

POLICY NUMBER: 202 RULES OF PROCEDURE

The following rules of procedure are recommended for adoption by the Delegate Assembly pursuant to Article 5, Section 4 (c) of the AASB Constitution and Bylaws.

1. **DELEGATE ASSEMBLY QUORUM:** School board members representing at least 50% of the qualified weighted vote shall constitute a quorum at the annual meeting of the Association.
2. **PARLIAMENTARIAN:** The chair may appoint a parliamentarian to whom questions may be directed through the chair.
3. **ROBERT'S RULES OF ORDER:** The Delegate Assembly shall follow Robert's Rules of Order except where a Delegate Assembly rule conflicts with Robert's Rules, in which case the Delegate Assembly rule shall apply.
4. **DEBATE ON THE FLOOR:** A delegate from a district different from the one making a motion, must second a motion made from the floor. In speaking to a motion, a delegate will be limited to three minutes. A delegate who has spoken on a question will not be recognized again for the same question until others who wish to speak have spoken.
5. **VOTING:** Voting on all substantive issues by the General Membership shall be conducted by a weighted vote.

Each member school board in good standing with the Association shall be entitled to a weighted number of votes distributed on the basis of district size as determine by Average Daily Membership.

ADM Category	# Votes per District 1
<500	1
501 - 1,000	2
1,001-5,000	3
5,001-20,000	4
>20,000	5

All individual board members attending the general business meeting will be encouraged to participate in the voting process, but will have to make decisions as a local board as to how to cast the number of votes allotted to their district. Boards may choose to split their votes if they have more than one vote allotted. All board members present will be allowed to speak on any issue.

Weighted voting on substantive business will be conducted with the use of designated markers distributed to each school board by the Association at the meeting. The number of markers distributed to each board will correspond with the number of votes allotted to each district according to the Bylaws. No proxy votes will be allowed.

6. **PROPOSED RESOLUTIONS:** Proposed resolutions to be considered by the Delegate Assembly must be submitted in writing to the Association office no later than 30 days prior to the first session of the meeting. All proposed resolutions submitted to the general membership, including those that may potentially be considered from the floor, must demonstrate local school board approval before consideration by either the Resolutions Committee or the Delegate Assembly.

A resolution not submitted through the appropriate process and meeting the required timelines or a resolution which was correctly presented to the Resolutions Committee for consideration but has received negative consideration by that committee may be considered by the Delegate Assembly under the following conditions: (1) Floor resolutions must be submitted to AASB staff by 6:00 p.m. on the first official day of the Annual Conference for copying and be accompanied by proof of local school board approval; (2) a motion must be properly made at the annual Delegate Assembly to specifically ask that the rules be suspended by the Delegate Assembly to take up the exclusive resolution in question; (3) the motion shall require two thirds of the total votes cast are in favor of allowing the measure to be considered.

Any motion to suspend the rules during this portion of the Delegate Assembly not specific to the consideration of the proposed resolution(s) will be considered out of order and not entertained (pursuant to Article 5, Section 4 (c) of the AASB Constitution and Bylaws).

7. **AMENDMENTS TO THE CONSTITUTION:** The Constitution may be amended at the annual meeting of the Association by two thirds of the total votes cast provided due notice in writing is submitted to the Board of Directors at least 60 days prior to the time of the regular annual meeting. The Executive Director shall, not less than 30 days prior to the annual meeting, forward to the membership, notice of all proposed changes.
8. **ELECTION OF AASB BOARD OF DIRECTORS:** The Nominating Committee will only consider nominations that are postmarked or faxed no less than 14 days before the meeting date of the Nominating Committee, and prepare a slate of recommended candidates, to be announced on the first official day of the annual meeting.

Candidates may only run from the floor if they have been properly nominated by official action of their local school board, had their nominations submitted no less than 14 days prior to the meeting of the Nominations Committee and have gone through the established interview process with the Nominating Committee. Floor candidates must notify AASB staff of their intent to run from the floor by 6:00 p.m. of the first official day of the annual conference and must specify which slate candidate they wish to run against. Challenges may only occur against candidates from the same geographic region. *All* candidates will be afforded time to address the Delegate Assembly relative to their views regarding AASB involvement.

Ballots shall be prepared by Association staff and shall contain the names of all nominated candidates. Candidates shall be identified on the ballot as either a slate candidate with Nominating Committee endorsement, or as a candidate nominated from the floor. The number of ballots distributed to each school board will correspond with the number of votes allotted according to the Bylaws. Results of balloting will be announced prior to the end of the annual meeting.

9. **PRESIDING OFFICER AUTHORITY:** Although informal advice may be sought of AASB staff, including counsel, all rulings concerning assembly or parliamentary procedure shall be made exclusively by the presiding officer. The presiding officer may consult with the parliamentarian or with staff, including counsel, but the ruling of the presiding officer shall be final in all events unless overturned by a majority vote of the delegates presenting and voting.
10. **RULES SUSPENSION:** Any of these rules may be suspended by formal motion to do so and two thirds vote of the total votes cast being in favor.

Adopted on August 20, 1983

Revised on April 17, 1993

Revised on April 25, 1998

Revised on April 15, 2000

Revised on April 22, 2006

Revised on April 5, 2008

Revised on July 23, 2017

Revised on April 6, 2019

Association of Alaska School Boards
