

The board chairperson will call for a vote by asking each member to respond to the question by voice or by raising a hand. The minutes will reflect the vote of each member voting and the abstention of any member present but not voting, unless the vote is unanimous.

Each board member, other than the board chairperson, must vote on all issues unless excused by the remaining members. A member who wishes to be excused from voting must inform the chairperson, who will take a vote of the remaining members present. No members will be excused from voting except on matters involving their own personal or family financial or other interest or official conduct. In all other cases, a failure to vote by a member who is physically present, or who has withdrawn without being excused by a majority vote of the remaining members present, will be recorded as an affirmative vote. If a board member is excused from a vote, the reason will be recorded in the minutes.

The chairperson may vote on all issues but must vote to break a tie in the event that he or she did not vote in the original count.

No secret ballots are permitted. If the board decides, by majority vote, to vote by written ballot, each member must sign his or her ballot, and the ballots must be available for public inspection in the superintendent's office immediately following the meeting and until the minutes are approved. The minutes of the meeting must specify the vote of each member's written ballot. The ballots may be destroyed after the minutes of the meeting have been approved.

Legal References: G.S. 143-318.13; *Crump v. Board of Education*, 93 N.C. App. 168, *aff'd*, 326 N.C. 603 (1990); N.C. Attorney General Advisory Opinion, 54 Op. Att'y. Gen. 86 (1985)

Cross References: Board Member Conflict of Interest (policy 2121)

Adopted: November 2, 2015