

## **RULES OF ORDER**

Except as otherwise provided by law, by Maine Department of Education regulations, or by Board policy, *Robert's Rules of Order, Revised* (latest edition available) shall be used to resolve procedural uncertainties.

The Dayton School Committee supports the concept that public meetings must be structured for orderly procedure of business, but informal enough to be natural, to encourage free exchange of information and opinion, and to promote group thinking and action. The Dayton School Committee generally follows the Robert Rules of Order as adapted for small governing bodies.

The guidelines which govern the manner of conducting meetings of the Committee is as follows:

### **BASIC OPERATING PRINCIPLES**

- A. The Dayton School Committee shall adhere to all statutes governing public meetings including proper notification, public access, and records.
- B. The Chairperson shall preside over all meetings, in the event of the chairpersons absence, the vice-chairperson shall preside. If the vice-chairperson is absent, members shall elect a temporary chairperson pro-tem.
- C. The Superintendent of Schools must be present at any meeting in which action may be taken by the Dayton School Committee.
- D. All meetings shall be conducted in accordance with the posted agenda. The order of business may be temporarily changed by the Chairperson, unless an objection is made by any member.
- E. Items on the agenda shall generally be handled as follows:
  - 1) Chairperson will identify agenda item.
  - 2) Superintendent, or designee shall provide necessary information relating to the item.
  - 3) A Dayton School Committee member shall present a motion and receive a second.
  - 4) Upon recognition by the Chairperson, individuals in attendance may speak to the motion being discussed (see BEDH Public Participation at School Committee Meetings).
  - 5) The Dayton School Committee shall discuss the motion.
  - 6) The Chairperson shall close the debate and call for vote.
- F. The Dayton School Committee shall take action on all recommendations of the Superintendent.

- G. All members shall have equal opportunity to participate in the decision making process.
- H. All actions shall be based upon merit, not procedure or politics.
- I. It is the duty of all members present to vote publicly on all items recorded, except a member may abstain for publicly stated good cause. A member must abstain for conflict of interest issues.
- J. The Dayton School Committee shall act upon the majority wishes of its members, a tie vote does not pass.
- K. The chairperson may amend procedures with the consent of the Dayton School Committee.
- L. The Superintendent, as Secretary to the Board, shall function as Parliamentarian and advise the Chair and Board, as necessary, regarding parliamentary procedure.

The role of the Parliamentarian shall be advisory only.

The Chair will rule on all questions pertaining to rules of order/parliamentary procedure that may arise during a public meeting of the Board.

- M. Procedural rules may be suspended at any time for the duration of any one meeting by majority vote of the Board members present.

Adoption: 2/12/04  
Revised: 5/20/04

DAYTON SCHOOL DEPARTMENT