

## **RMA School Board Procedure for Conduct of the Meeting**

The River Mill Academy Board will follow certain procedures in its board meetings in order to effectively handle the schools business. These procedures are being read tonight to inform everyone on how we will conduct our meetings.

The board secretary will post a tentative agenda 7 days prior to any meeting. A copy of the agenda may be obtained from the information table located in the back of the room.

The board will employ a verbal voting process.

Each board member will vote unless the majority of the board decides upon motion that a particular board member should abstain from voting due to a conflict or for a valid reason. Board members are required to disclose to the Board any conflicts of interests they may have.

No member knows how another member is going to vote until the vote is recorded.

The Board practices parliamentary procedure as to the conduct of its board meetings.

The board allows for a 20 minute presentation for an agenda item and there will be a five minute per speaker comment period allowed if the public wishes to address the issue with comments.

No one can speak twice to the same issue until everyone else wishing to speak has spoken to it once.

It shall be the duty of the Chair or his/her designee to preside over all meetings, to recognize speakers, to instruct all persons addressing the Board to state their names, addresses and organization, if any, and to request those in favor of the proposal to speak first and those in opposition to speak last.

The public shall be allowed to speak during a public comment period of the meeting, or at such other times as the Board shall allow. We ask that speakers try to limit their comments to 3 minutes to allow everyone an opportunity to speak. We also ask that you please fill out the Public Comment form at the information table located in the back of the room so that we may properly record your name in the official minutes. The Board Chair will be the only one who will recognize speakers.

Anyone speaking to the Board shall address their remarks to the Board, not to other members of the audience in the form of a debate. Comments must be related to legitimate school business. Remarks must be courteous in language and demeanor, and should avoid personal comments and cannot question a member's motives. Speakers must be recognized by the Chair before they speak. Speakers should give their name, topic, and organization/affiliation and contact information.

The Board expects the public to maintain an acceptable standard of conduct on the school premises. Individuals who create disorder in any way will be removed from the school and its grounds by the appropriate authorities if necessary. In the event of a disruption, the Board chair will recess the meeting until the offending party is removed and order is regained.

I would now ask anyone with a cell phone or pager to please turn them off or set them on vibrate at this time.

We ask that you please follow these rules so that we may handle the school's business in the most efficient and effective manner for everyone.

Adopted by Board on March 17, 2011 in open session.