

Associated School Boards of South Dakota	NEPN Code: BDDE-E(2)
Policy Reference Manual	

PARLIAMENTARY PROCEDURE MOTIONS CHART

A motion with a higher number takes precedence over a motion with a lower number (i.e., a motion with the higher number dictates what is to be addressed at that time by the school board).

	MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
1	Make a decision on a matter before the School Board (main/original motion)	yes	yes	yes	majority
2	Amend or Substitute Motion	yes	yes	yes	majority
3	Amend the Amendment	yes	no	yes	majority
4	Refer to Committee	yes	yes	yes	majority
5	Postpone to a Certain Time	yes	yes	yes	majority
6	Close Debate	yes	no	yes	2/3
7	Take a Recess	yes	no	yes	majority
8	Adjourn	yes	no	no	majority

The following motions or inquiries may be made at any time during the meeting when there is no other agenda item currently pending or being addressed by the school board:

MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
Address a matter which has been tabled (take matter from table)	yes	yes	no	majority
Reconsider Prior Action	yes	yes	no	majority
Rescind Prior Action	yes	yes	yes	majority

The following motions deal with the conduct of the meeting and may be brought up at any time when business is being conducted:

MOTION TO:	2 ND REQUIRED ?	DEBATE ?	AMEND ?	VOTE REQUIRED
Point of Order (on parliamentary procedure)	no	no	no	none
Request for information	no	no	no	none
Appeal a Decision of the Chair/President	yes	yes	no	majority
Require a roll call vote	no	no	no	none

Adopted: 4/13/2016 Revised: Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.