

PARLIAMENTARY PROCEDURE CHEAT SHEET FOR BOARD ASSISTANTS

A. Main Motions

All actions of the board begin with motions. There are six steps for adopting a motion:

1. A member makes a motion. (*“I move that...”*)
 - a) Member should be recognized by the chair.
 - b) When a motion is poorly worded, the chair may assist and reword.

[Record the mover of the motion. The Chair may ask the mover to write out long or complex motions.]

2. A member seconds a motion (not mandatory for small boards).
 - a) The seconder does not need to be recognized.
 - b) If no second, move on.
 - c) The maker of the motion and the one who seconds the motion are not required to vote for the motion.
 - d) At this point, there is still not a main motion before the board yet.

[It is not necessary to record “who” seconded the motion unless required by the board.]

3. The chair states the motion. (*“It is moved and seconded that/to...”*)
 - a) This step formally places the motion before the board.
 - b) Ends the period when a member can withdraw the motion.
 - c) Chair should remind the board if they are straying from the motion.

[This is the motion that should be recorded in the minutes, exactly as stated by the chair.]

4. The members debate.
5. The chair puts the question to a vote. (*“The question is on the adoption of...”*)

“Those in favor of the motion, say aye.”
“Those opposed, say no.”

6. The chair announces the vote.

“The ayes have it and the motion is adopted.” (or)
“The noes have it and the motion is lost.”

[Record whether the motion is approved/adopted or not; if disposed of by other motion, record disposition.]

B. Addressing Amendments

1. Chair must contain debate to pending question.
2. If an amendment is adopted, the chair restates the main motion as amended.
3. All amendments must be relevant to the main motion.

[Record the final wording of the motion as amended.]

C. Dealing with Tabling Motions

1. A motion to lay on the table moves the issue aside temporarily.
2. Must be seconded.
3. Requires a majority vote.
4. Cannot be amended or debated.
5. Requires a majority vote to take off of the table.
 - a) Chair should ensure that the issue is taken off of the table before the meeting is adjourned.
6. If the issue is not taken up at the next meeting (by a motion to “take from the table”) it dies).
7. Tabling a motion is different than postponing an issue indefinitely.

[Record disposition of the motion.]

D. Addressing Reconsiderations

1. Purpose: To bring back for a review a motion that has already been voted on.
2. Motion to reconsider may only be made by a member who voted on the prevailing side.
3. Subject to time limits – can only be done at a meeting where the motion was made (unless the meeting is a multi-day meeting).
4. Must be seconded.
5. No amendments allowed.
6. Debate is allowed only to the extent that the motion proposed to be reconsidered is debatable. This motion also opens the merits of the proposed motion to debate.

E. Deciding on Points of Order

1. Member may raise a point of order when he or she thinks the rules are being violated.
2. Must be timely raised.
3. Not debatable or amendable.
4. Chair should make a ruling and enforce the rules, if needed.

5. The board does not vote on this motion unless the chair cannot decide the point of order or the chair's decision is appealed.

[Record chair's decision and reason for the ruling Record any appeal to the board and the board's decision.]

F. Counting Abstentions

1. There is no rule in NC for abstentions on school boards.
2. A member should have permission to abstain from a vote.
3. If a member abstains the vote should be counted as if they are not there.

Ex: A board has 5 members. The vote is as follows – does the motion pass?

1 abstention / 2 ayes /2 nays