

## PROCEDURES AND GROUND RULES FOR THE ANNUAL MEETING



The following procedures have been developed to provide an orderly process for conducting the business of the Annual Meeting of Electors.

1. Members of the electorate should register before the start of the meeting and sit in the area reserved for members. Ballots will be distributed at check-in to all registered and eligible voters.
2. Persons eligible to vote must be citizens of the United States, 18 years of age or older, and district residents for at least 28 days before this meeting (Section 6.02, Wisconsin Statutes). If a person is challenged as to his/her qualifications to vote, the Chair shall state the qualifications for voting to the challenged person. If the challenge is not withdrawn, the Chair shall administer an oath and affirmation to the challenged person.
3. Non-resident and non-voting attendees should declare themselves at registration and sit in the designated non-resident/non-voting section.
4. The business of the annual meeting and motions/resolutions is restricted to a narrow set of topics by Wisconsin Statute 120.10 and provided in public notice of the meeting. All discussions should pertain to the motions/resolutions offered in the public notice.
5. Only those eligible to vote can discuss a pending motion before the electorate. Members who have signed up to discuss a motion/resolution should proceed to line up at the nearest microphone, wait to be recognized by the Chair and state their name and official address before addressing the Chair. Comments should pertain to the motion/resolution and should not be about other persons or topics. Comment cards exist, and completed documents will be scanned and shared with all members of the School Board before the October meeting when the final budget, levy, and mill rate are acted upon.
6. Every member will be allowed up to three minutes to comment on the motion/resolution. A member will not be afforded a second opportunity to comment until all members wishing to discuss the motion/resolution have had an initial opportunity to do so. The chair will make the best effort to afford everyone an equal opportunity, ensuring a fair and inclusive process.
7. Every member wishing to discuss a motion should be allowed to do so without interruption. Attendees at the meeting should not interrupt a person who is speaking.
8. Once the discussion of the motion is closed, the motion will be restated to the electorate, and a vote of the members will be taken.

- a. A visual vote will first be taken unless called upon by a member of the electorate to use ballots. The Chairperson is authorized to waive the visual and directly use the ballot process in section 8b. After the Chairperson has read the motion, they will then ask for all those in favor of the resolution to stand. A visual will be estimated using a percentage stated out loud. The Chairperson will ask for all those opposed to stand. A visual will be estimated using a percentage stated out loud. The chairperson has authorization to confirm that the motion passes or fails.
- b. If the visual count isn't definitive, the Chairperson will call for ballots to be used. The Chairperson will restate the motion again. Eligible audience members will have ballots from registration and will be asked to mark a clear "YES" or "NO" on the appropriate ballot. Please do not fold the ballot. Voting members are expected to self-deliver their vote into the ballot box at the front of each auditorium aisle or ask for assistance from a district representative. The Chairperson will announce that the ballots are closing. After closing, two staff members will be assigned to each ballot box. A member of the audience will be asked to witness the counting for each ballot box. The role of the witness is to observe and verify accuracy, not assist in the count. Results of each ballot box will be shared with the Chairperson and the tally will be announced. The Chairperson will then state that the motion either passed or failed.
- c. If the motion fails, the Chairperson will ask voting members of the audience to propose new language that must be motioned and seconded by voting members of the audience, and step 8b will be repeated until a successful motion is approved.