

Using Robert's Rules for Lincoln School board meetings:

**meeting sequence:**

1. "the meeting will come to order"
2. agenda review
3. manager's report
4. membership input and announcements
5. approve past meeting minutes
6. business items
7. record the vote, identify any opposition
8. close the meeting with a motion to adjourn

**rules:**

- chairperson keeps discussion focused, allows equal time, keeps order
- chairperson can offer a view but cannot bias the proceedings
- only one item is allowed on the floor at a time
- the secretary writes down any motion and reads it back
- all non-routine board decisions - expenditures, policies, rules, appointments, contracts, directives - require a motion and a vote

**motions:**

- main motions are seconded, considered, and voted
- amendments to motions are seconded, considered and voted on before going back to the main motion
- friendly amendments to motions can be immediately accepted by 1) the maker of the motion and 2) the second, thus changing the main motion - no vote is required
- a motion to table (postpone until later) requires a second and then an immediate vote
- calling the question (stopping consideration and taking an immediate vote on the main motion) requires a second and a vote
- a point of order interrupts the process to consider a procedural correction