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## BOARD POLICY VS. ADMINISTRATIVE RULES

When determining whether a statement is a policy, ask yourself these questions:

Is the statement one of goals or purpose?

Does it set a general guide for action?

Does the board assign the responsibility or authority in the statement?

Does it come from board minutes, state statutes or negotiated agreements?

Is it something that the board would have to change or is it something that is within the province of the superintendent to change?

When determining whether a statement is administrative rule, ask yourself these questions:

Does it set forth the mechanics for implementing goals?

Does it list specific do's and don'ts?

Does it list specific step-by-step procedures?

Does it clarify broad guidelines established by the board?

Does it contain a great deal of detail?

Does it come from student or teacher handbooks or is it a directive of the superintendent?

Is it something that the board would have to change or is it within the province of the superintendent to change?

Excerpted from WASB New Board Member Inservice Materials

## GENERAL PROCEDURES UNDER ROBERT'S RULES OF ORDER

Main motion - formal proposal that something be done or that a certain statement express the sense, opinion, or wish of the assembly.

Resolution - main motion written in a more formal manner.

Any motion is out of order if it is in conflict with the laws of the municipality, state, or nation or in conflict with charter, By-Laws, or standing rules. It would be null and void even if adopted by unanimous vote.

A main motion requires a majority vote except:

- 1) When By-Laws require a greater vote.
- 2) When adoption would have effect of rescinding or amending something previously adopted unless previous notice has been given.
- 3) When adoption would have the effect of suspending the rules of order or parliamentary right
- 4) When it would suspend or modify a rule of order previously adopted (Does not include By-Laws)
- 5) When it prevents the introduction of a question.
- 6) When it closes, limits, extends limits of debate.
- 7) When it closes nominations.

No second is required if a motion comes from a committee.

If a motion is lost, a main motion may not be renewed in the same session. A vote may be reconsidered in the same session. There are two votes; one to reconsider, and the second, if the first is approved, to vote on the motion.

Withdrawal of a motion:

- 1) Only the maker of the motion may request withdrawal.
- 2) Before being stated by the chair, the maker of the motion may withdraw alone.
- 3) After being stated, a motion is withdrawn with consent of the assembly.

Closing of debate, accomplished by:

- 1) Time limit reached if a time limit has been set.
- 2) If debate has ceased, chair by declaring it closed.
- 3) By motion (unless a time limitation has been set) 2/3 vote required.

Use of general consent can be used by the chair to expedite business in routine matters. If there is an objection, a vote is necessary.

Only proper procedure for postponement of action on a pending motion if the next session is more than three months away - referral to a committee. Postponing to the next session not in order if the next session is more than three months away.

Division of assembly when a member doubts the result of a voice vote or show of hands requires a standing vote.

Right to change votes:

- 1) May be changed up to time result of vote is declared.
- 2) Only by permission of assembly after vote has been announced granted by general consent or by majority vote.
- 3) If division of the assembly is called, it must be called before the chair has stated the question on another motion.

Appeal: Any two members may appeal from the decision (a ruling, not an opinion) of the chair.

Amendments:

- 1) Object - to modify, change, improve, or perfect a motion.
- 2) A primary amendment amends the pending question and must be germane to it and may be amended.
- 3) A secondary amendment amends the primary amendment and must be germane to it. It may not be amended.
- 4) An amendment requires a majority vote even if the motion to be amended requires a 2/3 vote.
- 5) Process of amending:
  - a) Inserting or adding.
  - b) Striking out.
  - c) Striking out and inserting.

## 1989 WASB DELEGATE ASSEMBLY - PROPOSED PROCEDURE RULES

**BUSINESS PROCEDURE:** Robert's Rules of Order shall govern if not inconsistent with WASB By-Laws or Articles of Incorporation.

**CREDENTIALS:** Delegates and alternates shall be registered with the Credentials Committee. The Credentials Committee shall report the number of delegates and alternates registered directly after the opening ceremonies at the Delegate Assembly and shall make supplementary reports when necessary.

The WASB By-laws provide that only school board members currently serving on member school boards and CESA Boards of Control may serve as delegates or alternates. One person cannot serve both a CESA and a school district. Members of the WASB Board of Directors are also voting members of the Delegate Assembly.

**DELEGATE SEATING:** Only the delegates or alternates of member schools may be in the Delegate Assembly area and participate in the business session. Delegates or alternates must wear delegate badges when in the Delegate Assembly. Delegate badges will be given to you when you check into the Delegate Assembly in the West Hall--one person per district.

**RECOGNITION BY THE CHAIR:** A delegate must speak by going to a mike, being recognized by the chair, giving his or her full name and the name of the board represented.

**DEBATE ON THE FLOOR:** No delegate shall speak in debate more than twice on the same question and no longer than three minutes at one time. No delegate shall speak a second time on the same question until all persons wishing to speak have had an opportunity to speak once.

**RESOLUTIONS:** The resolutions presented by the Policy & Resolutions Committee are to be considered first. After that, if any delegate wishes to introduce a new resolution proposed by the member school board or CESA, such proposed consideration must be approved by a 2/3 vote of those present and voting before being considered by the delegates. Approval of a resolution requires a majority vote of those delegates present and voting. Sufficient copies (about 475) of the proposed resolution should be brought to the West Hall for distribution to the delegates. A signed copy of the proposed resolution must be presented to the chair before consideration.

**AMENDMENTS:** Amendments must be presented in writing, signed (name and school district or CESA) and presented to the chair.

**OTHER RECOGNITION:** Members of the Policy & Resolutions Committee and WASB staff shall be given the privilege of the floor at the discretion of the chair.

**TELLERS:** The President has appointed persons from member school boards to serve as tellers, and they will conduct the vote count.