

B-1850 BEDD RULES OF ORDER

The Board prescribes rules for its meetings as follows:

Action by the Board: The Board shall proceed by motion. Any member, including the president, may make a motion.

Second not required: A motion need not be seconded.

One Motion at a Time: A member may make only one motion at a time.

Substantive Motion: A substantive motion is out of order while another substantive motion is pending.

Adoption by Majority Vote: A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of New Mexico. The president is permitted to vote on all motions.

Debate: The president shall state the motion and then open the floor to debate. The president shall preside over the debate according to the following general principles:

- The introducer (the member who makes the motion) is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Procedural Motions: In addition to substantive proposals, the following procedural motions and no others shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:

- To adjourn. The motion to adjourn may be made only when action on a pending matter concludes; it may not interrupt deliberation of a pending matter.
- To take a recess. The motion is in order at any time. Under these rules, the board president also has the power to call a brief recess, without board action.
- Call to follow the agenda. The motion must be made at the first reasonable opportunity or it is waived.
- To suspend the rules. For adoption, the motion requires a vote equal to the number required for a quorum.
- To divide a complex motion and consider it by paragraph. This motion is the same as the motion to divide a question and consider it by paragraph and is debatable.
- To defer consideration. The board may vote to defer action or consideration of a pending matter indefinitely. A substantive motion consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted.
- Call of the previous question. The motion is not in order until there has been debate and every member has had an opportunity to speak.
- To postpone to a certain time or day. Allows the board to defer consideration to a specified time or day and is appropriate when more information is needed or deliberations are likely to be lengthy.
- To refer to a committee. Sixty days after a motion has been deferred to a committee, the

introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.

- To amend. An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended, and an amendment may be amended, but no further amendments may be made.
- To revive consideration. The motion is in order anytime for 100 days after a vote to defer consideration.
- To reconsider. The motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken, it cannot interrupt deliberation on a pending matter but is in order at anytime before actual adjournment.
- To rescind or repeal. Only for those measures adopted by the board that may legally be repealed or rescinded.
- To ratify. This motion appears on the principle that a board may later ratify that which it could have authorized.
- To prevent reconsideration for six months. The motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive a vote equal to the number required for a quorum. It is valid for six months or until a new board member is appointed, whichever occurs first.

Renewal of Motion: A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

Withdrawal of Motion: A motion may be withdrawn by the introducer at anytime before a vote.

Duty to Vote: Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the president, who shall take a vote of the remaining members present. No member shall be excused from voting except on matters involving his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Public Hearings: Public hearings required by law or deemed advisable by the board shall be organized by a special order, which is adopted by a majority vote, that sets forth the subject, date, place and time of the hearing as well as any rules regarding the length of time of each speaker, etc. At the appointed time, the president or his designee shall call the hearing to order and then preside over it, unless a hearing officer is chosen to preside. When the allotted time expires, or when one wishes to speak who has not already done so, the president or his designee shall declare the hearing ended.

Minutes: Pursuant to the New Mexico Open Meetings Act, written minutes shall be kept of all public school board meetings and all minutes shall be open to public inspection.

Appointments: The board shall use the following procedure to make appointments to various subordinate offices:

The president shall open the floor to nominations. At this time, the names of possible appointees shall be put forward by the members and debated. When the debate ends, the president shall call the roll of the members, and each member shall cast his vote. The votes shall not be tallied until all members have voted.

Reference to Robert's Rules of Order (RRO): To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the board may refer to Robert's Rules of Order, Revised for unresolved procedural questions.

Adopted: date of manual adoption

LEGAL
[22-5-4 NMSA](#)

REF.:

CROSS

[BED](#) -
[BEDA](#) - Notification
[BEDB](#) -
[BEDBA](#) - Agenda
[BEDC](#) -
[BEDF](#) -
[BEDG](#) -
[BEDH](#) - Public
[BGF](#) - Suspension/Repeal of Policy

Meeting
of
Board
-
Preparation
-
Voting
-
Participation
at
Board

REF.:
Procedures/Bylaws
Meetings
Agenda
Dissemination
Quorum
Method
Minutes
Meetings