>AYP</b>	Adequate Yearly Progress
<b>BSA</b>	Base Student Allocation
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CBA</b>	Collective Bargaining Agreement
<b>CTE</b>	Career and Technical Education
<b>DIBELS</b>	Dynamic Indicators of Basic Early Literacy Skills
<b>DEED</b>	Department of Education and Early Development
<b>EAP</b>	Emergency Action Plan
<b>EH</b>	Emotionally Handicapped
<b>ELL</b>	English Language Learner
<b>EOY</b>	End of Year
<b>ESEA</b>	Elementary and Secondary Education Act
<b>ESSA</b>	Every Student Succeeds Act
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FFA</b>	Future Farmers of America
<b>FTE</b>	Full Time Equivalent (1.0 = one full time employee)
<b>FY</b>	Fiscal Year - FY13 starts July 1, 2012, ends June 30, 2013
<b>IEP</b>	Individualized Education Program
<b>KPAA</b>	Kenai Peninsula Administrators Association
<b>KPEA</b>	Kenai Peninsula Education Association
<b>KPESA</b>	Kenai Peninsula Educational Support Association
<b>KPSAA</b>	Kenai Peninsula Schools Activities Association
<b>NCLB</b>	No Child Left Behind Act
<b>NEA</b>	National Education Association
<b>NSBA</b>	National School Boards Association
<b>PEP</b>	Personalized Education Plan
<b>PERS/TRS</b>	Public Employees' Retirement Systems
<b>SBA</b>	Standards Based Assessment
<b>SGM</b>	Student Group Map
<b>SNS</b>	Student Nutrition Services



## Association of Alaska School Boards

---

The District is a member of the Association of Alaska School Boards (A.A.S.B.). As a member, Board members have access to all A.A.S.B. assistance and online resources. You will find information to help guide your first year as a Board member by logging on to the A.A.S.B. website at: <http://aasb.org/>

## Parliamentary Procedure Resources

---

### **Handling of a Motion**

#### I. Bringing A Motion Before The Assembly

1. A member makes the motion ("I move that ...")
2. Another member seconds the motion. (Secunder does not need to be recognized)
3. The chair states the question. "It is moved and seconded that (or "to") ..."

#### II. Considering The Motion

1. Members debate the motion (unless undebatable)
2. Preference in recognition:
  1. Member who made motion
  2. Member who has not spoken first time
  3. If possible, alternate for and against

#### 2. Chair Puts Question To A Vote

"The question is on the adoption of ..."

##### **(Voice vote)**

"Those in favor of the motion, say aye."

"Those opposed, say no."

##### **(Rising vote)**

"Those in favor of the motion will rise [or "stand"]. Be seated."

"Those opposed will rise [or "stand"]. Be seated."

#### 3. Chair Announces Result Of Vote

"The ayes have it and the motion is adopted." (or)

"The no's have it and the motion is lost."

"The affirmative has it and the motion is adopted." (or)

"The negative has it and the motion is lost."

**American Institute of Parliamentarians**, Post Office Box 2173, Wilmington, DE 19899  
(302)762-1811

**Nat'l Assoc. of Parliamentarians**, 213 South Main Street, Independence, MO 64050  
(816)833-3892

## **Leading Effective Board Meetings**

### Before Meeting

- Why have meeting? (Decision-making, problem-solving, planning, evaluation)
- What are desired outcomes?
- Who is responsible for each item?
- Confirm environment and equipment
- Room arrangement
  - To give information → Auditorium style
  - To get participation → Circle
  - Combination → Horseshoe
- Prepare Agenda
  - Considerations
    - \* All items relate to mandate?
    - \* Are items for action?
    - \* Agenda clear?
    - \* Location on agenda?
  - Specifics
    - \* Start and end time for meeting
    - \* Start and end time for each item?
    - \* Require business items (motions) be submitted in advance
    - \* Assign tasks
- Distribute meeting packet
- Distribute agenda in advance
- Ensure everyone on agenda knows role

### During Meeting

- Call to order on time
- Stay focused using agenda
- Focus on substance, not form
- End meeting/each item on time
- Use unanimous consent, when possible
- Use consent agenda, if possible
- Encourage participation/equalize participation
  - Prompt comments, if necessary
- Control interruptions and digressions
  - “Park” digressions
  - “Deflate windbags”
  - Clarify and rephrase
- Manage conflict
- Ensure decisions/assignments clear
- More formal procedure if larger group (12+)
- More formal procedure depending on controversy/importance
- Close the meeting on time
- Close the meeting positively

### Problem Areas

- Rambling member (“park digressions”)
- Dominating member (“deflate windbags”)
- Argumentative member
- Discouraging member
- Argument between two members
- Side conversations
- Non-participating member

## Parliamentary Strategy

### To Help Adopt Motion

1. Propose well-conceived motion in good language
2. Second the motion
3. Speak for motion
4. Vote for motion
5. Vote against any motion to *Postpone Indefinitely*
6. *Amend* to perfect or improve motion
7. Vote against any motion to *Refer* to act on now\*
8. Vote against any motion to *Postpone* to act on now\*
9. Vote against *Previous Question* to allow debate\*
10. Move to *Recess* if need more votes\*
11. If adopted, vote against their motion to *Reconsider*
12. If defeated, move to *Reconsider*
13. Vote against any motion to *Adjourn*\*
14. At subsequent meeting, vote against any motion to *Rescind*
15. **Only votes win. Get your votes to the meeting**

### To Help Defeat Motion

1. Propose in hastily written or ill-conceived language
2. Do not second the motion
3. Speak against motion
4. Vote against motion
5. Move to *Postpone Indefinitely* to “kill” motion
6. *Amend* to encumber or complicate motion
7. Move to *Refer* to committee to delay action\*
8. Move to *Postpone* to delay action\*
9. Move *Previous Question* before debate complete\*
10. Move to *Recess* if need more votes\*
11. If adopted, move to *Reconsider*
12. If defeated, vote against their motion to *Reconsider*
13. Move to *Adjourn* to delay action\*
14. At subsequent meeting, move to *Rescind*
15. **Only votes win. Get your votes to the meeting**

\* Your position on these motions may vary depending on whether or not you have the most votes. For example, if you wish to adopt the motion and things are going well, you will be against efforts to delay the motion (i.e., *Postpone*, *Refer*, *Recess*, etc.). However, if things are not going well, you will support efforts to delay in hopes of obtaining more support.

**This chart is a variation on suggestions in *Demeter’s Manual of Parliamentary Law*, p. 28.**

**Presiding Phrases (Side A)**

1. OPEN THE MEETING
2. RECOGNIZE A MEMBER  
"The chair recognizes..."
3. NO SECOND TO A MOTION (following request by chair "Is there a second?")
4. STATE THE QUESTION ON A MOTION  
"It is moved and seconded that [or "to"] . . ."
5. STATE THE QUESTION ON A RESOLUTION
6. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED  
"Are you ready for the question?"
7. TAKE A VOICE VOTE
8. TAKE A RISING VOTE  
"Those in favor of the motion to . . . will rise [or, "stand"]. . . . Be seated. Those opposed will rise. . . . Be seated."
9. TAKE A VOTE BY SHOW OF HANDS
10. ANNOUNCE THE RESULT OF A VOICE VOTE  
"The ayes have it and the motion is adopted [or "carried"]."  
Or, "The nos have it and the motion is lost."
11. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS
12. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE  
"There are 8 in the affirmative and 4 in the negative. The affirmative has it and the motion is adopted." (or)  
"There are 4 in the affirmative and 8 in the negative. The negative has it and the motion is lost."
13. APPROVE THE MINUTES
14. ANNOUNCE THE NEXT PIECE OF BUSINESS  
"The next item of business is . . . ." or "The next business in order is . . . ."  
(NEVER say "The next order of business.")
15. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER

**(Side B)**

1. OPEN THE MEETING  
"The meeting will come to order," or, "The meeting will be in order."
2. RECOGNIZE A MEMBER
3. NO SECOND TO A MOTION (following request by chair "Is there a second?")  
"Since there is no second, the motion is not before this meeting. The next item of business is..." or, "Is there any further business?"
4. STATE THE QUESTION ON A MOTION
5. STATE THE QUESTION ON A RESOLUTION  
"It is moved and seconded to adopt the resolution just read."
6. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED
7. TAKE A VOICE VOTE  
"The question is on the adoption of the motion to [or "that"]... Those in favor of the motion, say aye. Those opposed, say no."
8. TAKE A RISING VOTE
9. TAKE A VOTE BY SHOW OF HANDS  
"The question is on the adoption of the motion to [or "that"] . . . All those in favor of the motion will raise the right hand. . . . Lower hands. Those opposed will raise the right hand....Lower hands."
10. ANNOUNCE THE RESULT OF A VOICE VOTE
11. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS  
"The affirmative has it and the motion is adopted."  
Or, "The negative has it and the motion is lost."
12. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE
13. APPROVE THE MINUTES  
"Are there any corrections to the minutes? If there are no corrections [or "no further corrections"], the minutes stand [or "are"] approved [or "approved as read," or "approved as corrected"]."
14. ANNOUNCE THE NEXT PIECE OF BUSINESS
15. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER  
"The chair rules that the motion is out of order [or "not in order"] because . . ."  
"The member is out of order and will be seated."

**Robert's Rules of Order Motions Chart**  
Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	<i>YOU WANT:</i>	<i>YOU SAY:</i>	<i>INTERRUPT?</i>	<i>2ND?</i>	<i>DEBATE?</i>	<i>AMEND?</i>	<i>VOTE?</i>
§21	Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20	Take break	I move to <b>recess</b> for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18	Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17	Lay aside temporarily	I move to <b>lay the question on the table</b>	No	Yes	No	No	Majority
§16	Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15	<b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	<b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	<b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions** - no order of precedence. Arise incidentally and are decided immediately.

<b>§</b>	<i>YOU WANT:</i>	<i>YOU SAY:</i>	<i>INTERRUPT?</i>	<i>2ND?</i>	<i>DEBATE?</i>	<i>AMEND?</i>	<i>VOTE?</i>
§23	Enforce rules	<b>Point of Order</b>	Yes	No	No	No	None
§24	Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to <b>suspend the rules</b>	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29	Demand a rising vote	<b>Division</b>	Yes	No	No	No	None
§33	Parliamentary law question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
§33	Request for information	<b>Point of information</b>	Yes	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** -  
no order of precedence. Introduce only when nothing else is pending.

<b>§</b>	<i>YOU WANT:</i>	<i>YOU SAY:</i>	<i>INTERRUPT?</i>	<i>2ND?</i>	<i>DEBATE?</i>	<i>AMEND?</i>	<i>VOTE?</i>
§34	Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to <b>reconsider</b> ...	No	Yes	Varies	No	Majority

## **PHRASES FOR THE PRESIDING OFFICER**

Listed below are phrases for the presiding officer as found in *Robert's Rules of Order Newly Revised*. Slight variations of the given language may work just as well.

- **OPENING THE MEETING** (after quorum is present)  
"The meeting will come to order."
- **RECOGNIZING MEMBERS**  
"The chair recognizes . . . ."
- **STATING THE QUESTION** (following motion and second)  
"It is moved and seconded that [or "to"] . . ."
- **WHEN DEBATE APPEARS TO HAVE ENDED** (if no objection, chair can proceed to vote) "Are you ready for the question?"
- **TAKING A VOTE** (once debate appears to have ended or vote has been ordered)  
Voice Vote  
"The question is on the adoption of the motion to \_\_\_\_\_. Those in favor of the motion, say aye. Those opposed, say no."  
  
Rising Vote  
"Those in favor of the motion to \_\_\_\_\_ will rise [or, "stand"]."  
"Be seated. Those opposed will rise." "Be seated."  
  
Counted Rising Vote  
"The question is on the adoption of the motion to \_\_\_\_\_. Those in favor of the motion to \_\_\_\_\_ will rise and remain standing until counted." [Count vote.] "Be seated. Those opposed will rise and remain standing until counted." [Count vote.] "Be seated."

## Vote by Show of Hands

"The question is on the adoption of the motion to \_\_\_\_\_. All those in favor of the motion will raise the right hand." [Count hands.] "Lower hands. Those opposed will raise the right hand." [Count hands.] "Lower hands."

- **ANNOUNCING VOTE** (immediately following vote)

## Voice Vote

"The ayes have it and the motion is adopted [or "carried"]."  
Or, "The no's have it and the motion is lost."

## Uncounted Rising or Show of Hands Vote

"The affirmative has it and the motion is adopted."  
Or, "The negative has it and the motion is lost."

## Counted Rising Vote or Show of Hands Vote

"There are 32 in the affirmative and 30 in the negative. The affirmative has it and the motion is adopted."  
Or, "There are 29 in the affirmative and 33 in the negative. The negative has it and the motion is lost."

- **APPROVAL OF MINUTES**

"Are there any corrections to the minutes? If there are no corrections [or "no further corrections"], the minutes stand [or "are"] approved [or "approved as read," or "approved as corrected"]."

- **PROCEEDING THROUGH BUSINESS**

"The next item of business is . . . ."  
(**NEVER** say "The next order of business.")

- **DISCIPLINE**

## Motion Out of Order or Motion Not in Order

"The chair rules that the motion is out of order [or "not in order"] because..."

## Member Out of Order (serious offense while speaking)

"The member is out of order and will be seated."

*PRESIDE LIKE A PRO!* | Jim Slaughter | Parliamentarian & Professional Presider  
P.O. Box 41027 | Greensboro, NC 27404 | Office: 336-378-1899  
Email: jim@jimslaughter.com | Web: www.jimslaughter.com