

Rules of Order FOR VEHI Board of Directors

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Protection of the rights of all members including the minority

Basic Principles

- A quorum must be present for business to be conducted
- All members have equal rights, privileges and obligations
- Generally, people should wait until recognized by the Chair before speaking
- Personal remarks or side discussions during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right, members are strongly encouraged to participate.
- As per VEHI By-Laws III.8., all decisions, motions and actions will be decided by majorities of the Vermont School Boards Association's appointees and of the Vermont-National Education Association's appointees present at a meeting.
- Members are strongly encouraged to vote on all matters.

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Presiding officer/Chair – The individual who facilitates the meeting, usually the Chair.

- In the absence of the Chair, the Vice Chair shall preside.
- If neither are present, the Secretary calls the meeting to order and conducts an election for a Chair Pro Tem (a presiding officer for that meeting only).

Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion focused on the pending motion
- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the Chair will open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Any member may introduce a motion to amend the main motion. That motion must be decided based on the “method of acting” as described in VEHI By-Laws.
- Debate on amendments or subordinate motions take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when: Discussion has ended, or a vote closes debate.
- The Chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The Chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “No”
- The Chair announces the result

General rules of Debate

- All discussion must be relevant to the immediately pending question
- When possible, the Chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members should refrain from speaking twice to each debatable motion unless all other members have had an opportunity to speak.
- Debate must address issues not personalities
- Members may not disrupt the assembly

Versions

v1.0 adopted by the board 10/15/2024