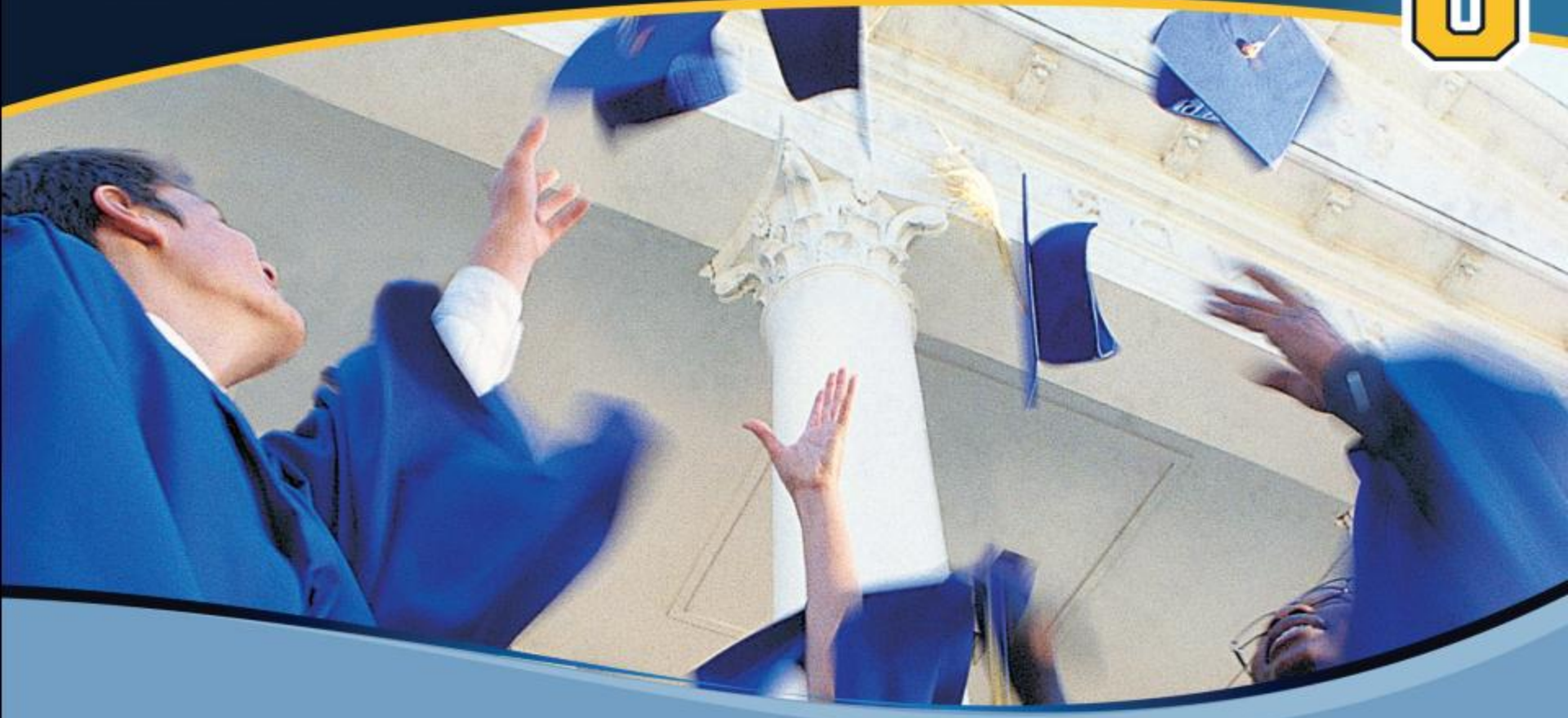
GSBA

School Board U



Board Meetings that Work

State Charter Schools Commission of GA – October 2014

® GSBA, Georgia School Boards Association. All rights reserved 2012.

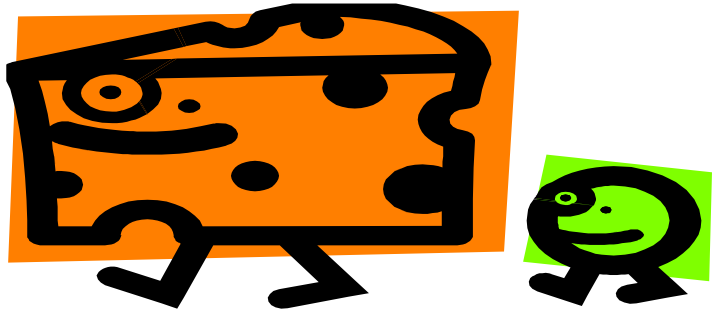
Visit gsba.com

What Message Does Your Meeting Send?

Effective Boards Have Productive Meetings

- Remember that it's **your** meeting!
- Professional decorum is required.
- Advance preparation and advance presentation of questions can make all the difference.
- Be aware of your parliamentary authority.
- Common courtesies send a positive message.
- Understand the role of the Board Chair.
- Support decisions of the Board.

The Board Chair



- The Board Chair may remind speakers and members when ***comments*** are out of order
- Board members may be advised to address all remarks to the Board Chair
- The Chair may call for a brief recess
- The Board must support the Chair’s efforts to maintain decorum

AGENDA

- What is the process for getting items on the board agenda?
- When possible, use a consent agenda.
- Can the agenda be amended? **Should** we amend the agenda?
- Executive Session agenda is extremely limited and signing of an affidavit is legally required.

Processing Motions and Rules of Debate

- Steps to processing motions are straightforward.
- Motions may be amended before a vote is taken.
- There is a procedure for discussion and for ending discussion.
- Some motions we hear about are: motion to reconsider, motion to rescind, motion to postpone, motion to postpone indefinitely, motion to table.
- The vote is taken following discussion.
- The minutes are the official record of the meeting.

Making a Main Motion

- A member makes a motion
- A member seconds the motion (unless the motion comes from a committee)
- Board Chair may re-state the motion
- Board Chair calls for discussion, recognizing each speaker in turn

Amending a Motion

The motion to amend modifies the primary motion by:

- Deleting a word or phrase
- Adding a word or phrase
- There can be primary and secondary amendments only.

Taking a Vote

- Board Chair calls for affirmative votes
- Board Chair calls for opposing votes
- Board Chair calls for abstentions only when it is obvious that a member has not cast a vote;
- Board Chair announces the outcome of voting.

Other Motions

The motion to reconsider:

must be made by a member that voted with prevailing side and must be made during the same meeting.

The motion to rescind:

can be applied only to a motion for which the vote was affirmative, proposes a specified change in the previously adopted decision and is not time limited.

Calling the Question

The motion to call the previous question:

ends debate;

requires a second;

is not debatable;

cannot be amended;

requires a two-thirds majority to pass.

Subsidiary Motions

The motion to postpone definitely (or to time certain) delays action and identifies when action will resume.

The motion to postpone indefinitely kills the main motion and can be reconsidered **IF** the vote was “yes”.

The Minutes

- What’s included in the minutes?
- What is omitted from the minutes?
- How should the minutes be corrected?

Remember:

Georgia School Boards Association
5120 Sugarloaf Parkway
Lawrenceville, GA 30043
www.gsba.com

Zenda J. Bowie
Director of Field Services
zbowie@gsba.com
770-962-6851