

What Message Does Your School Board Meeting Send?

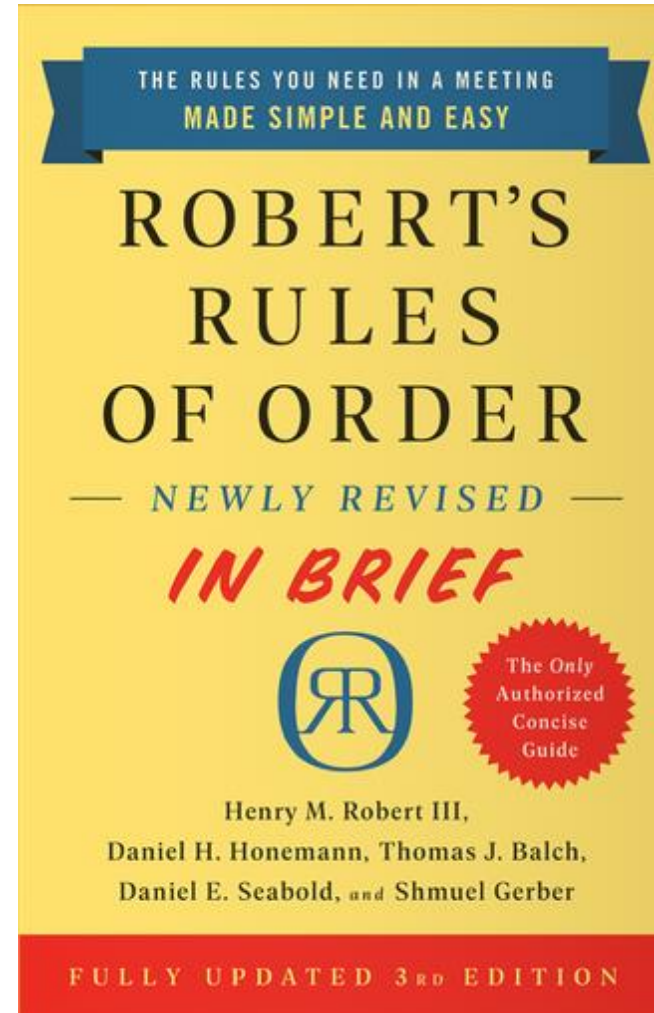
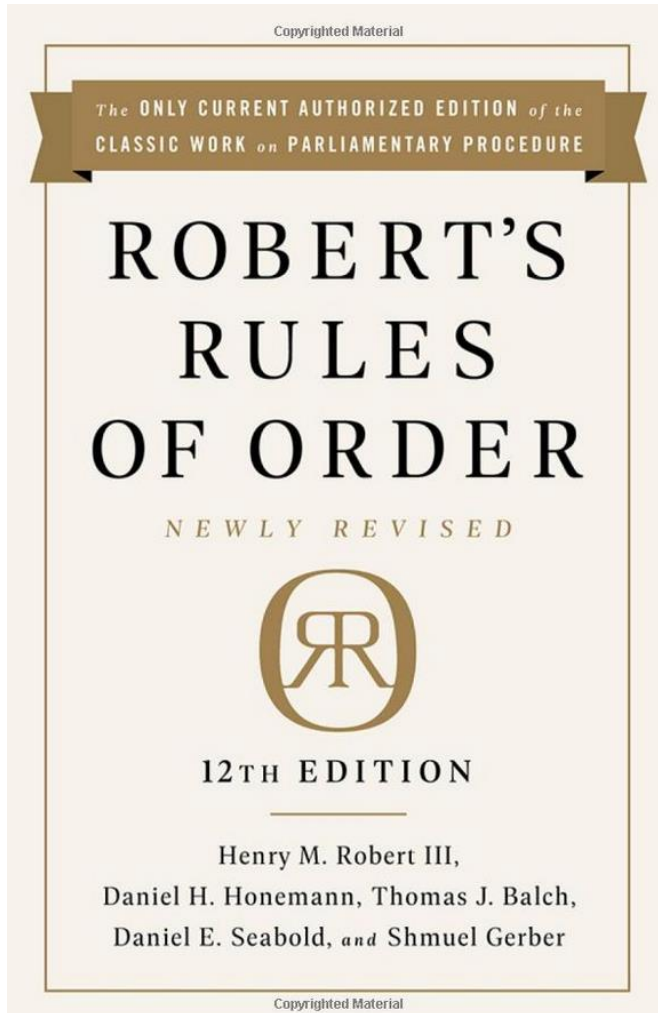
April 30, 2025

Georgia School Boards Association
Whole Board Governance Team Training
DeKalb County

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- Parliamentary rules exist to protect the rights of all members and provides for expeditious transaction of business with professionalism and order.
- There are parliamentary authorities other than Robert's Rules of Order, Newly Revised that are appropriate. Board policy identifies the one selected for use.
- Your parliamentary authority of choice is to be consulted except when federal or state law or board policy address the topic.

PARLIAMENTARY AUTHORITY





- Use a tip sheet
- Strive for accuracy
- Take advantage of workshops as often as possible
- All members of the governance team should cursory knowledge of parliamentary law

THE SCHOOL BOARD MEETING



- Meeting focus is student achievement.
- School board meeting is a meeting **OF** the school board **IN** public.
- Governance team members team respect all opinions
- Body language and verbal comments are equally important.
- Tantamount to meeting success is preparation.

EVERY MEMBER OF THE TEAM HAS A ROLE

- Everyone participates in discussion
- Ask questions (in advance) seeking information; not to put anyone on the spot
- Limit repetitious comments
- Side bar conversations are taboo
- Understand roles of all governance team members.



EFFECTIVE BOARD MEMBERS

- Support the governance team
- Promote understanding through active listening
- Comply with Board operating procedures and Statewide Model Code of Ethics
- Collaborate to resolve conflict



ROLE OF BOARD CHAIR

- Works with the Superintendent to review draft agenda
- Facilitates the meeting by recognizing speakers in turn
- Processes all motions



THE BOARD CHAIR

- Reminds members if **comments** are out of order.
- Receives questions and comments and passes on to presenters.
- Requests recess when necessary.
- Works to keep meeting on track while maintaining decorum.

ROLE OF THE SUPERINTENDENT

- Supports the Board by creating and distributing meeting agenda and material timely.
- Follows legal mandates for posting agenda and providing public access.
- Works with District staff to address questions appropriately.
- Presents administrative recommendations during board meeting.



THE AGENDA

- Board Norms include the process for getting items on the agenda
- Board Chair and Superintendent review the draft agenda
- Agenda is amended within confines of the law



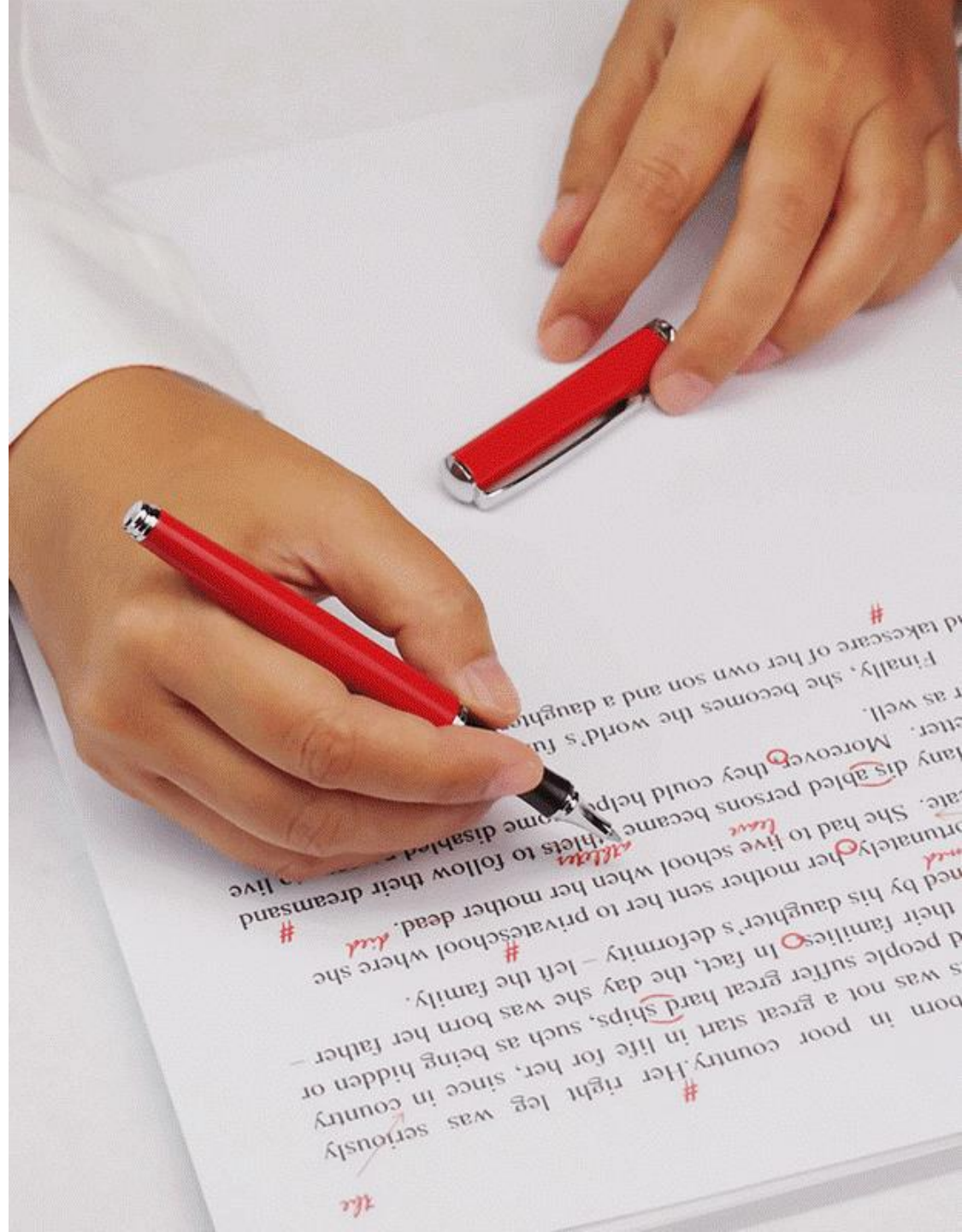
PROCESSING MOTIONS

- Board member makes a motion.
- Another Board member seconds the motion (unless the motion comes from a school board committee).
- Board Chair states the motion, if necessary.
- Board Chair calls for debate, allowing other governance team members to speak first.

AMENDING THE MOTION

A motion to amend modifies a main motion by:

- deleting a word or phrase; or by adding a word or phrase.
- There can be primary and secondary amendments only.



TAKING THE VOTE

- Board Chair calls for “yes” votes;
- Board Chair asks for “no” votes;
- Chairman asks for abstentions **only** if it’s obvious that a member has not voted;
- Board Chair announces outcome of the vote and any resulting action.



The background features a dark blue gradient with stylized, semi-transparent silhouettes. On the left, there is a profile of a person's face looking towards the right. In the center-right, a hand is shown with the index finger pointing upwards. The overall aesthetic is clean and professional.

LET'S TALK ABOUT EXECUTIVE SESSION!



DO'S AND DON'TS FOR MEETINGS

- Ask questions for clarification
- Don't assume the motives of other members of the governance team
- Adhere to the topic being considered
- Let go of the need to be right
- Vote your conviction based upon the discussion
- Support the Board's decision



CLOSING TIDBITS

- Your Georgia School Boards Association stands ready to support you with information and resources to assist in making your school board experience productive.
- Contact GSBA with questions.
- Remember to continue your study of parliamentary procedure.

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