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# **SUPERIOR-GREENSTONE**

**DISTRICT SCHOOL BOARD**

**PROCEDURAL BYLAWS**

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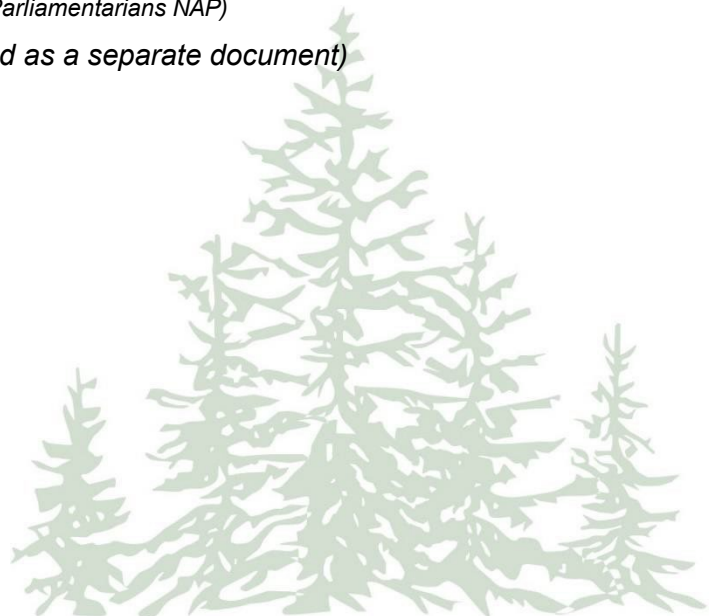
August 25, 2025

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

## Procedural BYLAWS

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<i>(Credit: National Association of Parliamentarians NAP)</i>	
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**PREAMBLE**

**A. PURPOSE**

The following organizational bylaws are established by the Superior-Greenstone District School Board for the orderly dispatch of its business by board members and staff.

These bylaws shall be subject to the provisions of any Statute or Regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

**B. NAME OF THE BOARD**

The name of the Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

**C. JURISDICTION**

The area served by the Board shall be as delineated by Government Regulation and as it may be altered by Regulation from time to time.

**D. BOARD STATUS**

Pursuant to section 58.5(1) of the *Education Act*:

“Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act”.

But, pursuant to section 58.6 of the *Education Act*:

“A district school board shall be deemed to be a local board and a school board for the purposes of the *Municipal Elections Act, 1996*”.



**BYLAWS OF THE  
SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

**ARTICLE I - Name**

The name of this Board shall be SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD.

**ARTICLE II - Purpose**

The purpose of the Superior-Greenstone District School Board shall be working together to engage students through meaningful learning and empower them to build the skills they need to be successful today and in the future.

**ARTICLE III - Definitions**

**Section 1. — Definitions**

- 1.1 **“Act”** means the *Education Act*, Revised Statutes of Ontario, as amended from time to time.
- 1.2 **“Ad Hoc Committee”** also referred to as a special committee, means a committee established by the Board, as the need arises, to consider a specific, assigned matter, and report back thereon to the Board by a fixed date.
- 1.3 **“Administrative Officers”** means the Director of Education as Secretary of the Board and the Superintendent of Business as Treasurer of the Board.
- 1.4 **“Appointed Members”** means members appointed by the Board to sit as members with full or partial rights and to include (a) First Nations representative(s) and (b) Student Trustee(s).
- 1.5 **“Board”** means the Superior-Greenstone District School Board.
- 1.6 **“Board Officers”** means the Chair, Vice-Chair, Secretary and Treasurer of the Board.
- 1.7 **“Bylaws”** means the document that contains an organization’s own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.
- 1.8 **“Chair”** means the Chair of the Board.



- 1.9 **“Committee Chair”** means a Chair of a committee of the Board.
- 1.10 **“Committee of the Whole”** means the Board meeting as a whole within the rules and regulations of a committee and open to the public unless, in accordance with the Education Act, the subject matter under consideration permits the meeting to be closed to the Public (“In-Camera”).
- 1.11 **“Director”** means Director of Education, Secretary of the Board and its Chief Executive Officer.
- 1.12 **“Elected Board Officers”** means the Chair and Vice-Chair of the Board.
- 1.13 **“Ex-Officio”** refers to a member who is permitted to act by virtue of office, with the right, but not the obligation, to participate in the proceedings of the committee, and is not counted in determining the number required for quorum or whether a quorum is present at a meeting.
- 1.14 **“Majority”** means more than half.
- 1.15 **“Majority vote”** (unqualified) means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.
- 1.16 **“Member”** means a Trustee, elected or appointed, of the Board.
- 1.17 **“Notice”** means the written announcement at the preceding meeting of a proposal to be brought before the Board at the following meeting or a special meeting called for the purpose to address the proposal.
- 1.18 **“Quorum”** means the number or proportion of members that must be present at a meeting of an organization to enable it to validly transact business.
- 1.19 **“Standing Committee”** means a committee established by the Board to consider, on an ongoing basis, a specific, fixed area of the Board’s operations.
- 1.20 **“Statutory Committee”** means any committee established by requirement of statute or regulation.
- 1.21 **“Sub Committee”** means any subcommittee established by a committee of the board (except a committee of the whole) which is responsible to and reports to the committee and not to the Board.
- 1.22 **“Vice-Chair”** means the Vice-Chair of the Board.

**ARTICLE IV - Members****Section 1. — Elected Trustees**

Elected Trustees are elected at a regular election in accordance with the *Municipal Elections Act*, 1996.

**Section 2. — First Nations Representative**

The First Nations Representative(s) is appointed to the board to represent the interests of the First Nation students and is deemed to be an elected member of the board, with all the rights, privileges and responsibilities of any other member in accordance with the *Education Act*.

**Section 3. — Student Trustee**

The Student Trustee is a pupil(s) enrolled in the senior division of a school of the board and elected by their peers in accordance with the *Education Act*.

Once elected, the Student Trustee attains a limited membership and term of office as outlined in the *Education Act* and referenced in Appendix C Regular Meetings.

**ARTICLE V - Officers****Section 1. — Elected Board Officers**

The elected board officers shall be a Chair and a Vice-Chair of the Board. These officers shall serve for a term of one year and until their successors are elected.

**Section 2. — Administrative Officers**

The Secretary of the Board shall be the Director of Education in accordance with the *Education Act*.

The Treasurer of the Board shall be the Superintendent of Business.

**Section 3. — Duties of Officers**

Officers shall perform duties as outlined in the *Education Act*, Provincial Regulation, Board Policy and Procedures, and as prescribed in these bylaws, special rules of order, and the parliamentary authority adopted by the Board as well as those outlined in Appendix E, Code of Conduct for Trustees.

Matters or procedures not specifically described in these bylaws, special rules of order, the adopted parliamentary authority, or procedures outlined in the attached appendices, shall be handled in a manner established by the Chair subject to unanimous consent or, if any objection, a majority vote. Any such procedure will be in effect only until the matter at hand is disposed of.



**ARTICLE VI - Meetings****Section 1. — Regular Meetings**

Regular Meetings of the Board shall be held as determined by Board resolution at the Annual Organizational meeting, stipulating the date, time, and location of such meetings.

Due to extenuating circumstances, the Chair in consultation with the Director, may cancel, reschedule, or relocate a meeting when deemed necessary, provided as much notice as possible is provided to members.

**Section 2. — Annual Organizational Meeting**

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held no later than the first seven (7) days of December at the Board's Head Office, unless the Board otherwise directs.

The Annual Organizational Meeting shall be for the purpose of electing officers and electing board members to committees and for any other items of business deemed necessary.

**Section 3. — Inaugural Meeting**

The Inaugural Meeting of a newly elected Board shall be held no later than the first seven (7) days of December at the call of the Board Secretary and according to the *Education Act*.

This meeting shall be held at the head office of the Board in Marathon, Ontario unless extenuating circumstances require otherwise.

**Section 4. — Special Meetings**

Special Meetings of the Board may be held at the call of the Chair, in consultation with the Director, or on the written request submitted to the secretary of not less than a majority of the Members of the Board.

The purpose of the special meeting shall be stated in the call, which shall be sent to all members. Only business stated in the call shall be transacted.

**Section 5. — Quorum**

Quorum for Regular, Inaugural, Annual, or Special meetings of the Board shall be a majority of the members of the Board, excluding the Student Trustee.

**Section 6. — Notice of Meetings**

The notice of meetings shall be a minimum of five (5) days whenever possible. Notice, along with an agenda and supporting materials shall be forwarded to members prior to the holding of any meeting. Under extenuating circumstances notice may be waived.



**Section 7. — Electronic Meetings**

It shall be possible and permitted for members, including appointed members, upon request to the Secretary of the Board, to participate using electronic means, so long as all members can simultaneously participate in the meeting and as outlined in Board Policy and Provincial Regulations. Electronic means must allow for secure two-way communication for any in-camera meetings.

Despite the availability of electronic meetings, attendance must comply with the provisions outlined in the *Education Act*.

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

- The distance from the Chair's current residence to the meeting location is 200 km or greater;
- Weather conditions do not allow the Chair to travel to the meeting location safely;
- The Chair cannot be physically present at a meeting due to health-related issues.

No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

**Section 8: — Minimum Requirements re Physical Presence in Board Meeting Room**

A member of a board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board in each 12-month period beginning December 1.

For the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.

<b>ARTICLE VII - Elections</b>
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**Section 1. — Elections**

All elections shall be conducted by ballot according to the balloting procedures outlined in Appendix B, Election Procedures. If only one person is nominated or elects to stand for a position, that member shall be declared elected by acclamation.

**Section 2. — Election Procedures**

The procedures at an Inaugural Meeting and succeeding Annual Organizational Meetings shall be in accordance with the *Education Act* and election procedures as outlined in Appendix B, Election Procedures.





**ARTICLE VIII - Committees****Section 1. — Statutory Committees**

Statutory Committees are established under Provincial Regulations and have mandates, composition, and terms of reference as required by the Regulations.

Statutory Committees of the Board include the Special Education Advisory Committee (SEAC), Parent Involvement Committee (PIC), Audit Committee, and Supervised Alternative Learning Committee (SAL).

**Section 2. — Standing Committees**

Standing Committees may be established by the Board and comprised of Board members as well as non-members of the Board. Standing Committees are established to consider, on an ongoing basis, a specific fixed area of the Board's operation.

Standing Committees of the Board shall include: Board Student Discipline Committee, Board Policy Review Committee (BPRC), Native Education Advisory Committee (NEAC), Occupational Health and Safety Committee (OH&S), Education Committee, and Business Committee.

**Section 3. — Ad Hoc (Special Committees)**

Ad Hoc Committees (Special Committees) may be established by the Board and comprised of individuals deemed necessary to provide input to the Board on a topic or group of topics as determined by the Board.

**Section 4. — Sub Committees**

Sub Committees may be established by committees of the Board to undertake specific assigned matter(s) and report back to the striking committee by a fixed date.

**Section 5. — Additional Committees**

Additional committees may be established by the Board, or as directed by regulation, as deemed necessary.

**Section 6. — Ex-officio**

The Chair and Vice-Chair of the Board shall be ex-officio members of all board committees, unless elected or appointed as members resulting in ex-officio status no longer applying.

**ARTICLE IX - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Superior-Greystone District School Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Board may adopt.



**ARTICLE X - Amendment of Bylaws**

Provisions within these bylaws may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the bylaws, by a 2/3 vote with notice.

Provisions within these bylaws may not be suspended.

Any reference to Acts or Regulations in these bylaws that require changes as a result of changes to Acts or Regulations shall be considered as written into the present bylaws with the new reference and alternate numbering, as required.

**ARTICLE XI – Amendment of Appendices**

Provisions within the attached appendices may be amended at any regular board meeting or at a special meeting of the Board called for the sole purpose to amend the appendices, by a 2/3 vote without notice or by a majority vote with notice.

Provisions within the attached appendices may be suspended by a 2/3 vote.

**April 18, 2016 Amendment of Appendices****Motion No. 50/16**

Moved by: Trustee M. Mannisto

Second: Trustee M. McIntyre

✓ **That**, the Superior-Greystone DSB amend Appendix B, (Page 12) Committee Members to read as follows:

*“Elections: The Chair shall by way of members’ expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws.”*

**MOTION No. 51/16**

Moved by: Trustee M. McIntyre

Second: Trustee M. Fisher

✓ **That**, the Superior-Greystone DSB amend Appendix A, (Page 9) Special Rules of Order as follows:

*“Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.”*

**November 19, 2018 Amendment of Appendices****Motion No. 151/18**

Moved by: Trustee G. Vallance

Second: Trustee M. Mannisto

✓ **That**, the Superior-Greystone DSB approves the revision to Board Bylaws: Election Procedures - Appendix B: Procedure of Drawing Lots.

**September 16, 2024 Amendment of Appendices****Motion No. 117/24**

Moved by: Trustee J. Michano

Second: Trustee J. Nesbitt

✓ **That**, the Superior-Greystone DSB approves the revisions to Board Bylaws: Appendix E, Code of Conduct for Members of the Superior-Greystone District School Board, as presented.



**August 25, 2025 Amendment of Appendices**

**Motion No. 108/25**

*Moved by: Trustee J. Michano*

*Second: Trustee J. Nesbitt*

✓ ***That***, the Superior-Greenstone DSB having received Report No. 55, Trustee Code of Conduct Compliance with Regulatory Amendments, approve the amendments and additions to the Superior-Greenstone District School Board Code of Conduct as presented.



**Appendix A**

**Special Rules of Order**

The following special rules of order adopted by the Superior-Greenstone District School Board shall take precedence over the parliamentary authority, that being the most current edition of Robert's Rules of Order Newly Revised (RONR), adopted by the Board.

**A. Ballot**

The results of a ballot vote will be announced, but not the count.

**B. Committee of the Whole**

The Chair of the Board shall chair the committee of the whole meeting.

**C. Debate**

Members may speak in debate twice up to two (2) minutes each time on any debatable motion. A motion to Limit or Extend Limits of Debate may be adopted by a 2/3 vote.

**D. Ex-officio**

While ex-officio members shall have all the rights to speak, they will not have voting rights and will not affect the quorum.

**E. Reconsideration**

The motion to reconsider will follow the current edition of RONR, with the following provision:

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for 6 months, unless the members, by a 2/3 vote, agree to do so.

**F. Notice**

Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting.

*(Motion 51/16)*



## **Appendix B**

### **Election Procedures**

#### **Procedures**

The procedures at the Inaugural Meeting and each succeeding Annual Organizational Meeting shall be as follows.

#### **Secretary Assumes Chair**

The Secretary shall assume the Chair until the election of a Chair is concluded.

#### **Call to Order**

The Secretary shall:

- (a) call the meeting to order; and
- (b) if a quorum is present proceed to (c); or  
if no quorum is present proceed with available options:
  - i) Recess
  - ii) adjourn
  - iii) fix the time to which to adjourn
  - iv) take measures to acquire a quorum
- (c) in an election year, read the returns of the clerks of the municipalities, if available, certifying as to the election of the members; and
- (d) declare the Board to be legally constituted when all members present have taken the declaration and oath, if taken, and they constitute a majority of all of the members of the Board.

#### **Ballots**

The Secretary shall have ballots prepared for each office.

Electronic secret voting shall be allowed. The voting member shall phone the scrutineer. The scrutineer shall fill in the ballot and place the ballot for the member.

#### **Scrutineer**

The Secretary shall designate two staff members to act as scrutineers.

#### **Elections**

The Secretary shall conduct the election for the Office of Chair by calling for nominations from the floor and each member so nominated shall indicate whether or not he/she will stand.

A seconder for a nomination is not required.



The following provisions shall apply.

- (a) **Acclamation**  
If only one person is nominated or elects to stand, that member shall be declared elected by acclamation.
- (b) **Contested**  
Where more than one member stands, a vote shall be taken by secret ballot, and the member receiving the majority vote shall be declared elected.
- (c) **Addressing the Members**  
Time will be allocated for each candidate for the office of Chair and one (1) nominator for each candidate to address the Board in public session, if they chose to do so.
  - The nominator will be allowed up to two (2) minutes to speak.
  - The candidate will be allowed up to three (3) minutes to speak.
  - The time allowed will be strictly adhered to.
- (d) **No Majority on First Ballot**  
If no nominee receives a majority on the first ballot, the name of the member receiving the fewest votes shall be removed and the members shall proceed to vote anew, again by secret ballot, and so on until a Chair has been duly elected.
- (e) **Tie for Fewest Votes**  
If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be removed.
- (f) **Drawing Lots**  
In the event of an equality of votes for the position of Chair, a further ballot shall be taken. If, upon the second ballot the equality remains, the nominees shall draw lots to fill the position of Chair.

### **Procedures for Drawing Lots**

The names of these candidates will be placed in a box by the two scrutineers and will be drawn by one scrutineer to declare the successful candidate. This will take place in front of the candidates.

Ballots shall be prepared by the two scrutineers as follows and placed in a box:

- One ballot for each candidate that states the candidates name; the other(s) blank.
- A sufficient number of blank ballots will be added to ensure fairness. The total number of blank ballots will be two times the number of candidates (e.g. If there are two candidates, therefore there will be four blank ballots).
- In the case of a blank ballot being drawn, ballots will continue to be drawn by a scrutineer until a candidate's name is drawn. This candidate will be the successful candidate.
- A scrutineer will provide the ballot to the Secretary to announce.



## **Balloting**

The Secretary shall announce the results of any ballot, but shall not declare the count.

## **Assuming Chair**

Upon election, the newly-elected Chair shall assume the role of Chair, and will preside over the remainder of the meeting.

## **Destroying Ballots**

Once the successful candidate for chair is declared and assumes the role, the chair shall announce that the ballots are to be destroyed. No vote is required.

## **Vice-Chair**

The Chair shall then conduct the election of the Vice-Chair of the Board, in the same manner as for the election of the Chair.

## **Committee Members**

### **Elections**

The Chair shall by way of members' expression of interest conduct the process of appointment for members of Committees in the order as presented in the bylaws. *(Motion 50/16)*

### **Destroy Ballots**

Once the successful members are declared, the Chair shall announce that the ballots are to be destroyed.

### **Committee Chairs**

Committee Chair elections shall occur by ballot, unless by acclamation, at the first meeting of the committee.

## **Other Business**

Any other general business of the Board shall then be conducted.

## **Term of Office**

The term of office for all elected Board Officers shall be for one (1) year and until their successors are elected.

There shall be no restrictions as to how many consecutive terms an individual member shall serve as an Officer of the Board.



## **Appendix C**

### **Regular Meetings Of The Board Procedures**

#### **Agenda**

All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. The Chair may not deny the requests by Administration for agenda items arising from an Administrator's discharge of duty under the *Education Act* and Regulations or the procedures of the Board, and all such requests shall be granted by the next available meeting.

#### **Quorum**

The quorum shall be a majority of the members of the Board, excluding the Student Trustee.

As required in Regulation, the MINIMUM attendance required to be physically present in the meeting room of the Board shall be:

- (a) the Chair of the Board or designate
- (b) at least one additional member of the Board; and
- (c) the Director or designate.

#### **Member Absence**

It shall be the responsibility of each member to notify the Secretary of expected absences prior to the time of each regular meeting. Those providing such notice will be marked "absent with regret". Those not providing such notice will be marked "absent".

#### **Agenda (Order of Business)**

The business before the Board shall generally be dealt with in the following order:

1. Roll Call
2. Approve Agenda
3. Declaration of Conflict of Interest
4. Approve Minutes of Previous Meeting(s)
5. Business Arising out of Minutes
6. Delegations, Representations
7. Reports and Matters for Decision
8. New Business
9. Notices of Motion
10. In-Camera (Closed to the Public)
11. Correspondence and Information Items
12. Adjournment.





## **Unfinished Business**

If the adjournment of a meeting results in items of business on the Agenda remaining unfinished, the Chair, in consultation with the Director, may call another meeting of the Board for the sole purpose of completing the Agenda. Alternatively, the Chair may schedule the unfinished items of business to the next meeting of the Board.

## **Participation of Appointed Members**

### First Nations Representative

Once appointed, the member representing First Nations is deemed to be an elected Member and, as such, has all the rights, privileges and responsibilities of any other member, and is subject to the same rules and regulations.

### Student Representative

Once elected, the Student Trustee attains only a limited membership, and the Student Trustee may:

- (a) regularly attend Board Meetings and the Committee of the Whole In-Camera Sessions, however will be excused from discussions related to the “Personnel” section of In-Camera Agendas and those related to students and/or their parent(s)/guardian(s);
- (b) request that items be placed on or added to the Agenda, subject to the approval of the Chair and/or the Director;
- (c) request that a matter before the Board, or one of its Committees on which the Student Trustee sits, be put to a recorded vote and, in that case, there shall be:
  - (i) a recorded, non-binding vote that includes the Student Trustee’s vote; and
  - (ii) a recorded binding vote that does not include the Student Trustee’s vote;
- (d) make presentations to the Board;
- (e) generally provide advice to the Board from the perspective of a student within the system;
- (f) sit on Board Committee Meetings as other Trustees; however, not on a Committee that requires one or more “Members of the Board”. When Board Policy governs Committee membership, the Board could amend its Policy to allow a Student Trustee to sit on the Committee.

The Student Trustee may NOT:

- (a) move or second a motion; however, is entitled to suggest a motion on any matter at a Meeting of the Board, or of one of its Committees on which the Student Trustee sits and, if no Member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion;
- (b) participate in any Committee or Subcommittee dealing with employee matters;
- (c) serve as Chair or Vice-Chair.

## **Public Access to Meetings and Minutes**

### Meetings

All Meetings of the Board and its Committees shall be open public meetings except for those portions held In-Camera in accordance with the provisions of the *Education Act*.

### Minutes

Minutes of Regular Board Meetings shall be made available on the Board website.

## **Exclusion of Persons**

The Chair or Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct during the meeting.

## **Temporary Chair**

If at any meeting there is no Chair or Vice-Chair present, the members present may by consensus appoint a member in attendance with the Director or designate to be the Chair for that Meeting.

## **Voting by Chair**

The presiding Chair may vote with the other Members of the Board upon all motions. This provision shall apply to all meetings of the Board and its Committees.

## **Presiding Officer's Participation**

It shall be the policy and practice of the Board to allow the full participation of the Chair or Vice-Chair of the Board or any Committee without that individual having to relinquish the Chair.

## **Reconsideration**

The same or substantially the same motion that receives the same outcome two meetings in a row shall not be re-visited for six months, unless the members, by a 2/3 vote, agree to do so.



## **Appendix D**

### **DELEGATIONS**

#### **Conditions**

Persons or groups wishing to appear before the Board shall be permitted to do so, provided:

- (a) Subject Matter:  
is a matter within the jurisdiction of the Board; and
- (b) Request  
a request is received by the Chair or the Director or designate at least six (6) days prior to the meeting at which the delegation is requesting permission to be heard.

#### **Approval**

Requests from delegations by or on behalf of employees of the Board shall require the approval of the Board.

#### **Specifics**

Requests from delegations must specify the nature of the topic to be addressed, and the name of the spokesperson for the group.

#### **In Camera Topics**

Where the subject matter of the delegation involves matters that according to the *Education Act* are to be discussed in camera, the delegation will be included on the Agenda for the Committee of the Whole Board in Camera part of the Regular or Special Meeting.

#### **Handouts**

If a delegation wishes to provide written materials as part of the presentation, up to five (5) pages will be copied by the Board and will be included for the Members as part of their agenda package, if received at least seven (7) business days prior to the meeting date.

#### **Exception**

Time and other requirements herein may be waived at the discretion of the Chair in consultation with the Director.

#### **Refusal**

Delegations may be refused if they would appear on the same agenda as a similar item to be voted upon by Trustees at the same meeting.



### **Referred to Committee**

The Chair or Director may assign a requested delegation to a Committee of the Board.

### **Time Limit**

Any delegation will be ordinarily limited to ten (10) minutes for its presentation.

### **Questions**

Questions of clarification may be asked by the members following a presentation.

### **Decision**

No decision relative to the presentation will be made by the Board at the meeting at which the presentation is made.

## Appendix E

## Basic Parliamentary Information

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## BASIC PARLIAMENTARY INFORMATION

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®  
213 South Main Street, Independence, MO 64050-3850  
(888) NAP-2929 • Fax (816) 833-3893 • Email: [hq@nap2.org](mailto:hq@nap2.org)

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## PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
<b>Obtaining and assigning the floor</b>		
A member rises when no one else has the floor		"Mr./Madame President/Chairman"
	Recognizes the member by name, title or nodding	
<b>How the motion is brought before the assembly</b>		
Member sits after		"I move that (or 'to')..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or 'to') ... Are you ready for the question?"	
<b>Consideration of the motion</b>		
See rules for debate (sidebar)		Debate
<b>The chair puts the question to a vote of the assembly</b>		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
<b>The chair announces the results of the vote</b>		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

## PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

## RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.



**PERTINENT FACTS**

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

**MEANING OF SYMBOLS**

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$  Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- \* See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

**TYPES OF AMENDMENTS**

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

**RANKING MOTIONS**

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
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**PRIVILEGED MOTIONS**

#	Fix the Time to Which to Adjourn		S		A	M	R
#	Adjourn		S			M	
#	Recess		S		A	M	
	Raise a Question of Privilege	I				+	
	Call for the Orders of the Day	I				+	

**SUBSIDIARY MOTIONS**

	Lay on the Table		S			M	R*
	Previous Question		S			$\frac{2}{3}$	R*
#	Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
	Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
#	Commit or Refer		S	D	A	M	R
	Amend <sup>1</sup>		S	D	A*	M	R
	Postpone Indefinitely		S	D		M	R*

**MAIN MOTIONS**

	S	D	A	M	R
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NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>INCIDENTAL MOTIONS</b>						
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>						
Take from the Table		S			M	
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	*	R*
<sup>3</sup> Discharge a Committee		S	D	A	*	R*
<sup>4</sup> Reconsider	*	S	D*		M	

**NOTES**

<sup>2</sup> Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

<sup>3</sup> An Incidental Main Motion which usually requires a majority vote with previous notice, a  $\frac{2}{3}$  vote without previous notice, or a majority vote of the entire assembly/membership.

<sup>4</sup> Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

**FORMS OF VOTING**

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a  $\frac{2}{3}$  vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.



## EXAMPLE OF A TYPICAL MEETING

After determining that a quorum is present, the presiding officer rises, waits or signals for quiet and says, **"The meeting will come to order."**

Opening Ceremonies: Based on the group, religious, patriotic, and customary rituals may be included. If given, the invocation, the National Anthem, and the Pledge of Allegiance to the Flag of the United States are arranged in that order. Inspirational messages follow patriotic exercises.

Roll Call (If customary): The chair states, **"The secretary will call the roll of members."**

Reading and Approval of Minutes: After the minutes are read, or if they have been previously distributed, the chair asks, **"Are there any corrections to the minutes?"** (Pause) **"If there are none, the minutes are approved as written."** With any corrections, **"The secretary will make the corrections. If there are no further corrections, the minutes are approved as corrected."**

Reports of Officers, Boards, Standing and Special Committees: Called on only if they have reports to make.

- Officers, boards, and standing committees report in the order they are listed in the bylaws. Special committees report in the order in which they were created.
- A treasurer's report is never adopted; instead a financial review or auditor's report is adopted annually.
- If an officer's report contains a recommendation, another member can make a main motion following the report to adopt the recommendation.
- Committee chairmen may make motions for recommendations contained in their reports.

Special Orders: Announced only if there are such items or matters required by the bylaws for a meeting. For example, **"The secretary will read from the Bylaws Article\_ Section\_ concerning the election of a nominating committee."**

Unfinished Business and General Orders: Announced only if there are such items (matters previously introduced but not finished at the prior meeting) or items postponed by way of motion to the next meeting.

New Business: The chair takes up any new business that is listed on the approved agenda. The chair then asks, **"Is there any new business?"** or **"Is there any further new business?"**

Announcements: **"The chair has the following announcements... Are there any other announcements?"**

Program: The chair does not "turn the meeting over," but announces, **"The program committee will now present the program..."** Or **"...will introduce our speaker."**

Adjournment: **"Is there any further business?"** (Pause) **"Since there is no further business, the meeting is adjourned."** Or **"A motion to adjourn is in order."**

