

The Board shall follow parliamentary procedures utilizing Roberts Rules of Order as a guide, recognizing the exceptions for small boards. These procedures include:

- A. All main motions require a second.
- B. Only one main motion can be active at a time.
- C. The Board President presides over the meeting, introduces the item, recognizes speakers, repeats the motion before the vote, and summarizes the vote.
- D. The Board President can vote on all motions and, with restraint, may make and second motions.

Main Motions Order of Precedence Higher number takes precedence over the lower number	Debatable	Amendable	Vote Required
10. Adjourn	No	No	Majority
9. Recess – to a new day and time ¹	No	Yes	Majority
8. Lay on the Table	No	No	Majority
7. Close Debate	No	No	2/3
6. Postpone Definitely	Yes	Yes	Majority
5. Refer for further Study	Yes	Yes	Majority
4. Amend the Amendment	Yes	No	Majority
3. Amend or Substitute	Yes	Yes	Majority
2. Postpone Indefinitely	Yes	No	Majority
1. Main Motion (Resolution)	Yes	Yes	Majority
Reconsider	Yes	No	Majority
Rescind	Yes	Yes	Majority (with notice)
Take from the Table	No	No	Majority

Incidental Motions No Order of Precedence			
Point of Order	No	No	None
Parliamentary Inquiry	No	No	None
Appeal from the Decision of the President	Yes	No	Majority
Suspend the Rules	No	No	2/3
Withdraw or Modify a Motion	No	No	Majority

Types of Main Motions (listed in order of precedence):

10. **Adjourn** – Takes precedence over any motion on the floor.
9. **Recess** – A motion to recess is in order at any time before adjournment.
Remember to follow Open Meeting Law requirements.
8. **Lay on or Take a Motion from the Table** – Applied to main motion, appeals, reconsiderations, and privileged motion. Puts aside the discussion of the action to which it applies until later in the meeting. To take from the table requires a main motion and must be made when no other motions are being considered (it is a number 1 in precedence when made).
7. **Close Debate** – Is confined to the immediate motion being discussed and requires a *two-thirds* vote of the Board to implement.
6. **Postpone Definitely** – Sets a date certain for considering a main motion.
5. **Refer for Further Study** – Refers the matter to the Board as a committee of the whole to study the issue before bringing it back for consideration.
4. **Amend the Amendment** – A further amendment can be made, but amendments of the third degree are not acceptable.
3. **Amend or Substitute** – An amendment to the motion or a substitute motion can be made.
2. **Postpone Indefinitely** – Removes main motion for the remainder of the meeting.
1. **Main motion** – Takes precedence of nothing and yields to everything except another principal motion offered later.

¹Special Rule. Recesses called during the same day of a meeting may be made at the discretion of the Board President without a motion.