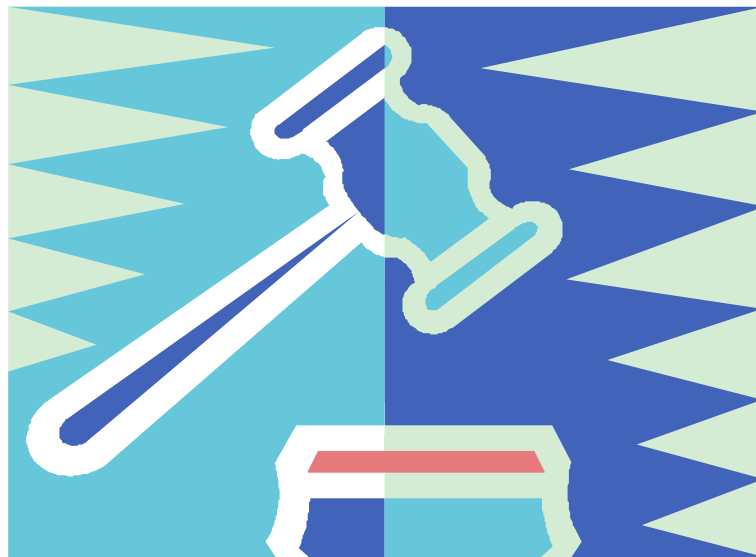


23rd Annual Support Staff Conference for
Administrative Professionals
Amway Hotel, Grand Rapids, Michigan
Thursday, November 5, 1:45pm – 4:45pm

Board Meetings:
From Notice to Adjournment
(and everything in between)



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“This meeting will now come to order...”

I. WHAT IS A MEETING?

A. **Meeting.** A “meeting” is defined in the Open Meetings Act as the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy.

B. Examples of Permissible Gatherings.

1. **Conferences and Workshops.** A majority of the members of a school board may attend state and national conferences, including MASB seminars and classes, without violating the Open Meetings Act – if certain prerequisites are met:

- The purpose of the workshop, seminar, or conference must be to consider issues broader than those which affect the particular school district only.
- The workshop, seminar, or conference must be open to members of other public bodies or to the public generally.
- The members of the school board must carefully refrain from any collective discussion of matters of public policy while attending the event.

2. **Presentations by Groups.** Members of a school board may meet with a neighborhood organization or group without meeting Open Meetings Act requirements as long as the sole purpose is merely to observe or gather information.

3. **Social Gatherings.** Social gatherings and genuinely chance meetings are not school board meetings, even if a quorum of board members is present.

4. **Political Matters.** If members of a school board get together to discuss purely political matters, which are of personal concern, they are not considering matters of public policy and, therefore, need not follow the Open Meetings Act.

C. **E-Mail.** Members of a school board cannot use e-mail communications to decide issues in advance of a meeting or as a means of avoiding open meeting requirements.

1. **Sequential Communications.** School board members should be especially careful to avoid sequential e-mail communications with one another.
2. **Real-Time Chat or Instant Messaging.** A quorum of the board engaging in real-time chat, or instant messaging would appear to qualify as a “meeting” under the Open Meetings Act, requiring the board to comply with its notice and right to attend provisions.
3. **Two-Way Communications.** There is a presumption that a two-way, e-mail communications between two board members is not a violation of the Open Meetings Act, *if limited to only two people.*
4. **Distributing E-Mail Information.** Open meeting requirements do not prohibit school board members or superintendents from distributing e-mail information for which no response is required.

D. **Committees.** If a school board empowers a committee to exercise or perform a school board function, the committee falls within the definition of “public body” and must conduct its business in meetings open to the public.

- A committee is performing a “school board function” when the board delegates authority, such as making a recommendation to the full board, even if the board reserves the right to alter or disregard the recommendation.
- An advisory committee qualifying as a public body must comply with all requirements of the Open Meetings Act.

E. **Calling an Unscheduled/Special Meeting.** “Special meetings may be called and held in the manner and for the purposes specified in the [board’s] bylaws.” Section 11a, *Revised School Code.*

- Bylaws rarely require a board to pass a motion to schedule a special meeting.

- Most bylaws permit the board president or two board members to schedule a special meeting.
- F. **Public Hearings.** In some cases, the Legislature requires a school board to conduct a *public hearing*.
1. **Notice.** Generally, the notice of public hearing must include the purpose (see sample) and the agenda of the meeting. The law requiring the public hearing may also require publishing the notice in a newspaper.
 2. **Procedure.** Michigan law does not define *public hearing*. The following is a commonly used definition for the phrase- “A *public hearing* is a separate and special type of public meeting. The sole purpose of a *public hearing* is to provide an opportunity for the public to make comments on a proposed decision before a public body.”
 3. **Minutes.** The minutes of a public hearing should include the comments and arguments of those promoting or opposing a particular matter that is the subject of the public hearing and the fact that an opportunity to be heard was given to those present.

II. NOTICE OF MEETINGS

Except in the case of a narrowly defined emergency, a school board cannot meet in either open or closed session without giving proper public notice of the meeting.

- A. **Type of Notice.** Two types of notice are required for board of education meetings, notice to board members and notice to the public.
1. **Board Notice.** According to the Revised School Code, local school boards must adopt bylaws for board procedures and other matters related to the “effective and efficient” functioning of the board, including notice of meetings.
 - Bylaws provisions for notice to board members of special meetings should prescribe contents of the meeting notice for board members, methods of delivering the notice, and deadlines for members to receive notice.

- *Affidavit of Service of Call for School Board Meeting* (attests that school district complied with bylaw's notice provisions).
2. **Public Notice.** Requirements for giving notice to the public of meetings for both regular and special meetings are prescribed by the Open Meetings Act.

B. **Posting Public Notice**

1. **Designation of Person.** The board of education of a local or intermediate school district and the governing board of a public school academy must officially designate a person responsible for implementing the public notice requirements of the Open Meetings Act.
2. **Timing of Notice.**
 - a. *Regular Meetings:* Once a school board sets its regular schedule of meetings, the board then has ten days to notify the public of the schedule. If there is a change in schedule, notice must be given no more than three days after the meeting at which the change occurs.
 - b. *Special Meetings:* For special or rescheduled meetings, school boards must post a meeting notice at least 18 hours before the meeting. This minimum notice requirement is not fulfilled if the public is denied access to the notice of the meeting for any part of the 18 hours.
 - c. *Reconvened Meetings:* If a regular or special meeting is recessed for more than 36 hours, 18 hours' advance notice must be given before the meeting can be reconvened.
3. **Place of Posting.** Public notice must be posted at the principal office of the board of education and at the principal office of the school district. Usually, both of these are at the same location.
4. **Mailing Lists.** Any person may request that the school board put him or her on a mailing list to receive notice in advance of all school board meetings. If the person making the request is a newspaper or a radio or television station located in Michigan, notice must be provided without charge.

C. Contents of Public Notice

1. **Minimum Contents.** The public notice for all school board meetings must contain, at a minimum:
 - Ü The name of the board of education.
 - Ü The address of the board of education.
 - Ü The telephone number of the board of education.
 - Ü The time of the meeting.
 - Ü The date of the meeting.
 - Ü The place of the meeting.
 - Ü A statement indicating where the official minutes of school board meetings are stored and available for inspection.
 - Ü Americans with Disabilities Act notice.

Sample ADA Language

“If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact _____ (name and title) _____ at _____ (telephone numbers for voice and TDD calls) _____ at least one week [If the public notice is for a special meeting, the 7-day request period may need to be shortened.] prior to the meeting or as soon as possible.”

2. **Agendas.** The public notice need not include a meeting agenda.
3. **Retention.** The *Records Retention and Disposal Schedule for Michigan Public Schools* requires meeting notices to be retained for one year after creation.

- D. **Emergency Meetings.** A school board may meet in an emergency session without complying with notice requirements of the Open Meetings Act if it becomes necessary to deal with a severe and imminent threat to the health, safety, or welfare of the public and two-thirds of the members decide delay would be detrimental to efforts to lessen or respond to the threat.

III. AGENDAS

- A. **Generally.** An agenda sets out in general terms what business will be taken up and in what order.
- B. **Preparing an Agenda.** Typically, the superintendent and board president jointly prepare the agenda, with the superintendent responsible for gathering items. Once, the agenda is designed, the president is responsible for ensuring the agenda is followed.
1. **Adding Items Prior to the Meeting.** Every school board should have a policy that sets out procedures and conditions for persons who wish to appear before the board of education.
 - A prerequisite to getting on the agenda should be that a person exhausts administrative remedies before bringing a problem to the board.
 2. **Adding Items at the Meeting.**
 - a. If the agenda is not adopted at the beginning of the meeting, items can be added by any board member just by making a motion to add an agenda item at the time when “new business” is called for by the chair.
 - b. If the agenda is adopted at the beginning by a majority vote, then it takes a two-thirds vote to amend the agenda by adding something to it.
- C. **Adopting the Agenda.** *Robert’s Rules of Order* does not require a board to adopt an agenda at the beginning of its meetings.
 - One reason for adopting an agenda may be that the meeting time is short; adopting the agenda thus expedites the business so that it can be completed.
- D. **Consent Agendas.** A consent agenda groups together some of the routine business of the board into a single motion and requires no discussion prior to action.
1. **Examples:** Approving board minutes, approving administrative reports, receiving committee reports, reviewing monthly expenses, etc.

2. It is understood that all items listed under the consent agenda have the recommendation of the superintendent and/or board president and are routine and non-controversial in nature.
3. Any board member can request that any item be removed from the consent agenda and voted on separately if he or she thinks it needs to be discussed. *The request does not need a second and is not discussed, and no vote is taken to remove it from the consent agenda.*
4. The minutes of the meeting must include the approved motion as stated and list all the items that appeared on the consent agenda.

E. **Retention.** The *Records Retention and Disposal Schedule for Michigan Public Schools* requires a school district to permanently retain agendas and agenda packets containing any materials that are distributed to board members for review.

IV. PARLIAMENTARY PROCEDURE

A. Adopting Robert's Rules of Order.

1. For purposes of clarity and efficiency, most public entities (including boards of education) formally adopt *Robert's Rules of Order* to assist them in conducting their meetings.
 - Adoption can be formal or informal- A resolution to adopt *Robert's Rules* helps to make clear for board members, and those in the public who understand the *Rules*, the types of permissible motions, order of precedence, and the votes required to pass a particular motion.
2. Boards of education may adopt *Robert's Rules* **and** local rules which overrule *Robert's Rules* or address local procedures.

B. **Motions.** No motion is in order that conflicts with federal, state, or local law; or that conflicts with the board's bylaws or other rules of the district. Even if the motion is adopted by a unanimous vote, it is null and void.

1. **The Revised School Code**-“An act of the board shall not be valid unless voted at a meeting by a majority vote of the

members elected to and serving on the board and a proper record of the vote.”

- a. Thus, a board that currently consists of seven members can only pass motions by four affirmative votes.
 - b. In situations where four, five, or six board members are present at a meeting, the *Revised School Code* trumps Robert’s which only requires a majority vote of members who are voting at a meeting where a quorum is present.
 - c. The above quoted section of the *Revised School Code* also implies that the President of the board shall vote on all motions. Robert’s prohibits the President from voting unless it is to break a tie vote or create a tie vote.
2. **Support.** The second most important concept of the motion is that all motions require a second. After the motion has a second, the chair should state the motion before the board – then discussion should follow.
- a. **Exception.** Nominations for officer positions do not require a second.
 - b. Any member may address his or her own motion
 - c. Before being stated by the chair, a motion belongs to its maker and can be withdrawn at any time. After being stated by the chair, motion belongs to the assembly and must be processed with debate and vote.
3. **Amending a Motion.** The motion to amend is a separate motion altogether. It requires a second and vote on the motion to amend.
- a. If the motion to amend **passes**, the chair should restate the motion, as amended, for discussion and subsequent vote.
 - b. If the motion to amend **fails**, the original motion stands, and discussion on the original motion occurs followed by a vote.
4. **Renewal of Motions.** If a main motion is defeated, it can’t be brought before the board again at the same meeting unless it is a substantially new question, by a change in wording, or

a difference in time or conditions, or through special procedures to reconsider the vote.

Reconsideration allows the board to change its mind about how it voted on a motion at the same meeting:

- Only a member who voted on the prevailing side can make the motion.
- Needs a second.
- Majority vote to adopt.
- Cannot be reconsidered.
- **Result:** If adopted, the motion is again before the board as if it had not been voted on.

5. **Rescind and Amend Something Previously Adopted.** The rules concerning the two motions to rescind and amend something previously adopted are very similar. Their purpose is to either reverse or to change something previously adopted by the board by striking out the entire action or by changing part of it:

- Needs a second.
- Majority vote with previous notice.
- Two-thirds vote or majority vote of the board without previous notice.
- **Result:** If this motion is adopted, the previously adopted motion is reversed or changed.

Rescission is best used to correct mistakes in contract language and the like. It is not a tool to subvert past decisions.

a. A motion can't be rescinded or amended:

- If someone has made the motion to reconsider the vote and it can be called up.
- If something has been done and it is impossible to undo.
- If the members have voted to enter into a contract and the other party has been notified.
- When an officer has been elected to or removed from office and notified. (If a person has been elected to office and the members want to “rescind” the action, they can do so if the bylaws permit this.)

6. **“Lay on the Table”** – The most misused motion in meetings.
 - a. Because people have seen it misused so often, its misuse becomes acceptable. The most frequent form is “let’s table this to the next meeting.” Technically, there is no such motion in *Robert’s Rules of Order*.
 - b. To “table to the next meeting” is the motion to *postpone to the next meeting*.
 - When the motion to *postpone to the next meeting is adopted*, it appears under unfinished business at the next meeting.
 - c. To “lay on the table” is correctly used to take up a more urgent item of business or to hear a speaker who can’t stay for the completion of the pending business. It is incorrect to use it to kill a motion or delay it to a later time.
 - When a motion is *laid on the table* (set aside temporarily), it must be *taken from the table* by the end of the next meeting, or it dies.
7. **Precedence**. Not all motions are in order at any given moment. Instead, certain motions are considered ahead of others in formal procedure. The concept of precedence is governed by two rules:
 - a. When a motion is being considered, any motion higher on the list – but no motion of lower precedence – may be proposed.
 - b. The motion last proposed (and highest on the list) is considered and decided first.
8. **Previous Question**. The purpose of this motion is to stop debate and immediately take a vote.
 - a. A member can’t simply yell out “Question!” and expect the chair to stop the debate and take a vote on the motion.
 - The chair never has the authority to close debate as long as one person wants to discuss the motion unless the previous question motion is adopted.

b. If adopted, the members take a vote on the immediate pending question. If the previous question is called on all pending questions, then vote is taken on all pending motions.

- Needs a second
- Not amendable
- Not debatable
- Two-thirds vote to adopt

9. **Refer to a Committee.** The purpose of this motion is to obtain information by referring the motion to a small, selected group of members for investigation.

a. When making the motion to refer to a committee, state which committee, what it is to do, and when it is to report back to the board.

b. Variables in the motion may be amended and any debate must be germane to the merits of referring the motion to a committee.

10. **Point of Order.** The purpose of a “point of order” is to correct a breach in the rules when the presiding officer does not correct it, or when the presiding officer make a breach in the rules.

a. It does not need a second, can interrupt a speaker, and is ruled upon by the chair.

b. If a member does not agree with the chair’s ruling, the member can appeal from the decision of the chair.

C. **Rules of Debate (Very Formal).**

1. Until a matter has been brought before the board in the form a motion proposing a specific action, it cannot be debated.

a. The motion must be made by a member who has obtained the floor while no question is pending (or while the motion is in order, if it is not a main motion), after which it must be seconded by another member (unless it is made by direction of a board or committee), and must be stated by the chair.

- b. The member who made the motion has the first right to speak to the motion.
2. A member must obtain the floor and be recognized by the presiding officer before beginning to speak.
 - *Note-* In small board meetings (less than 12 board members), members do not have to stand and obtain the floor before speaking. They can speak while seated.
3. A member can speak twice to the motion, but the second turn can be taken only after everyone who wishes to speak the first time has spoken.
4. Each member can speak for ten minutes on each turn unless the board has adopted rules that state another amount of time.
5. Remarks must be confined to the merits of the pending motion.
6. Speakers must address all remarks to the chair; cross talk between members is not allowed.
7. Use of a member's name is to be avoided, if at all possible.
 - Instead, refer to the members as "the member who just spoke" or "the member who spoke against the motion" or "the maker of the motion."
8. The member who makes the motion can't speak against his or her own motion, although he or she can vote against it.
 - *Note-* The person who seconds the motion, however, can speak against the motion because a second means "Let's discuss it," not "I agree."
9. During debate, a member can't talk against previous action that is not pending, unless one of the motions to rescind, reconsider, or amend something previously adopted is pending; or unless the member concludes his or her remarks with one of these motions.
10. In debating an issue, members also have the right to conclude their debate with a higher-ranking motion than the one pending.

D. **Informal Meetings.** These meetings are distinguished from formal meetings by the size of the board. *Robert's Rules of Order* sets the dividing line between large and small boards as 12 members. Small boards can use more relaxed procedures, and these differ from the procedures of large board in the following respects:

1. Members do not have to stand up and obtain the floor before speaking. They can speak while seated.
2. Motions do not need to be seconded.
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
4. Informal discussion of a subject is permitted while no motion is pending.
5. When all the members know what they are voting on, it is not necessary to have a formal motion before voting. However, for the sake of having a clear record in the minutes of the issues being voted on, it is always best to put the discussion in the form of a formal motion before taking a vote.
 - *Note-* The Revised School Code states that an act of a school board is valid only if it authorized by a majority vote of the members elected or appointed to and serving on the board.
6. The chair need not rise while putting questions to vote.
7. The chair can enter into the discussion and usually remains seated while conducting the meetings. He or she usually makes motions and votes on all questions.

V. CLOSED MEETINGS

A. Procedures Related to Closed Sessions

1. **Calling a Closed Session.** The decision to hold any portion of a meeting as a closed session must be made at an open meeting. In some situations, a majority vote of the board is sufficient to go into closed session. In other situations, a two-thirds roll call vote is necessary.

2. **Two-thirds Roll Call Vote.** A two-thirds roll call vote is necessary to conduct a closed session for the following purposes:
 - Considering the purchase or lease of property.
 - Consulting with an attorney on pending litigation.
 - Reviewing job applications when candidates request confidentiality.
 - Considering material exempt from disclosure under another statute.
3. **Majority Vote.** If a school board wishes to go into closed session for a permitted purpose other than as stated above, a simple majority vote is sufficient to adopt the motion to convene a closed session.
4. **Choosing an Open or Closed Session.** In some instances, the board of education does not control the decision as to whether a meeting will be open or closed.

B. Legitimate Purposes for Closed Meetings

1. **Complaints and Disciplinary Action.** Closed sessions are permitted to consider the dismissal, suspension, or disciplining of a school district employee or school board member, if the named person requests a closed hearing. Closed sessions are also permitted to hear complaints or charges brought against an employee or board member, if requested by the employee or board member who is the subject of the complaint.
2. **Periodic Personnel Evaluations.** The Open Meetings Act permits closed sessions to consider a periodic personnel evaluation of an employee if the employee being evaluated requests a closed session.
3. **Student Discipline.** School boards are permitted to meet in closed session to consider the expulsion, suspension, or disciplining of a student, if the student or the student's parent or guardian requests a closed session.
4. **Collective Bargaining Strategy.** School boards are allowed to meet in closed session for the purpose of strategy and negotiation sessions connected with a

collective bargaining agreement, if either party requests a closed hearing.

5. **Purchase or Lease of Property.** A school board may meet in closed session to consider the purchase or lease of real property, but only up until the time an option to purchase or lease that real property is obtained. This exception from the open meeting requirement does not cover meetings to consider the sale of property or for the purpose of disposing of a building through sale or lease.
6. **Pending Litigation.** A school board may meet in closed session to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation if an open meeting would have a detrimental financial effect on the public body's litigation or settlement position.
7. **Applications for Employment and Appointment to Public Office.** Closed sessions are permitted to review the specific contents of employment applications and applications submitted by individuals seeking appointment to public office. This exemption allowing closed sessions applies only if the candidate requests that his or her application be kept confidential.
8. **Exempt Material.** The Open Meetings Act permits closed meetings of a public body to consider material exempt from discussion or disclosure by state or federal statute.
 - a. *Attorney-Client Privilege.* The written opinion of legal counsel addressed to a public body is within the common law attorney-client privilege exempted from disclosure under the Freedom of Information Act and is, therefore, also exempt from requirements of the Open Meetings Act.
 - b. *FERPA.* The federal act known as the Family Educational Rights and Privacy Act (FERPA) prohibits disclosure of student records or information contained in such records without express parental consent (or, if the student is 18 or older, the student's consent).
 - c. *Other Protected Records.* The Freedom of Information Act extends to other protected records, such as test questions and answers and law enforcement records.

To the extent that discussion of these written records in an open meeting would reveal data in violation of Freedom of Information Act protections against disclosure, a school board may meet in closed session to consider the documents.

- C. **Personnel Matters.** It is not sufficient to identify the purpose of a closed session as merely a “personnel matter.” As can be seen from the references in this outline, the Open Meetings Act permits closed sessions only for specific personnel matters. The specific personnel matter to be discussed must be identified in the motion to convene into closed session.

VI. MINUTES OF MEETINGS

Minutes must be kept of all school board meetings, whether open or closed, or a regular, special, or study session.

- A. **Contents of Minutes.** As required by the Open Meetings Act, the minutes of a school board meeting must include:

- ü Date of meeting.
- ü Time of meeting.
- ü Place of meeting.
- ü Board members present and absent.
- ü Every decision made by the board.
- ü All roll call votes.
- ü A record of other votes.
- ü Purpose of a closed session.
- ü Corrections (if any).

B. **Procedures Related to Minutes**

1. **Correcting Minutes.** Corrected minutes must show both the original entry and the correction. Corrections must be made no later than the next meeting following the meeting recorded in the minutes
2. **Availability of Minutes.** Minutes of open meetings must be available for inspection and copying at the address given in the notice of meeting.
 - Proposed minutes of an open meeting must be available for inspection within eight business days after a meeting.

- Approved minutes must be available within five business days after the meeting at which they are approved.
 - Corrected minutes must be available at or before the next subsequent meeting after the correction(s).
3. **Retention.** The *Records Retention and Disposal Schedule for Michigan Public Schools* requires a school district to permanently retain approved meeting minutes.

C. Special Provisions for Minutes of Closed Meetings

1. **Contents.** A school board must keep minutes of its closed meetings. The list of contents for minutes of closed meetings is the same as for open meetings, except that minutes of a closed session must always show the purpose of the closed session. (*see sample*)
2. **Approval of Closed Meeting Minutes.** Minutes of a closed meeting may be approved at the school board's next open meeting.
3. **Separate Set.** A separate set of minutes must be kept for closed session meetings. This set of minutes should be filed with the designated secretary of the board and kept in a special, locked file – apart from the minutes of open meetings – at the school district office.
4. **Availability.** Minutes of closed sessions are not available to the public and cannot be disclosed or released to the public without a court order.
5. **Retention and Destruction.** Minutes of closed sessions must be kept for slightly longer than a year. The minutes of closed sessions may be destroyed a year-and-one-day after the approval of minutes of the open meeting at which the closed session was authorized.

D. Committee Meetings. If a committee qualifies as a public body, minutes must be kept for the meetings.

- Although the committee may act to approve its minutes, the school board, as general rule, will want to receive copies of committee minutes at board meetings.

E. **Voting Procedure.** All votes taken at a school board meeting are a matter of public record and must be recorded in the minutes.

1. **Board Action.** An act of the board is not valid unless the act is authorized at a meeting by a majority vote of the members elected to and serving on the board.
2. **Secret Ballots.** Secret ballots are not permitted under any circumstances.
3. **Recording Votes.** All votes must be taken in such a way that a person attending the meeting or reading the minutes can see how each board member voted.

F. **Audiotapes.** Recordings can never serve as a substitute for written minutes.

1. **Public Records.** When notes or recordings of an open meeting are kept, they qualify as public records under the Freedom of Information Act (FOIA).
 - Once the written minutes are officially adopted by the school board, the Open Meetings Act does not require a district to maintain the meeting's recordings unless the tape is subject to a pending FOIA request.
2. **Closed Meetings.** For purposes of closed meetings, an audiotape of a meeting is part of the minutes of the closed session and thus is (1) is required to be filed with the designated secretary of the board for retention and (2) is not available to the public unless disclosure is ordered by a court.
 - Audiotapes of closed meetings must be retained by the school district for at least one year and one day after the approval of the minutes at which the closed session was approved.

F. **Minutes- Based on Robert's Rules of Order Newly Revised.**

1. **Basic Premise.** Minutes are a record of what was done at the meeting NOT what was said by members or guests.
2. **What Should be Included.**
 - a. *First paragraph:*

- Ü Kind of meeting (regular, special, adjourned)
 - Ü Name of board
 - Ü Roll call
 - Ü Date and time of meeting
 - Ü Place of meeting, if varies
- b. *Approval of the minutes of previous meeting*
- Ü What action was taken on the minutes of the previous meeting
 - Ü Corrections should be recorded in the minutes of both meetings
- c. *Separate paragraph for each subject matter with name of mover:*
- Ü All main motions or motions to bring a main question again before the board stating:
 - The wording in which adopted or disposed of
 - The disposition of motion (including amendments or motions)
 - Ü Secondary motions that were not lost or withdrawn
 - Ü All previous notices of motion
 - Ü All points of order and appeals, whether sustained or lost
- d. *Last paragraph:*
- Ü Hour of adjournment
 - Ü Signature and title of the person who took the minutes
- e. *Names and votes if roll call vote*
- f. *The fact that the reports of officers, boards, and standing and special committees were given, and what action was taken.*

3. **What Should Not be Included.**

- a. Remarks of guest speakers
- b. Seconder's name – unless customary or the board desires it

- c. Motions that were withdrawn
- d. Personal opinion on anything said or done

VII ADJOURNMENT

A. Motion to Adjourn During the Meeting.

1. **Purpose.** To end the meeting NOW!
 - Not amendable
 - Not debatable
 - A majority vote to adopt
2. **Result.** It ends the meeting, and the business halts at the point where the members adjourned. If the members are in the middle of discussing a motion, this motion will come up at the next meeting under unfinished business and general orders.

B. Closing the Meeting.

- In most assemblies, the presiding officer can adjourn the meeting without waiting for a motion to do so if every item of business has been considered.
- If custom or tradition require that a motion to adjourn be made, the presiding officer can ask, “Is there a motion to adjourn?” Once the motion is made and seconded, the presiding officer can ask, “Is there any objection to adjourning the meeting? Hearing no objection, the meeting is adjourned.”

“Since there is no further business, this meeting is adjourned.”

SOURCES

The following sources were used to develop the outline for this presentation:

Open Meetings Guide(10th Edition), Michigan Association of School Boards, 2004.

Robert's Rules of Order, Simplified and Applied, Webster's New World, 1999

Robert's Rules of Order Newly Revised (10th Edition), 2000

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