

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: BEDD-E

**RULES OF ORDER
(Procedure in Small Boards)**

In a board meeting where there are not more than a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different that the rules that hold in assemblies in the following respects:

1. Members are not required to obtain the floor before making motions or speaking which they can do while seated.
2. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
3. Informal discussion of a subject is permitted while no motion is pending.
4. Sometimes when a motion is perfectly clear to all present, a vote can be taken without a motions having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
5. The chairman need not rise while putting questions to vote.
6. The chairman can speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he/she usually can make motions and usually votes on all questions.

Source: Roberts Rules of Order, chapter XVI, Section 48 (extract); from edition copyright 1970, published by Scott Foresman, page 405.

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