

Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	OPERATING PROCEDURES
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A majority of the members of the School Board shall constitute a quorum. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these policies.

#### **Voting Methods**

Votes on the following motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each School Board member:

1. motions to convene in closed session;
2. motions to adopt or amend the District's annual operating budget;
3. motions to adopt any borrowing or referendum resolution, or any other similarly formal legal resolution that has been reduced to writing and that is signed by the School Board; and
4. motions dealing with any matter on which legal counsel has advised that a roll call vote should be taken.

Roll call votes shall also be taken when otherwise required by law or when requested by any member of the School Board. Voting by roll call shall be initiated by the School Board Clerk or designee and members shall respond as their name is called. The order of voting shall be randomized. The results of voting shall be recorded by the School Board Clerk or designee, who shall announce the results to those present at the meeting.

Secret ballots shall be used only in the election of School Board officers. All other voting shall be by voice vote, show of hands or signed ballot as determined by the School Board.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the School Board. For example, state statutes require a majority vote of the full membership of the School Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

Members may abstain from voting on a matter but must announce their abstention. No Board member may cast a vote by proxy or by absentee ballot.

No action of the School Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within School Board policy.