

QUORUM BOARD MEETING PROCEDURE

Quorum

At all sessions of the Board, a majority of the whole number elected shall constitute a quorum.

Rules of Order

1. A quorum being present, the President, or in his absence the Vice-President shall take the chair, call the meeting to order and proceed to business.
2. Should both the President and the Vice-President be absent at the time appointed for the meeting to convene and should a quorum be present a President Pro Tempore shall be elected to serve for such meeting or until either the President or Vice-President shall appear.
3. At all regular meetings the following shall be the order of business:
 - A. Roll call of members
 - B. Approval of minutes
 - C. Claims and account
 - D. Reports and recommendations of the Superintendent
 - E. Unfinished business
 - i – specific topic
 - ii – specific topic
 - F. New business
 - G. Adjournment
4. The President, as such, shall have the right to vote on every question being vested in him by virtue of his membership.
5. The President may speak on points of order in preference to other members and shall decide questions of order subject to an appeal to the Board by any two members.
6. A motion must be seconded and the must be repeated distinctly by the President or read aloud by the clerk before it is debated and any motion may be reduced to writing if the President or any member shall so require.
7. Any member making a motion shall have liberty to withdraw it with the consent of his second before any debate, but it cannot be withdrawn after such debate has begun without the consent of a majority of the board.
8. If “Public Participation” is listed on the posted agenda, visitors may be recognized by the President of the Board and may be asked if they wish to address the Board. If they do, they shall be limited to a 10 minute session. Patrons wishing to address the Board should request in writing stating the purpose and give the request to the clerk 10 days before the meeting date.

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9. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement.
10. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board.
11. The first person recognized by the President as desiring to speak shall have the right to the floor.

**REFERENCE: 70 O.S. §5-118
25 O.S. §311**