

**BCBF RULES OF ORDER**

**BCBF**

The board shall be governed by rules of procedure as adopted by the board. In no event shall Robert's Rules of Order be adopted by the board.

**APPROVED: August 6, 1973**

**REVIEWED: January 10, 2000**

**REVIEWED AND APPROVED: November 14, 2011**

**BCBF-R RULES OF ORDER**

**BCBF-R**

The president (or vice-president in the absence of the president) will conduct all meetings. In the absence of both the president and the vice-president, the members present should elect a president pro tempore who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

To amend a motion made to take action, but such amending motion shall be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time date and place;

To go into executive session; and

To adjourn, either finally or to a specific time date and place.

**APPROVED: August 6, 1973**

**REVIEWED: January 10, 2000**

**REVIEWED AND APPROVED: November 14, 2011**

## **WAIVER OF NOTICE**

I, \_\_\_\_\_, do hereby waive my right to be notified of the Board Meeting held \_\_\_\_\_.

**SIGNED: \_\_\_\_\_**  
**BOARD MEMBER**

**APPROVED: December 13, 1982**

**AMENDED: January 10, 2000**

**REVIEWED AND APPROVED: November 14, 2011**