

MEETING CONDUCT**The Chair and the Board**

The President or Vice President or other person appointed or elected to act as the presiding officer conducts the meetings and sees that the rules are observed. The presiding officer's official place or station is the "the chair." During meetings, whoever is presiding is said to be "in the chair" and the person is hereinafter referred to as "the chair."

Motions, Debates and Discussion

1. Until a matter has been brought before the Board in the form of a motion proposing a specific action, it cannot be debated. A motion must be made by an authorized member of the Board.
2. The term debate applies to the discussion on the merits of a pending question. Every member of the Board and the presiding officer has the right to speak to every debatable motion before it is finally acted upon. The Superintendent, or other staff person upon the Superintendent's request, may give information or advice pertinent to the pending question.
3. The chair may use personal discretion in deciding whether or not to limit the length and number of times a person may speak in debate. In the event the length and number of times a person may speak is limited by the chair, the limitations shall be as follows: No member can speak more than twice to the same question and each time shall be limited to no longer than ten minutes. These limitations shall begin from the time the limitations are imposed regardless of what speeches have been already given. The Board may extend these limitations through adoption of the motion to "extend the limits of debate" which requires a two-thirds vote without debate.

Decorum in Debate

1. Members of the Board may not address one another directly, but must address all remarks through the chair. As much as possible the use of names should be avoided in debate. Before making a motion or speaking in debate, a person must address the chair and be recognized. Any member who seeks the floor while entitled to it must be recognized.

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2. In debate a person's remarks must have bearing on whether the pending motion should be adopted and should be germane to the question before the Board.
3. Every person while speaking shall avoid personalities, and under no circumstances can a person attack or question the motives of another person. Every person shall refer to any other person in a respectful manner. Every person shall avoid the use of profanities at all times. The chair must act immediately and decisively to correct a member violating decorum in debate and prevent its repetition.