
BOARD OF CONTROL GOVERNANCE AND OPERATIONS
REGULATIONS

BBA-R Board of Control Responsibilities

BDDE-R Rules of Order

BOARD OF CONTROL RESPONSIBILITIES

The responsibilities listed below are those of the Board of Control acting as a unit and not of the several members individually except insofar as each individual member has the duty of giving thought and attention to all matters for which the board is responsible and of contributing to the considerations and discussions through which the Board arrives at conclusions and takes appropriate actions.

Although enumeration of all duties and responsibilities of the Board is impractical, the following are among the most important:

1. Appointing the Executive Superintendent. (This is listed first because no other duty of the Board is more important or more far-reaching in results).
2. Establishing policies.
3. Formulating and administering rules and regulations governing board procedures.
4. Controlling school finances. This includes, but is not limited to, examining and approving the budget and capital outlays, awarding contracts, fixing salary schedules and wages, overseeing all business transactions and regular auditing of all accounts.
5. On recommendation of the Executive Superintendent, employing teachers and other personnel, apportioning their duties and providing for handling all related personnel problems.
6. Maintaining and improving the school plant.
7. Presenting the needs of the schools to governing bodies.
8. Representing the schools and the educational program before the public generally as opportunity occurs.

Approved by the Board of Control:

RULES OF ORDER

Order of Business

The normal order of business at regular meetings shall be as follows:

1. Call to order – establish quorum
2. Approval of minutes of previous meeting
3. Agenda approval
4. Delegations
5. Executive Superintendent's Report
6. Principal's Report
7. Communications
8. Old business
9. New business
10. Approval of bills and accounts
11. Miscellaneous
12. Adjournment

Board members may have the privilege of adding items to the published agenda upon request of the chairman and consent of the board.

Rules of Order

In the absence of any specific rule, Robert's Rules of Order Revised shall be considered the authority on parliamentary law.

Specific rules of order of the Board of Control are as follows:

1. It shall be the duty of the chairman or presiding officer at all times, to preserve order and to endeavor to conduct all business before the board with propriety and dispatch.
2. When any business is brought regularly before the board, the consideration of the same cannot be interrupted except by a motion: for adjournment, to lie on the table, for the previous question, for commitment, or for amendment.
3. The chairman may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any two members.
4. A motion made, must be seconded, and then repeated distinctly by the chairman or read aloud before it is debated; and every motion shall be reduced to writing if the chairman or any of the members requires it.
5. Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his second, before any debate has taken place thereon; but not after debate is had without leave being granted by the Board.

6. An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained.
7. If the motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two members may have it divided and a vote taken on each part.
8. A motion once voted down cannot be renewed at the same meeting of the board, without the consent of a majority of the members of the board.
9. If any member considers himself aggrieved by a decision of the chair, it shall be his privilege to appeal to the board, and the vote on such appeal shall be taken without debate.
10. When the chairman has commenced taking a vote, no further debate or remark shall be admitted unless there evidently been some mistake, in which case the mistake shall be rectified and the chairman shall recommence taking the vote.
11. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the board is voting on another question or while a member is addressing the board.

Approved by the Board of Control: December 1, 2009