

1. N. Making Motions and Writing Resolutions

School Board members should feel comfortable and confident when both reading and writing resolutions. Resolutions must be presented as a motion at a school board meeting.

Once a board member is recognized by the board president they can read their resolution. Another board member must second the motion to bring their motion to the floor for discussion. This motion needs to be seconded by another board member.

Motions can be amended (votes taken to accept the amendments). Once the motion has been discussed and possibly amended a board member can call the question (only once the floor has been vacated. This means that a board member shall always be allowed to present their motion in completion before the "question" (vote) is taken. No one should be allowed to interrupt or "call the question", the person who is speaking after they have been granted that opportunity by the board president.

If a board member, presenting the motion is interrupted, the board president should call, "Point of Order", meaning the flow of "Robert's Rules of Order" has been disrupted and the speaker can continue to present the motion and the rationale for its presentation.

After every board member and possibly the administrators have had a chance to speak about the motion and its amendments another board member can call the question. Calling the "Question" simply means the question requester thinks it is time to take the final vote. Most typically a roll call vote is taken.

The maker of the motion should submit the motion in writing preferably to the Secretary and President to avoid missing any language that might confuse the body.

Video Outline

1:00 – Short resolution sample and discussion

5:45 – Longer and more formal resolution discussion