

## Board Operations

### Methods of Operation

#### Rules of Order

Business shall be conducted at regular and special Board meetings according to Robert's Rules of Order, Revised except as otherwise provided by law or the Board. However, the failure to follow Robert's Rules or any other local procedural rule(s) that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

A majority of the members of the Board (half of the members plus one) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Voting at Board meetings will normally be by voice vote. A motion is passed/adopted when a majority of the members who are voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. In cases where there seems to be no opposition and the issue is relatively minor or procedural in nature (such as giving the administrators general direction on an issue), action can be taken by ascertaining unanimous consent.

A roll call vote, or other method of ascertaining and recording the individual vote of each Board member shall be taken when requested by the Board President or any member of the Board, and when required by law (i.e. a vote to convene in closed session) or Board policy. The roll call vote shall be called in alphabetical order in a rotating manner that shall change at each regular meeting of the Board so that a differing voting pattern is used over the course of a year.

Board members are expected to vote on all issues before the Board except on matters involving potential conflicts of interest or other cause for abstention. In such cases, a Board member may abstain from voting and such abstention shall be recorded in the Board meeting minutes. A Board member abstaining due to an actual or potential conflict of interest or due to possible bias in a matter shall neither vote nor participate in the Board's discussion or deliberations on the matter in some cases, A Board member who is abstaining may physically leave the meeting room during all consideration of the matter to document his/her nonparticipation.

The Board President shall vote on all motions before the Board as does any other Board member. No Board member may cast a vote by proxy or by absentee ballot. Unless otherwise provided, secret ballots may be taken only to elect Board officers.

A motion is passed/adopted when a majority of the members voting have cast their voters in favor of the motion, except as otherwise required by law or by the Board. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-thirds vote of the entire membership of

the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

**Legal References:**                    **Section 19.88, Wisconsin Statutes**  
   **Section 120.11(1), Wisconsin Statutes**

**Policy Approved:**                    **January 27, 2014**

**Policy Revised:**