

## RULES OF ORDER

Issued: 10/19/04

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Purpose: To establish the basic structure for rules of order for the conduct of board meetings.

### **Parliamentary procedure**

The latest edition of **Robert's Rules of Order** will govern all matters not covered by the rules of the board.

### **Addressing the board**

No person, including members or employees of the board, will address the board without permission of the chair. Those persons will make such oral communications made only in the regular order of business, except by suspension of the rules.

### **Decorum**

When a member speaks to any question, he/she will address him/herself to the chair, confine his/her remarks strictly to the point at issue, and refrain from discussing personalities.

### **Motions**

No motion will be subject to debate until it has been announced by the chair. The mover will put the motion in writing at the request of any member. When a motion has been made and seconded, it may be withdrawn by the person making the motion at any time prior to taking the vote.

### **Point of order**

No board member will be interrupted while speaking, except on a point of order. A member thus interrupted will cease to speak until the point is decided.

### **Limit on debate**

The board may limit debate on any issue to such time as it may deem wise and expedient in the efficient conduct of its business.

### **Suspension of the rules**

Rules may be suspended at any meeting by majority vote of board members. The order of business may be suspended at any meeting by a majority vote of those present.

Adopted 10/19/04; Revised \_\_\_\_\_