

## **RULES OF ORDER**

The Saco Board of Education 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 Saco Board of Education generally follows the Robert Rules of Order as adapted for small governing bodies.

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

### **BASIC OPERATING PRINCIPLES**

- A. The Saco Board of Education 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 Saco Board of Education.
- 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 Saco Board of Education 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 Board Meetings).
  - 5) The Saco Board of Education shall discuss the motion.
  - 6) The Chairperson shall close the debate and call for vote.
- F. The Saco Board of Education 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 Saco Board of Education 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 Saco Board of Education.

First Reading: 2/27/2001  
Adoption: 3/13/2001