



**POLICY 1.031**

**5-F** I recommend the Board approve development of the proposed **revised** Policy 1.031, entitled "Special Rules of Order."

[Contact: Sheryl G. Wood, Esq., PX 48751.]

**Development**

**CONSENT ITEM**

- The proposed policy has been revised to reflect current practices of the Board, by providing for the use of paper balloting, under certain conditions, as a means for Board voting. Sec. 13.

**POLICY 1.031**

**SPECIAL RULES OF ORDER**

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- 3 1. When a main motion has been brought before the Board, the Chair shall ask if the  
4 maker of the motion wishes to be assigned the floor first in discussion. Any other  
5 Board member who desires to speak in discussion must obtain the floor by  
6 addressing the Chair as "Mr. Chair" or "Madam Chair." When the Chair recognizes  
7 the member, the member then has the floor and can speak to the motion.
- 8 2. A Board member, having obtained the floor while a debatable motion is  
9 immediately pending, can only speak twice to the motion for no longer than three  
10 (3) minutes the first time and three (3) minutes the second time, unless additional  
11 time is obtained by consent of the remaining Board members. Such consent must  
12 be given unanimously or by means of a motion to extend the limits of debate.
- 13 a. Where a Board member seeks additional information from the Superintendent  
14 or other staff members, the Board member requests a point of information and  
15 asks follow-up questions regarding the motion on the floor. The discussion  
16 shall be limited to the Board member receiving the information requested. The  
17 Chair will decide on whether to allow the Board member to request a point of  
18 information. The request shall be limited to a point of information related to the  
19 motion. The Chair shall determine if the Board member may ask follow up  
20 questions.
- 21 b. When an emergency item is submitted to the Board for review and adoption by  
22 Board members, there shall be no time limit on discussion.
- 23 c. After a vote is taken, there shall be no further debate on the motion. All  
24 requests for personal privilege shall be given to the Board Chair.
- 25 3. A motion to table or motion to postpone cannot be made until all members have  
26 had an opportunity to speak to the motion on the floor.
- 27 4. The Board may change the limits of discussion, for one meeting only, by means of  
28 a main motion adopted by a two-thirds vote without notice.
- 29 5. A Board member's remarks must have bearing on whether the pending motion  
30 should be adopted.
- 31 6. When a motion is pending, a Board member can condemn the nature or likely  
32 consequences of the proposed measure in strong terms, but a Board member may  
33 not, under any circumstances, attack or question the motives of another Board  
34 member.

- 35 7. If a Board member repeatedly questions the motives of other members who are  
36 mentioned by name, or persists in speaking on completely irrelevant matters under  
37 discussion, the Chair should warn the member. If the member continues, the Chair  
38 shall state that the member is "out of order."
- 39 8. Board members may not address one another directly, but must address all  
40 remarks through the Chair.
- 41 9. A Board member cannot speak adversely on a prior action that is not pending  
42 unless a motion to reconsider, rescind or amend is pending, or unless the member  
43 intends to conclude remarks by making or giving notice of one of these motions.
- 44 10. In discussion, the maker of the motion is not allowed to speak against the motion,  
45 although the maker can vote against the motion. If the maker desires to speak  
46 against the motion, the Board shall be advised and the member may ask  
47 permission to withdraw the motion.
- 48 11. During discussion and during voting, no member will be permitted to disturb the  
49 meeting or hamper the transaction of business.
- 50 12. A Board member may request informal consultation or discussion of a subject  
51 outside discussion which may assist in framing a proper motion, such as a motion  
52 to amend.
- 53 13. The vote on any motion may be taken by casting a vote on the e-agenda, voices,  
54 or, under certain conditions, by a show of hands or identifiable paper ballot. In  
55 putting the question by either voice or show of hands, the Chair calls first for the  
56 affirmative vote, then calls for the negative vote. The Chair shall announce the  
57 result of the vote. Any Board members may request the Chair to ask for a roll call  
58 vote, which shall be taken in alphabetical order.
- 59 14. All persons present at a meeting have an obligation to obey the legitimate orders of  
60 the Board.
- 61 15. Propriety of Speaker's Remarks-
- 62 a. Speakers as to agenda items shall confine their comments only to the agenda  
63 item being discussed.
- 64 b. Members of the audience are not constituted as part of the deliberative body  
65 and may not raise questions concerning Robert's Rules of Order or these  
66 Special Rules of Order.
- 67 c. Public remarks should be directed to the Board as a whole and not to  
68 individual members.

69 16. The Chair has the power to turn off microphones or to recess the meeting if there is  
70 any time when one or more persons continuously breaches a call to order or  
71 attempts to disrupt the proceedings. If the meeting is not calmed, the Chair may  
72 then issue a warning that continued interference with the orderly process of the  
73 meeting will result in removal of the person(s) interfering with the meeting.  
74 Pursuant to Fla. Stat. § 1001.372(3), if that person(s) then fails to heed this  
75 warning from the Chair, the School Police can remove that person(s) for continued  
76 disruption at any time during the meeting . It is preferable such person(s) be  
77 removed by the School Police with only such force as is necessary to remove the  
78 offender, and no more. Removal shall be taken only as a last resort.

79 17. Any of these special rules or order may be suspended for a particular meeting by a  
80 two-thirds (2/3) vote of School Board members present, if not contrary to Florida or  
81 Federal law.

82 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1) & (2); 1001.42 (22); 1001.43(10)

83 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.372; 1001.372(2); 1001.43(10)

RULES Current edition of Robert's Rules or Order Newly Revised

SUPPLEMENTED:

84 HISTORY: 9/16/92; 10/20/99 (as "Standing Rules"); 05/21/2001 (as Policy 1.031);  
85 4/5/2006; \_\_/\_\_/2012

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.031 and finds it legally sufficient for development by the Board.

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Attorney

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Date

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