

These rules of procedure, which are a modified version of *Robert's Rules of Order, Revised*, are adopted by the board for use at all meetings of the board and its committees. Except as otherwise provided by law or by this policy or other policies of the board, meetings of the board will be conducted in accordance with *Robert's Rules of Order, Revised*.

These rules of procedure may be amended at any regular business meeting by a two-thirds vote of the entire board membership or, if the amendment was submitted in writing at a previous regular business meeting, then it may be amended by two-thirds of those voting, so long as a quorum is present.

The chairperson is authorized to entertain and rule on questions concerning parliamentary procedure and to seek counsel of the board attorney when necessary to clarify or construe any relevant procedural provision.

A. ACTION BY THE BOARD

The board will proceed by motion. Anyone, including the chairperson, may make a motion. A second for each motion is required. A member may make only one motion at a time. After a substantive motion has been made and seconded, the chairperson should state the motion and, except in regard to the consent items, open the floor to debate on it.

The chairperson will preside over the debate. The maker of the motion is entitled to speak first. A member who has not spoken on the issue will be recognized before someone who has already spoken. To the extent possible, the debate should alternate between proponents and opponents of the motion.

A motion may be withdrawn by the maker of the motion at any time before a vote, with the consent of the member who seconded the motion. A motion will be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules, board policy, or law. A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

B. PROCEDURAL MOTIONS

In addition to substantive motions, the following procedural motions and no others will be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

In order of priority (if applicable), the procedural motions are as follows:

1. To Adjourn

The motion to adjourn may be made only when action on a substantive motion

concludes; it may not interrupt deliberation of a pending matter.

2. To Take a Recess

This motion may be made at any time.

3. To Follow the Agenda

This motion must be made at the first reasonable opportunity, or it is waived.

4. To Suspend the Rules

For adoption, this motion requires a two-thirds vote of the members present.

5. To Divide a Complex Motion and Consider It by Paragraph or Section

6. To Defer Consideration

For routine business items, action on the item will be deferred until the next regular meeting of the board. Any other substantive motion that has been deferred expires three months thereafter unless a motion to revive consideration is adopted.

7. To Postpone to a Certain Time or Day

This motion is appropriate when more information is needed or when the deliberations are likely to be lengthy.

8. To Refer to a Committee

Two months after the subject matter of a substantive motion has been referred to a committee, the maker of the motion may compel consideration of the matter by the entire board, regardless of whether the committee has reported back to the board on the matter.

9. To Call the Previous Question

This motion is not in order until every member has had an opportunity to speak.

10. To Amend

A motion may be amended. An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. An amendment may be amended once. Further amendments may be made to the motion, but not to the amendment of the motion.

11. To Revive Consideration

This motion is in order at any time within three months after a vote to defer consideration. If the motion to revive consideration does not succeed within three months of the date on which consideration was deferred, the substantive motion expires.

12. To Reconsider

This motion must be made by a member who voted with the prevailing side and must be made at the same meeting as the vote was taken. It may not interrupt deliberation on a pending motion or matter, but it is in order at any time before actual adjournment.

13. To Rescind or Repeal

This motion is in order only for those measures adopted by the board that may be repealed or rescinded legally.

14. To Ratify

This motion is used to approve, after the fact, a matter which the board would have authorized initially.

15. To Prevent Reconsideration for Six Months

This motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive two-thirds of the votes of the members present, provided there is a quorum.

Legal References: G.S. 143-318.12

Cross References:

Adopted: November 2, 2015