

## **Simplified Parliamentary Procedure Atlanta Neighborhood Charter School**

Purpose: Ensure majority rule; protect the rights of the minority, the absentees and individual members; provide order, fairness, and decorum; facilitate the transaction of business and expedite meetings.

### Basic Principles:

1. All members have equal rights, privileges, and obligations.
2. A quorum must be present for the group to act.
3. Full and free discussion of every motion is a basic right.
4. Only one question at a time may be considered, and only one person may have the floor at any one time.
5. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
6. Generally, no member should speak more than twice on each motion or until all other members have had a chance to speak, with a total of 10 minute limit. Generally, the chair should let the floor alternate between those speaking in support of and those speaking in opposition to the motion.
7. Personal remarks are always out of order.
8. A majority decides a question except when basic rights of members are involved. (2/3rds vote is required for any motion that deprives a member of rights in any way, like cutting off debate)
9. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
10. The chair should always remain impartial.

### Public Comment:

The Chair will invite public comments at all Board Meetings. This is typically done at the beginning of the meeting; however, the chair may move public comment to a different place on the agenda when appropriate. If numerous members of the public indicate a desire to speak on the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair shall announce that public input has concluded.

### How ANCS Board Adopts a Motion:

1. Presentation is made of a policy, procedure, contract, etc.
2. Motion is made to approve or table.
3. Discussion.
4. Vote.

### Executive Session:

1. Chair makes a motion to go into Executive Session to discuss a Legal, Real Estate, or Personnel matter.
2. Discussion is confidential and must stay relevant to the topic.

3. Motion is made to exit Executive Session.
4. Vote is taken outside of Executive Session.

Public Notification: The public must be given at least 24 hours notice of a Board Meeting or an Executive Committee Meeting.

Executive Committee Meetings: Executive Committee meetings are held to conduct routine business in between regular board meetings.

Minutes: The ANCS Board has opted to go beyond the basics and include additional items that represent a factual record of business. For example, the minutes give a summary of a discussion and provide a more complete picture of the meeting. This is helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries, should be balanced and include major opposing viewpoints, even if they are not adopted.

The minutes should not include the following:

1. Opinions or judgments like “a well done report” or “a heated discussion”
2. Criticisms or accolades unless thanks or expressions of appreciation was clearly the consensus of all the meeting participants.
3. Extended re-hashing of reports should not be included. Just hit the highlights or key facts, particularly if a written report is attached.

Adopted by the ANCS Board: \_\_\_\_\_