



MASBO Fall Conference 2016

Katie Klanderud

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The Minnesota School Boards Association, a leading advocate for public education, supports, promotes and strengthens the work of public school boards.

- ☐ Robert's Rules of Order
  - \*Bob's Rules
- ☐ Open Meeting Law
  - \*Retreats
  - \*Closed Meetings
  - \*Disruptive Public

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## Robert's Rules of Order

- NOT required by state statute
- Check your district's policy
  - \*MSBA/MASA Model Policy 203.1
  - \*Board discussion/past practice?
  - \*May change with leadership/style
- Intended as a guide/resource
  - \*Resources

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"The great lesson for democracies to learn is for the majority to give to the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their views, **gracefully to submit and to recognize the action as that of the entire organization**, and **cheerfully to assist** in carrying it out, **until they can secure its repeal.**"

Gen. Henry M. Robert  
(1837-1923)

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# ROBERT'S RULES OF ORDER

\*BOB'S RULES

## Procedure for Small Boards

### KEEP IT SIMPLE

- For small boards of not more than **12** members
- Relaxes some of the parliamentary formality
- Board chair can make and second motions
- No limit to number of times a member can speak to a motion
- Informal discussion permitted while no motion is pending

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For small boards of not more than **12** members

This would be most districts in MN... Unless your are consolidating or a charter school.

Relaxes some of the parliamentary formality

RRQ written for large assemblies that need more "order" to keep a large group organized.

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### Board chair can make and second motions

First and foremost, your board chair is an elected school board member. It's by the graciousness of their fellow board members that they are the chair.

Recommend letting other board members make the motion and second. Let them "own" it. The chair guides the discussion and process.

And they vote!

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### No limit to number of times a member can speak to a motion

Because the board is small and to hear all perspectives, board members can speak more than once. Each board member should have been given the opportunity to speak before a "2<sup>nd</sup> round" of conversation begins.

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### Informal discussion permitted while no motion is pending

This is important and can be to the board's advantage!

Have DISCUSSION BEFORE a motion is made. Craft a motion that most satisfies the board.

ELIMINATES the amendment...  
And the amendment to the amendment...

Don't let formality get in the way of understanding what you're doing!

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Questions?

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## OPEN MEETING LAW

- Retreats
- Closed Meetings
- Disruptive Public

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## Open Meeting Law (M.S. Ch. 13D)

- Purpose
  - Prohibit secret meetings
  - Allow interested public to be fully informed
  - Allow public input
  - Public must be given an opportunity to observe
    - \* Board decisions/actions
    - \* Detect improper influences

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## Retreats

- Call it what you want... it's still a meeting
  - Regular Meetings
  - Special Meetings
  - Emergency Meetings
- Other commonly used titles of meetings
  - Business
  - Work or Study Session
  - Retreat/Workshop
  - Committee

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## Retreats

- Posted and Open: Three (3) days' notice Quorum of the Board  
Quorum of a Committee
- Keep schedules of regular meetings on file in the district office
- Special meetings posted on principal bulletin board. Also, EITHER mail notice to people who have requested OR publish notice in the official newspaper
- Called by board chair, clerk or any three (3) board members...

**BUT a quorum needs to be present**

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## Retreats

- Location of Meetings  
Must "**be held in a public place located within the territorial confines**" of the area of which the public body has jurisdiction  
Quast v. Knutson, 150 N.W.2d 199, 200 (Minn. 1967)
- Should be held within your school district boundaries
- Charter schools: We don't know that this has been defined  
What is the intent?  
What is the most conservative answer?  
**(Hold the meeting in your school.)**

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## Closed Meetings

- School boards must have a legitimate reason to close a meeting
  - Check the law if you are uncertain
  - Board discomfort about discussing a matter in public is NOT a legitimate reason to close a meeting
- Before closing a meeting, the board must "state on the record":
  - Specific grounds permitting a closed meeting  
AND
  - Describe the subject to be discussed

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## Disruptive Public

- Make sure the public has an understanding of how your meetings work and when/how they can speak (MSBA/MASA Model Policy 206)
- Be clear, consistent and set guidelines
- It is a BOARD meeting taking place in the PUBLIC

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## Disruptive Public

- If they are disruptive, use the gavel (Have gavel... will manage meeting)
- *You are out of order... You are out of order, please sit down... You're out of order and if you don't stop, I'll need to recess the meeting and have you escorted from the room.*
- Chair calls a recess (board must be allowed to conduct business)
- Let them know you are now asking them to leave or they will be removed by law enforcement
- Removal

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## Prevention: A Welcoming Atmosphere

- Greeter (A handshake, a welcome and just ask!)
- Explain process (MSBA/MASA Model Policy 206)
- Seating is appropriate
- Everyone can see and hear
- Recognize audience members
- Be fair and equal
- Set an example: *Good conduct and ethics!*

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Questions?

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We're not the school board police. Let us know how  
we can help you help your school boards.  
Give us a call!

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