

## **RULES OF ORDER**

Unless changed by the members of the board, the Chairperson will use the following rules of procedure to conduct the meetings of the board. The main purpose of these rules is to keep the meeting moving, and not get bogged down in procedural quagmires. The Chairperson will not follow Robert's Rules of Order.

1. The Superintendent of Schools, with approval of the Chairperson and Vice-Chairperson, will prepare and distribute an agenda prior to every meeting.
2. The Chairperson will take the agenda in the order that it was presented, unless the School Board, by majority vote, chooses to take the agenda items in a different order.
3. The members will consider each agenda item as follows:
  - a. The Chairperson will announce the agenda item being considered.
  - b. The Chairperson will recognize a member or officer to explain the agenda item.
  - c. The Chairperson will entertain a motion to approve or act on the agenda item. If the motion is seconded, the meeting will debate and then vote on the agenda item.
4. The Chairperson will allow only one motion on the floor at a time. There is one exception to this rule: A motion to amend the pending motion is allowed.
5. The Chairperson will not accept negative motions, which are motions that require a "no" vote to vote in the affirmative such as "I move that we not adopt the budget."
6. Non-members of the board may speak at the meeting with the permission of the board. All speakers must be courteous. The Chairperson will not allow personal attacks or inappropriate language.
7. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of these rules of order/procedure, or engages in any unprotected speech. If the board member or other person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to request that a police officer warn and then remove such person from the meeting and meeting location.
8. The Chairperson will accept motions to reconsider an agenda item only during the same meeting, and only if made by someone who voted on the prevailing side of the vote to be reconsidered.
9. The Chairperson may vote on all agenda items.
10. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3. See also Board Policy BEC.
11. By majority vote, the School Board can overrule any decision that the Chairperson makes, including any rule that the Chairperson establishes. A Board Member can raise such a request by a "Point of Order."
12. No one may speak unless he/she has been recognized by the Chairperson. A Board Member may interrupt only to say "Point of Order." The Chairperson will then recognize the member for the limited purpose of stating the point of order.

Adopted: October 6, 2004  
Revised: November 6, 2019  
Revised: November 3, 2021