



ORDER IN ACTION: PARLIAMMENTARY ESSENTIALS FOR OREGON SCHOOL BOARDS



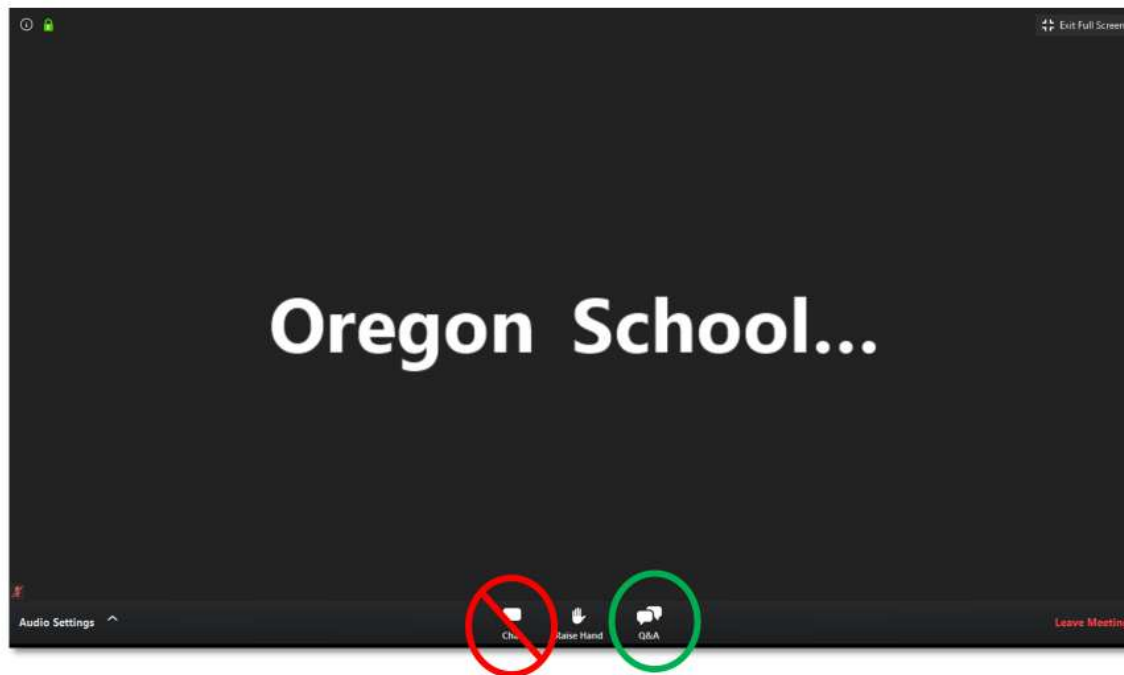


Presenters

Janet Avila-Medina & Jenn Nelson; Board Development Specialists

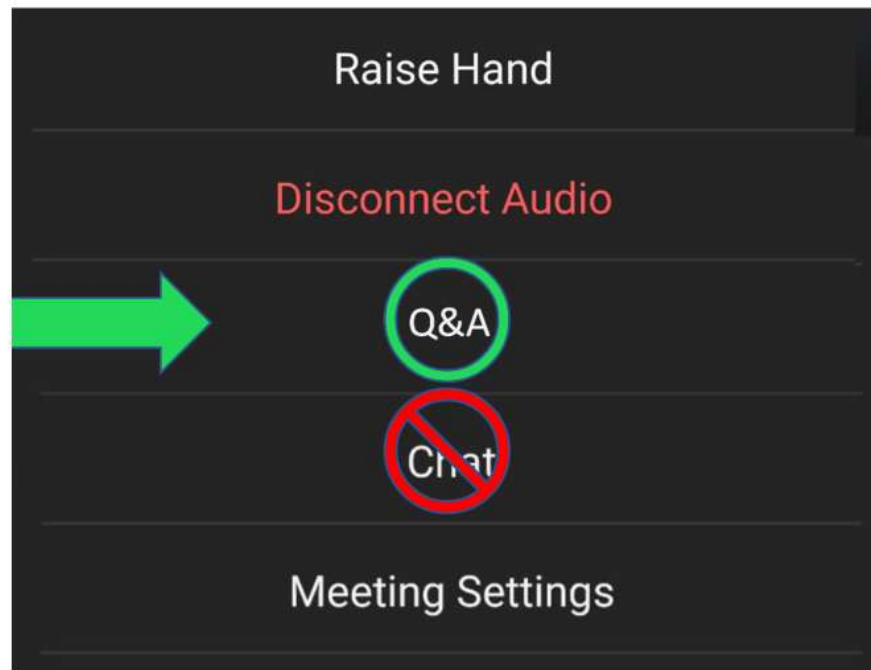
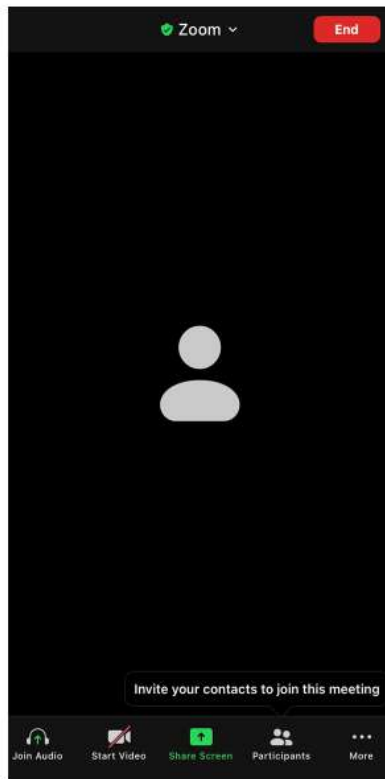


Technical Logistics



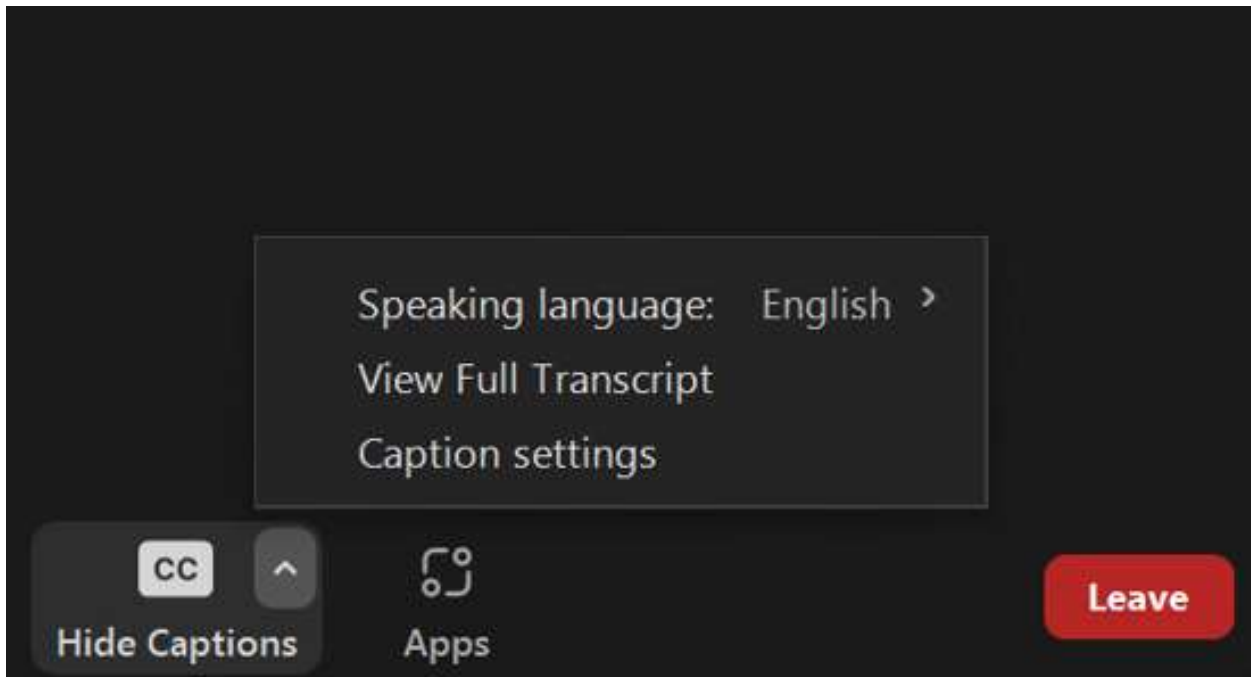
For Laptop/Desktop Users...

Technical Logistics



For Phone/Tablet Users...

Technical Logistics



Closed Captioning...

Core Principles of Effective Meetings

- Majority rules, minority rights
- Equal opportunity to speak
- Right to information for decisions
- Courtesy and respect
- Equal rights, privileges, obligations
- Efficient meetings—focus, relevance, consent agenda



Parliamentary Procedure Purpose

Allows the board to make decisions in an orderly and structured manner

Protects the rights of each board member

Allows majority to be carried out; but preserves the right of the minority

Preserves a spirit of harmony



A GUIDE TO PARLIAMENTARY PROCEDURE

for School District, Education Service District
and Community College Boards



DK

Now with advice on
VIRTUAL MEETINGS

fast track»

ROBERT'S RULES OF ORDER



The Brief & Easy Guide to Parliamentary
Procedure for the Modern Meeting

Revised and updated with the October 2017 Draft for Consensus: Revised for 2018

JIM SLAUGHTER

Jurassic Parliament

Mastering meetings using Robert's Rules

Chair's Role –Conducts the Meeting

“Facilitator”



Understands and follows meeting procedure



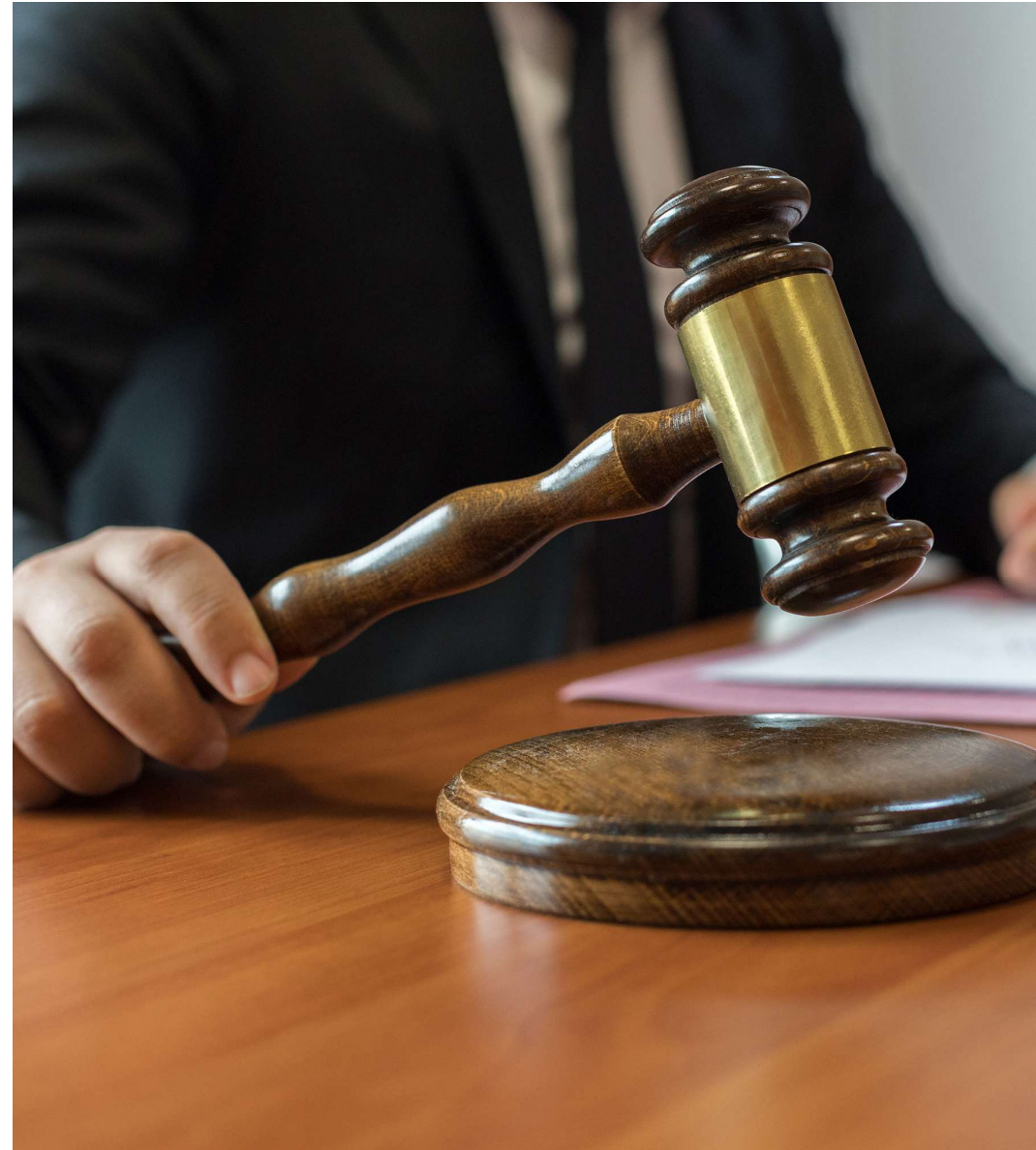
Knows and enforces the rules of order



Assists in maintaining order



Runs an effective meeting



Superintendent's Role

Remind Board of policies
and procedures

May assist chair with
running the meeting
*If
approved/communicated
in advance*

Assist chair and board
with operational
management of
disruptions



Administrative Professional's Role



Provides accurate records of meeting minutes



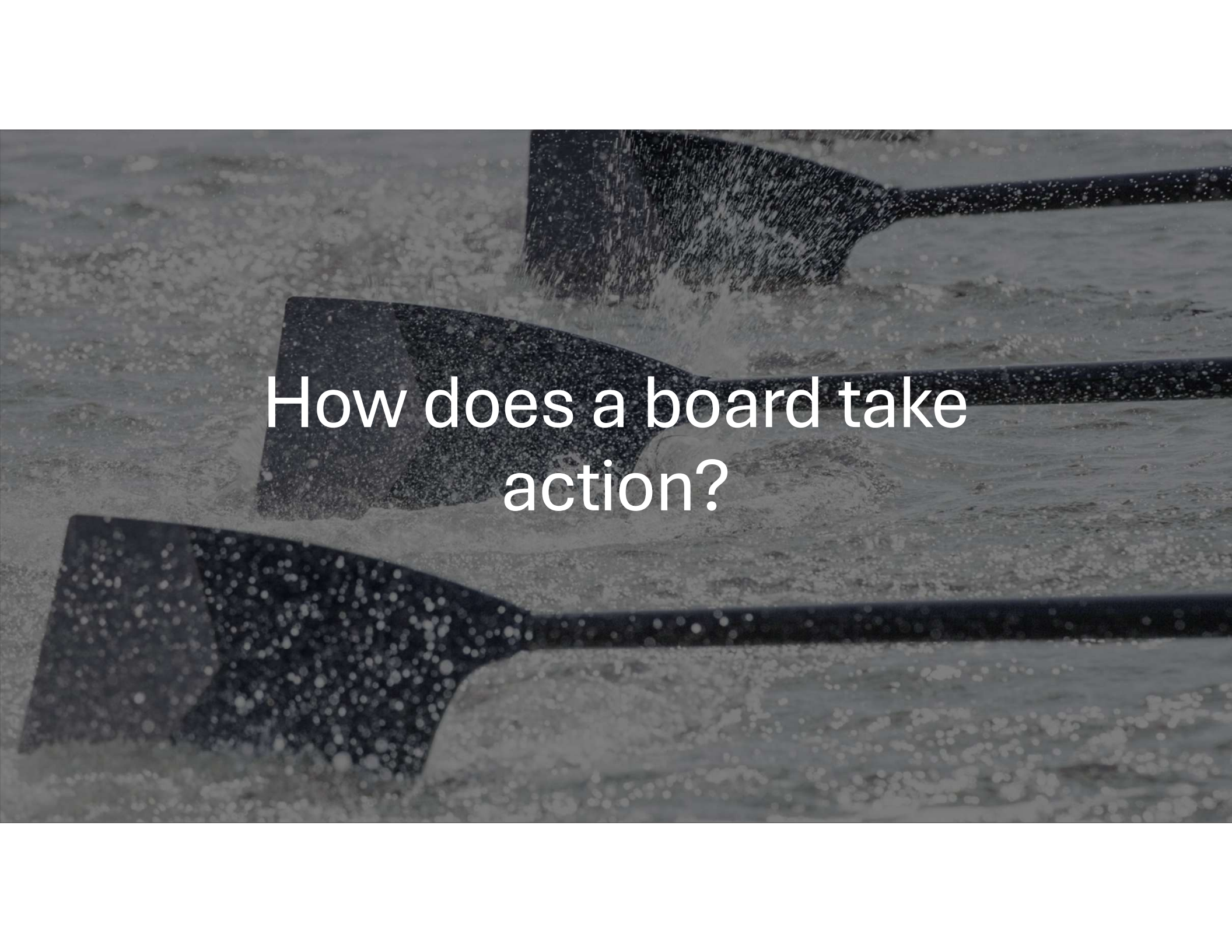
Accurately records motions and votes



Assist chair with parliamentary procedure, clarify questions/process
If agreed upon in advance

A close-up photograph of a wooden gavel resting on a wooden block. The gavel is made of dark wood and has a light-colored, possibly bone or ivory, handle. The head of the gavel is resting on a wooden block. The background is a soft, out-of-focus grey.

How to Run Effective Meetings – Basic Robert's Rules

The background is a dark, textured surface, possibly a piece of wood or a wall, with a large, stylized white question mark. The question mark is composed of many small, white, dot-like elements, giving it a pixelated or mosaic-like appearance. The text "How does a board take action?" is overlaid on the question mark in a white, sans-serif font.

How does a board take
action?



Motions

Main Motion

- Used to propose an idea or action for the board to consider
- Can consider only **one motion at a time**
- Recommend putting motions clearly in **writing**

“I move that the board approve the minutes from the regular business meeting on August 1, 2025, as presented.”



Main Motion

- Debatable - can be discussed (in favor and opposed)
 - Can be amended
 - Requires a majority vote to pass
-



Second to the Motion

- Made while the main motion is on the floor and before it has been decided
 - Is an indication that the member seconding it wishes the matter to come before the board for consideration
 - Why a second? Check on the individual
 - Why give a second? Want to discuss/argue against
-

How it Looks...

Board member: *“I move that the board approve the minutes from the regular business meeting on August 1, 2025, as presented.”*

Chair: *“Is there a second to the motion”*

Another board member: *“I second the motion”*

If motion passes; chair repeats the motion.

Board discusses/amends motion – all should get the opportunity to speak

Chair: *“is there any further discussion?” If none, Chair – puts motion to a vote.*

Chair: *“All in favor of the motion (state the motion) say, aye; ”Those opposed say “nay.”*

Chair announces the result of the vote of the majority–

“the motion is carried” or “the motion is lost”



Amendments to the main motion

Purpose: To improve a motion or revise a motion for clarity

How

- Amendments must be “germane” (relevant to the main motion)
 - Amendments require a second
 - An amendment can be amended (once)
 - Once it passes; it becomes part of the main motion
-



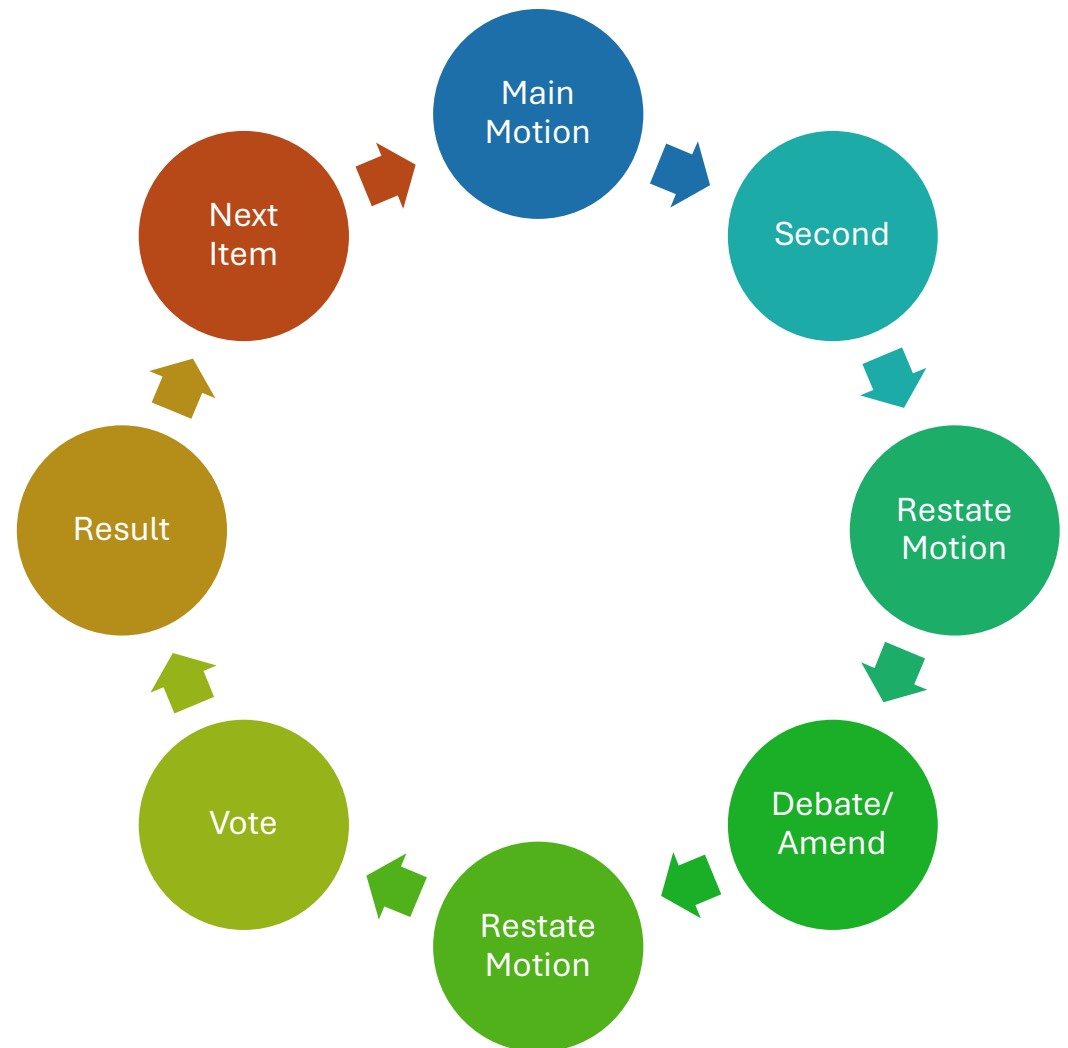
Ways to Amend

- Add or insert words
- Strike out words
- Strike out AND add or insert words
- Substitute words

Robert's Eight Steps

...or “How to make a motion and look good doing it.”

1. Member makes motion.
 - “I move that...”
 - Write your motion ahead of time.
2. Another member seconds motion.
 - Why a second? Check on the individual.
 - Why give a second? Want to discuss/argue against.
3. Chair states motion.
 - Why? Clarity. Ensures only one action being taken.
4. Members debate motion & amend it if desired.
 - Follow Round Robin method
 - Remember to be germane (related or relevant)
5. Chair states motion again and calls for vote.
 - Why? Clarity.
6. Members vote on motion.
7. Chair states result of vote, whether motion passes or fails, and what will happen as result of vote.
8. Chair moves on to next item of business.
 - No discussion ex post facto!



Parliamentary Maneuvering



Managing Debate, Discussion & Challenges

- Two opportunities to speak rule
- Round robin and speaking charts (paper/electronic)
- Avoid sidebar conversations
- Role of chair in maintaining fairness and order
- Technology tips for virtual/hybrid meetings (hands raised, polls)
- Address out of order remarks (irrelevant discussion)
- Raise points of order, requests for information, appeals of rulings





Postpone

- To consider matter at later time
- Requires a second
- Can be debated
- Requires majority

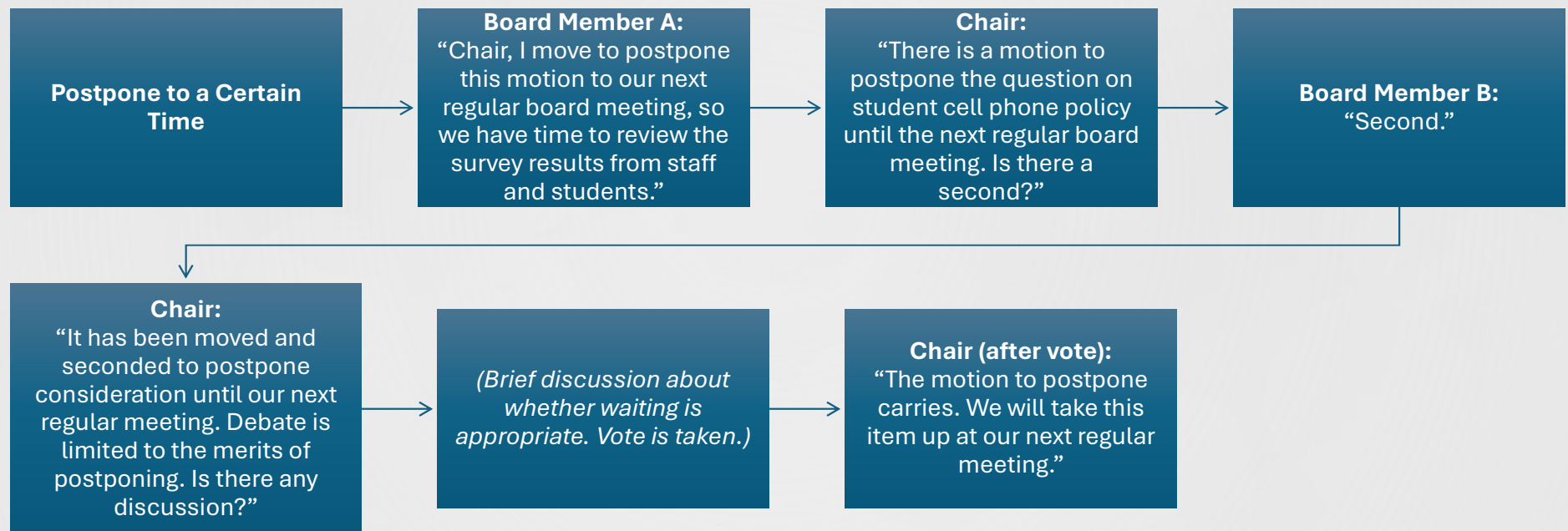
Table

- Sets motion aside within the current meeting
- Requires a second
- Cannot debate
- Not amendable
- Needs simple majority
- Out of order if intent is to stop a motion.

A motion to table indefinitely is NEVER in order.

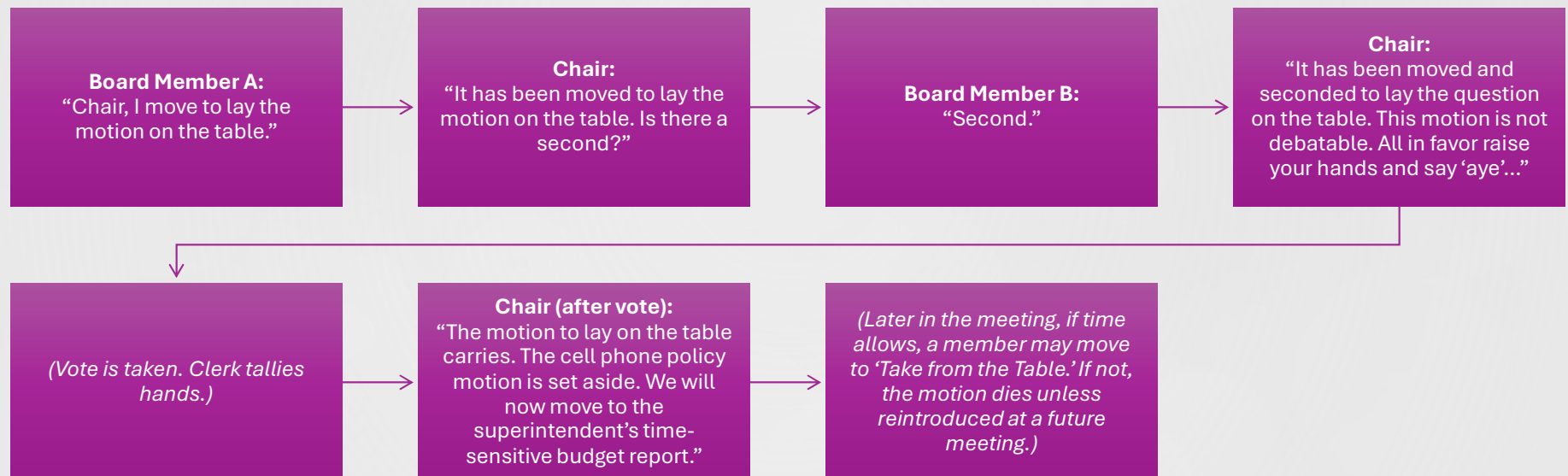
How it Looks to Postpone...

(Used when the board intends to resume discussion at a specific meeting/date)



How it Looks to Lay a Motion on the Table...

(Used when urgent business interrupts and the board may or may not return to the item in the same meeting)

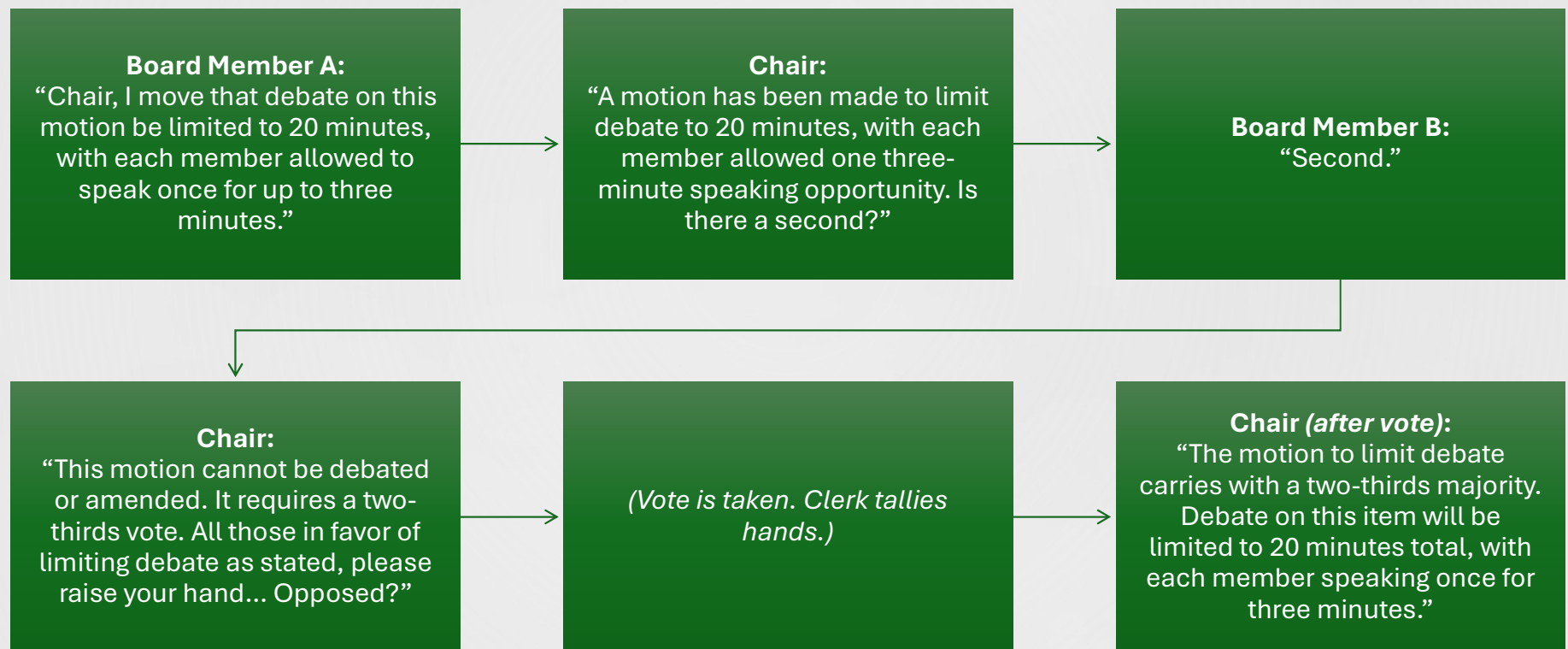


Limit or Extend Debate

- Sets parameters on the board's ability to discuss an action
- Useful in a time constraint or with “chewy” topics
- Set limits before debate begins
- Needs a second
- Cannot be debated
- Cannot be amended
- Needs 2/3 majority
- Must be resolved before moving on to any other pending motions

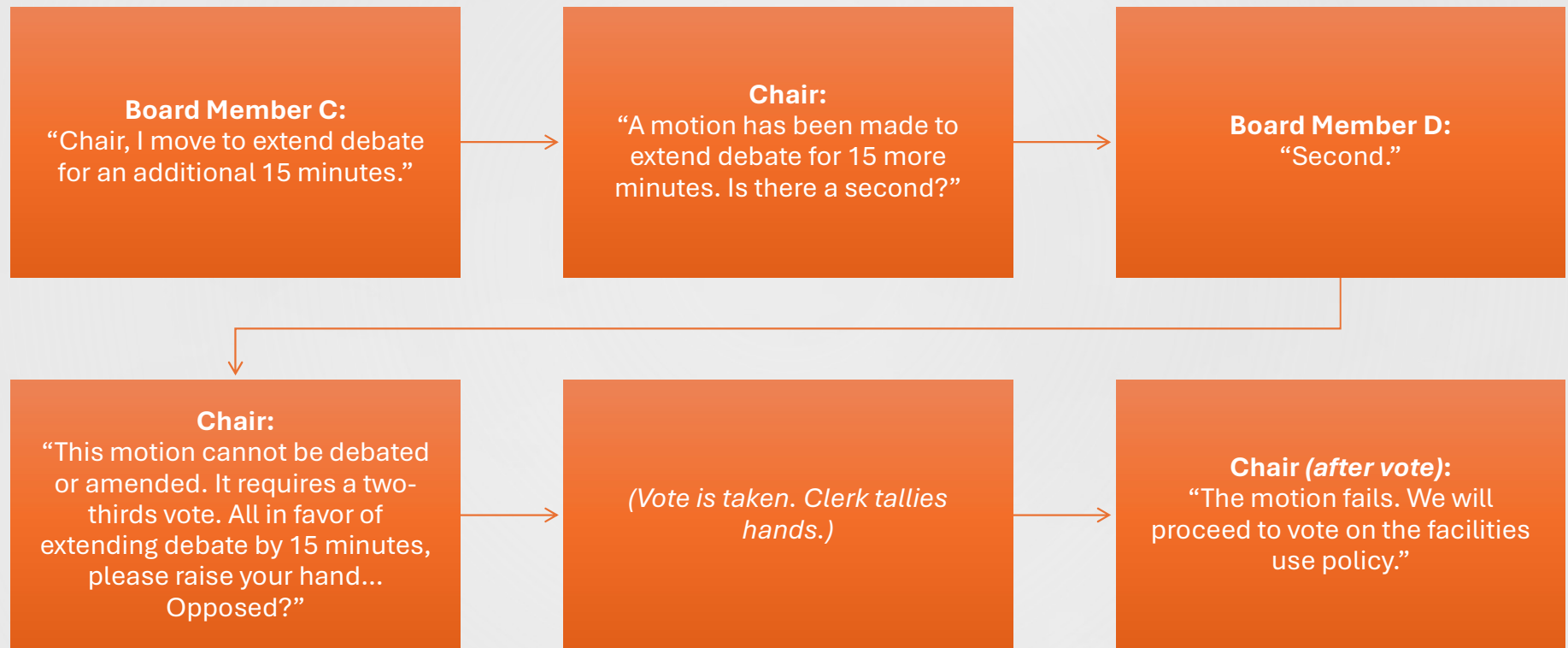


How it Looks to Limit Debate...



How it Looks to Extend Debate...

(Later in the meeting, time has nearly expired but the discussion is still active.)



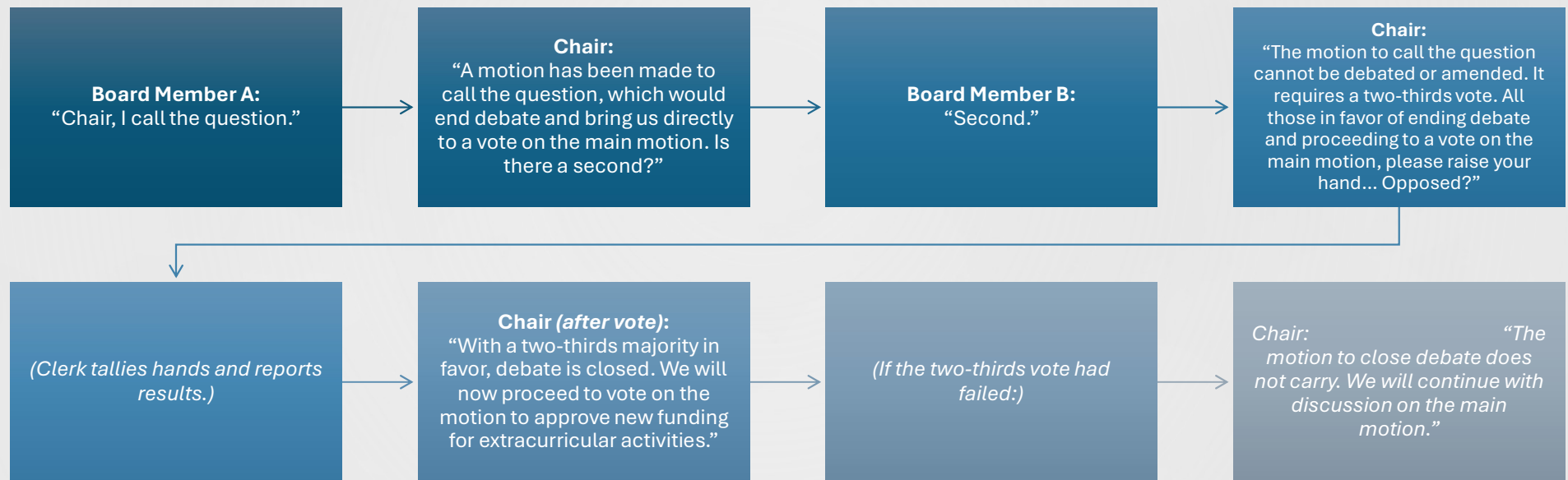
Ending debate

“I call the previous question!”

- Calls the question and forces a vote
- Means that ONE MEMBER wants to **stop discussion** and move on
- Needs a second
- Cannot be debated
- Cannot be amended
- **Needs 2/3 majority**
- Must be resolved ahead of all other pending motions



How it Looks to End Debate or Call the Question...





Taking a break

Recess

- Temporarily stops the meeting
- Requires a second
- Not debatable
- Amendable (time)
- Needs a majority
- Use for transition to executive session
- Use for taking a break/reset

What it looks like...

“I move that we recess...”

[for 10 minutes for a break.]

[for a break and return at 8 p.m.]

Stand At Ease

- Pauses activity, but not the meeting
- No second
- No debate
- Chair uses unanimous consent

What it looks like...

“Without objection, the board will stand at ease for five minutes. Members may rise but remain at the dias.”



Rescind/Amend Previous Decision

Cancels or changes a previous action of the board

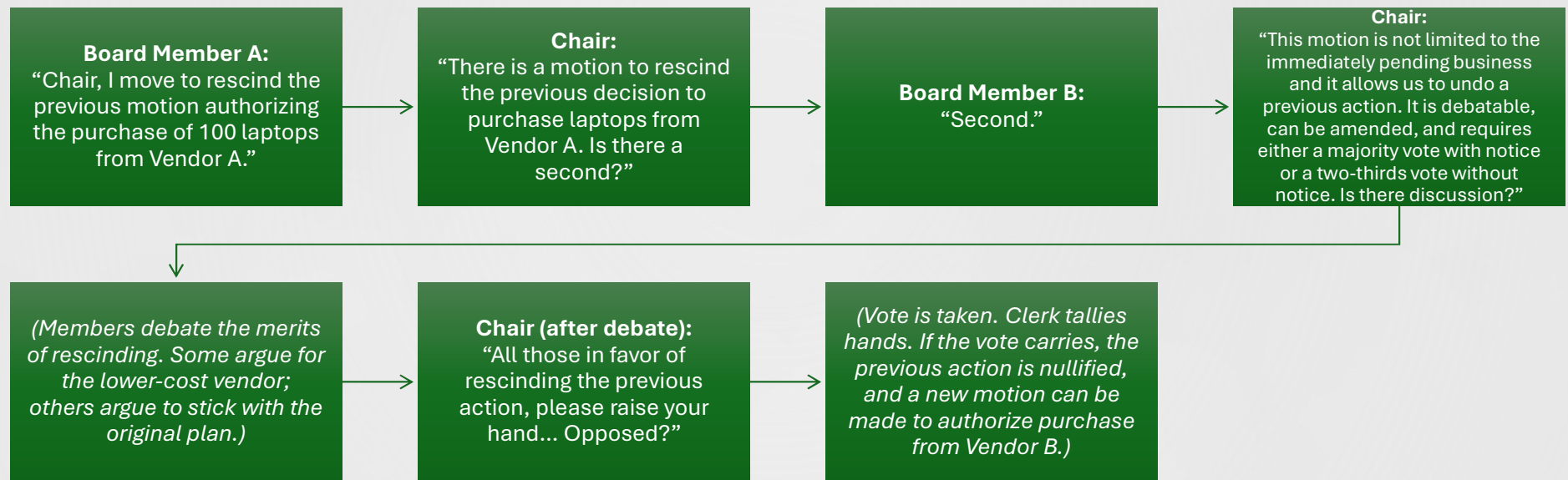
Requires: previous notice or, 2/3 majority, or whole board present to vote (w/o notice).

Requires a second

Debatable

Can be amended

How it Looks to Rescind or Amend a Previous Decision...



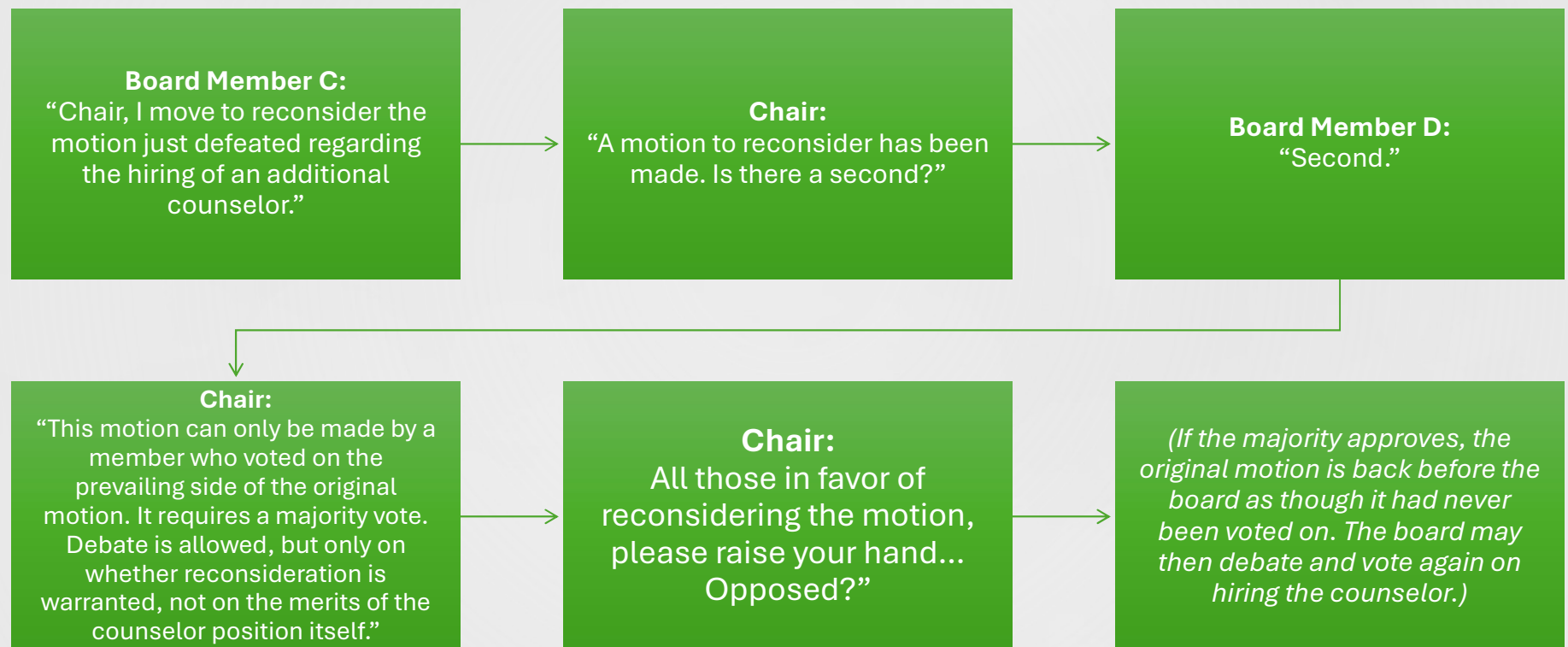
Bringing Something Back to the Board

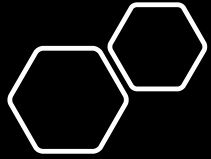
Reconsider

- Allows board to reconsider a vote made on the same day.
- Must be made by a member on the winning side of the vote
- Requires a second
- Is debatable
- Cannot be amended



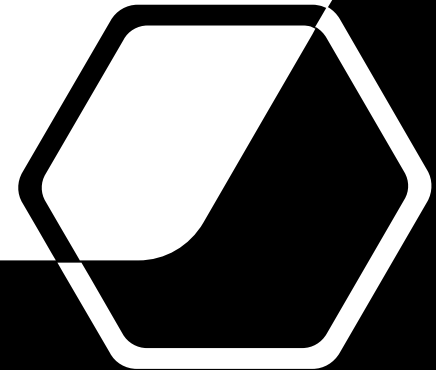
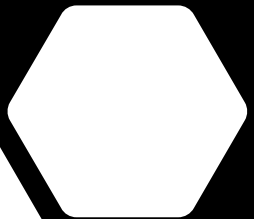
How it Looks to Reconsider...

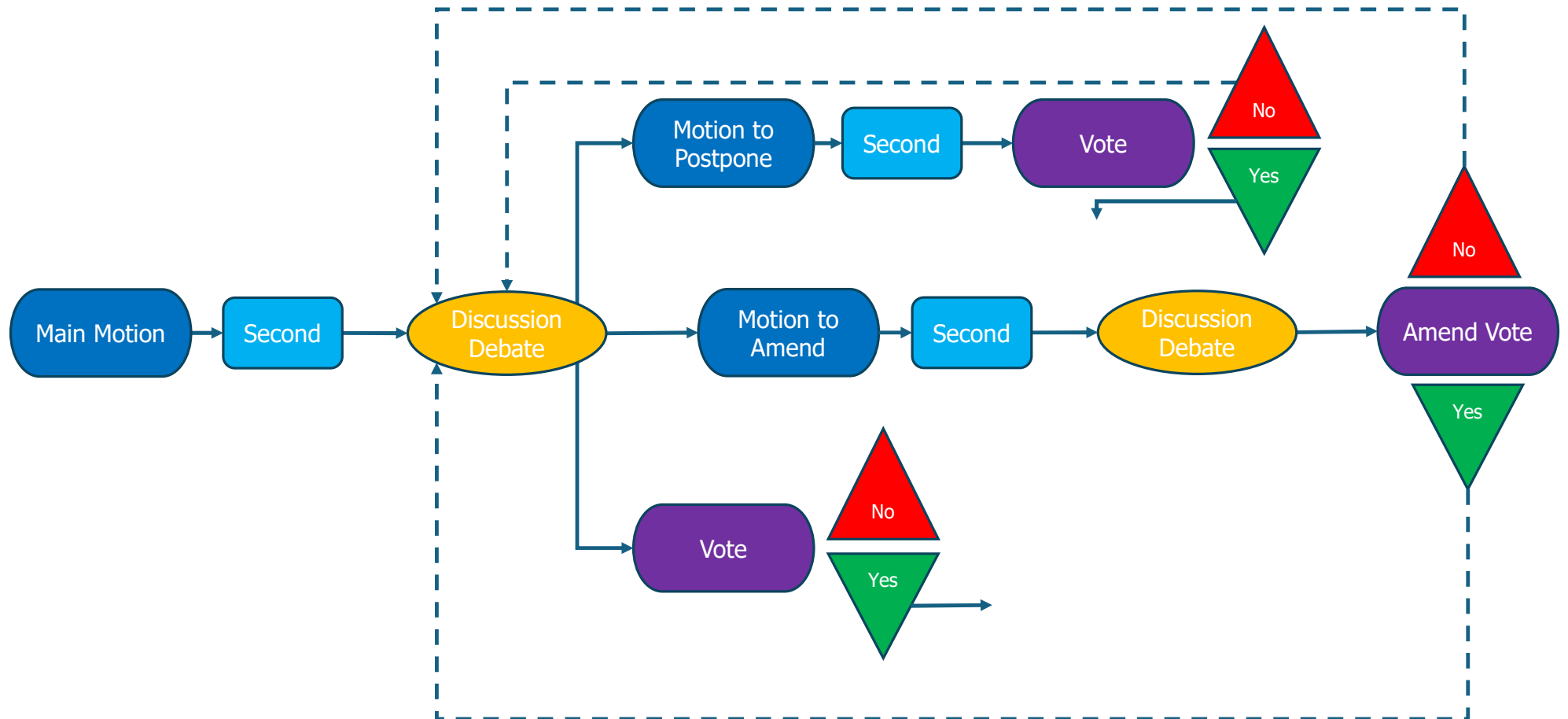




Adjournment

- If there is no business, no motion needed
- Requires a second
- No debate
- No amendments
- Needs simple majority
- Must be addressed before a main motion can proceed





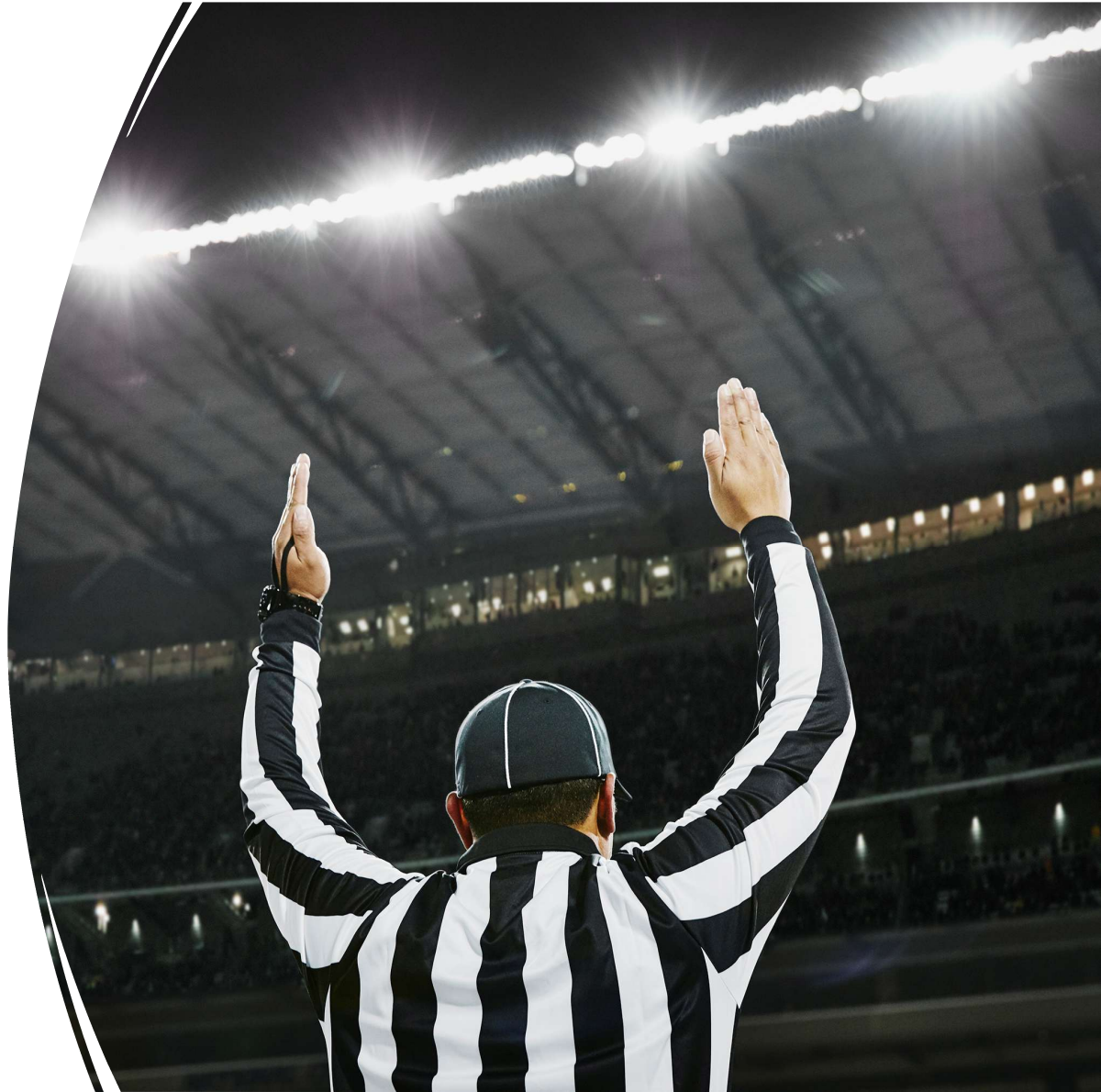
Robert, H. M., Robert, S. C., & Robert, H. M. (2020). *Robert's rules of order, newly revised, 12th edition*. New York, NY.: Hachette Book Group.

Incidental Motions



Point of Order

- Calls out a procedural mistake
- May interrupt a speaker
- No second
- No debate
- No amendment
- No vote – chair rules on the point





How it Looks to Point of Order

- **Board member:** “*Chair, point of order.*”
 - **Chair:** “*State your point.*”
 - **Board member:** “We haven’t had a second on the motion before debate.”
 - **Chair:** “The point is well taken. Is there a second to the motion [state motion].”
-

Point of Information

- Request directed at the chair for information relevant to the business at hand
- May interrupt, if the speaker yields
- No second
- No debate
- No amendment
- No vote – chair rules or refers the point to staff



Using Robert's Rules Constructively

Do's:



APPLY RULES
CONSISTENTLY AND
FAIRLY



USE PLAIN LANGUAGE
WHEN STATING
MOTIONS



EDUCATE ALL
MEMBERS ON THE
BASICS



KEEP DEBATE
RESPECTFUL AND
STUDENT-FOCUSED



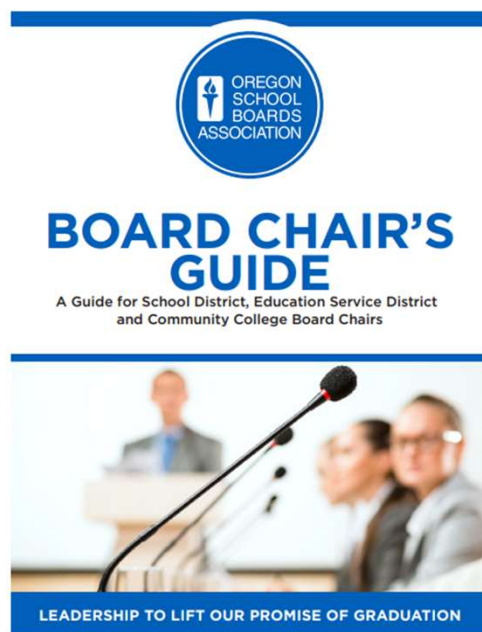
TRAIN CHAIRS FOR
STRONG
FACILITATION

Don'ts:

- Use knowledge gaps for leverage
- Interrupt or use points of order to derail
- Hide behind jargon or obscure rules
- Embarrass or silence other's with "gotcha" tactics
- Turn procedure into personal conflict

OSBA Resources

Tools for Effective Meetings



EXAMPLE 2 SCHOOL BOARD OPERATING AGREEMENT

BOARD ROLES & RESPONSIBILITIES

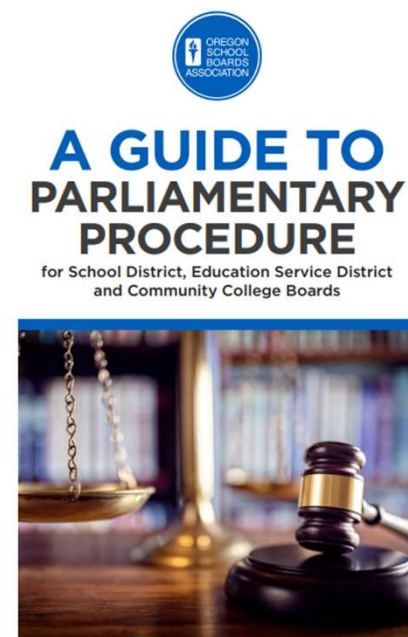
1. Focus on governance: policy-making, strategic planning and evaluation (curriculum, district performance and superintendent).
2. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive session.
3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.
4. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.
5. The board will act as ambassadors to the schools, the community and the district.

HOW WE OPERATE & MAKE DECISIONS

6. Make decisions as a whole board only at properly called meetings.
7. Support decisions of the majority. Once a decision is made, members will support the decision of the majority.
8. Two (three, depending on policy) board members must agree before an item is placed on a meeting agenda.
9. Start and end meetings on time.
10. Notify the school administration before visiting a school in the role of school board member.

HOW WE COMMUNICATE

11. Communicate directly with the superintendent when information is needed or a question arises. Specific questions concerning information contained in the board packet may be addressed to the person providing the information.
12. The chair responds to group email sent to the board.
13. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board.
14. Board members will communicate with one another should an issue or problem develop between them.





BOARD CHAIR *café*



You're invited



Board Development Team

BOARD DEVELOPMENT

Kristen Miles
Director of Board
Development

Read More (+)



BOARD DEVELOPMENT

Janet Avila-Medina
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Vincent Adams
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Jennifer Nelson
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Reginald Glenn
Board Development
Administrative Analyst

Read More (+)



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Questions?

