

## SULLIVAN SCHOOL BOARD POLICY

### Policy BEDDA: Rules of Order

The Sullivan School Board is committed to conducting public meetings that are respectful, balance transparency with confidential and protected information, and accountable to foster public trust. General rules of parliamentary procedure are used for every Board meeting. The order of business shall be reflected on the agenda. The intent of these rules of order is to keep the meeting efficient, understandable, and free of procedural quagmires.

#### Rules of Order

1. The Board Chair shall preside over all meetings of the Board. In the Chair's absence the Vice Chair will preside, followed by the most senior member then present. The presiding officer will use general rules of order.
2. The presiding officer may make adjustments to the agenda with the consent of the majority, whether by vote or otherwise.
3. By majority vote, the Board can overrule any ruling of the presiding officer regarding the application of these rules.
4. The presiding officer may decide, on his/her own initiative, or upon request by a board member, to recognize a non-board member, to address the Board with respect to the matter then under discussion.
5. Each board member has the right to participate in discussion and debate if he/she wishes. All speakers should be courteous and should speak on the issue then under discussion.
6. Individuals speaking during a public comments portion of a meeting are asked to state their name and address, unless the individual is known by the school board and such information is noted.
7. Agenda items requiring action by the Board should be preceded by a specific motion, clearly articulated, followed by a second. Motions should address only one issue or idea. If a motion is complex, or has conditions, the motion should be written and read back by the Board's minute taker. If a motion does not receive a second, then the motion is treated as if it were not considered by the Board.
8. The presiding officer may rule any member or other person out of order if such person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, willfully violates any of the above rules of order/procedure, or engages in any unprotected speech. If the person continues such behavior after being ordered by the presiding officer to cease, the presiding officer is authorized to warn and then remove such person from the meeting and meeting location.
9. No item may be discussed or decided upon in non-public session except as provided under RSA 91-A:2 and 3.

First Reading: 3/11/2026

Second Reading: 4/8/2026

Adopted: 4/8/2026