



Napa County Office of Education

# Governance Team Handbook

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**Board of Education**

Don J. Huffman, Trustee Area 1  
Janna Waldinger, Trustee Area 2  
Sindy Biederman, Trustee Area 3  
Nadine Wade-Gravett, Trustee Area 4  
Gerald Parrott, Trustee Area 5  
Jean Donaldson, Trustee Area 6  
Jennifer Kresge, Trustee Area 7

**Superintendent of Schools**

Joshua Schultz



NAPA COUNTY OFFICE  
OF  
EDUCATION



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## Effective Governance

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Effective governance is the shared responsibility of the County Board of Education and the County Superintendent to provide leadership, oversight, and accountability that ensure all students within the county have equitable access to high-quality educational opportunities.

The Board exercises its statutory authority with integrity, transparency, and a steadfast focus on student success. Through sound policy, informed decision-making, and respectful collaboration with the County Superintendent, the Board promotes a coherent vision for educational excellence, fiscal responsibility, and community trust.

Effective governance includes focusing on the best interests of the students, data driven decision making, a unified team approach, shared vision and clear goals, continuous improvement and ongoing board professional development.

**Purpose of the Governance Handbook:** This manual serves as a collective guide for how the Napa County Board of Education and Napa County Superintendent of Schools work together to fulfill their shared responsibilities to students, districts, and the community.

## Who We Are

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The Governance Team is composed of seven elected County Board Members representing seven distinct trustee areas across Napa County and the elected County Superintendent acting as the Secretary to the Board. The County Board Members and the Superintendent are elected.

The Trustees of the Napa County Board of Education provide leadership to support the success of public education. They collaborate with the Superintendent to govern the County Office. Responsibilities include assuring appropriate educational environments and curricula for students enrolled in the Juvenile Court and Community Schools programs, approving the office's budget and acquisitions of real property, and determining the salary of the County Superintendent of Schools. Trustees serve as an appellate panel in areas such as denials of student inter-district transfers, expulsions, and denials of charter school petitions. They also serve as the County Committee on School District Reorganization with approval authority in respect to all proposed changes of school district boundaries.

[Napa County Board of Education Web Page](#)

## Unity of Purpose

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As the Napa County Board of Education and the County Superintendent, we are unified in our purpose to:

- Be inclusive, respectful, welcoming, and kind to all
- Keep focused on the common goal in the room
- W.A.I.T. (Why am I talking? Why aren't I talking?)
- Participate generously
- Ensure others get an opportunity to participate
- Encourage others to participate
- Ask questions to clarify
- Respect confidentiality
- Come prepared
- Find joy in the work
- Dream big!



## Shared Commitment

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We act as one team—guided by our mission, aligned in our goals, and steadfast in our belief that every decision must reflect what is best for the students, families, and educators of Napa County.

## Legislative Advocacy

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The Napa County Board of Education has developed a legislative agenda that focuses on advocacy for the critical needs of students and the communities we serve.

[Napa County Office of Education 2025 Legislative Agenda](#)

# Vision, Mission, and Values of the Napa County Office of Education

**Vision:** An educated, equitable, and thriving community of learners where all students are challenged, supported, and inspired to think critically, communicate effectively, and engage meaningfully with the world around them.

**Mission:** Provide exceptional academic and social-emotional services to children and families, proactive support to educators and community partners, and innovative leadership for the education community at the local, state and national level.



## NCOE Core Values:

- **SERVICE** -  
Creating solutions with and for our community
- **EQUITY** -  
Recognizing individual differences and eliminating barriers
- **COLLABORATION** -  
Working respectfully toward common goals
- **INTEGRITY** -  
Operating and communicating with transparency
- **INNOVATION** -  
Fostering the development of creative solutions
- **RECOGNITION** -  
Honoring accomplishments and acknowledging challenges

## Strategic Plan:

Our Strategic Plan is designed to help us set priorities, focus energy and resources, and strengthen operations. We use our Strategic Plan as a guide to ensure that we are working toward common goals, agree on intended results, and can adjust the organization’s direction in response to the changing environment.

[Napa County Office of Education Strategic Plan](#)

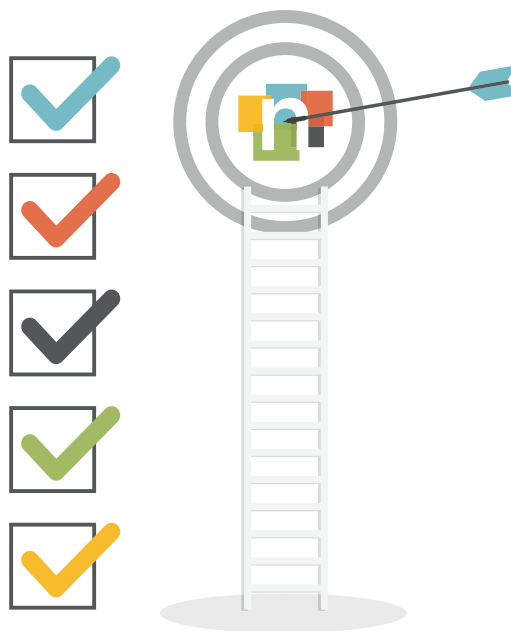
# Roles and Responsibilities

## The role of the County Board of Education (Board Bylaw 9000)

The County Board of Education provides leadership and citizen oversight for educational programs and services operated by the county office of education (COE), including services provided to school districts and the community. The primary objectives of the County Board are to work with the County Superintendent of Schools to establish direction and priorities for the COE and to provide leadership necessary for the success of public education.

**In fulfilling its objectives, the role of the County Board is to:**

1. Adopt and update policies for its own governance and for programs under the statutory authority of the County Board
2. Ensure accountability for student learning in schools and programs under the statutory authority of the County Board
3. Fulfill responsibilities related to the local control funding formula (LCFF), including adopting the COE local control and accountability plan or update and the LCFF budget overview for parents/guardians
4. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state, and federal levels
5. Collaborate with the County Superintendent to ensure implementation of the shared vision, goals, and policies of the COE
6. Collaborate with the County Superintendent to ensure the provision of a safe and appropriate educational environment for all COE students
7. Adopt the annual budget and review interim reports of the County Superintendent
8. Fix the salary of the County Superintendent in accordance with law
9. Adopt rules and regulations governing the administration of the office of the County Superintendent
10. Acquire, lease, lease-purchase, hold, and convey real property for the purpose of housing the offices and the services of the COE



11. Maintain a cooperative and supportive working relationship with local school districts, their school boards, and the community
12. Conduct appeals on the following actions by district governing boards: student expulsions; interdistrict transfer requests; denials, nonrenewals, or revocations of charter school petitions; and other matters when required by law
13. Conduct public hearings when appropriate
14. Consider petitions and provide oversight for charter schools approved by the County Board and fulfill other statutory responsibilities in connection with charter schools

The County Board is authorized to establish, carry on, and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law and does not conflict with the purposes for which the County Board is established. (Education Code 35160) In addition, the County Board shall annually assess progress toward goals established with the County Superintendent at the beginning of every year. The County Board will collaborate with the County Superintendent of Schools to promote and educate the community on the role of the COE, including the resources and services it provides.

The Napa County Board of Education also acts as the County Committee on School District Reorganization.

### **County Superintendent Responsibilities and Duties (Superintendent Policy 2110)**



The Napa County Superintendent of Schools will establish a productive working relationship with the Napa County Board of Education and will ensure that the work of the County Office of Education is focused on student learning and achievement and the attainment of the Napa County Office of Education's (NCOE) vision and goals. The responsibilities of the County Superintendent are detailed in law, in the County Superintendent's contract, and throughout Board policies and administrative regulations.

As the chief executive officer of the NCOE, the County Superintendent shall implement all County Board decisions and manage the instructional and non-instructional operations of the schools. The County Superintendent also serves as a member of the NCOE's governance team and has responsibilities to support County Board operations and decision making. The County Superintendent may delegate any of his/her responsibilities and duties to other NCOE staff, but he/she remains accountable to the County Board for all areas of operation under the County Superintendent's authority.

## Role of the County Superintendent (Superintendent Policy 2120)

The County Superintendent of Schools shall be the chief executive officer of the Napa County Office of Education. The County Superintendent is the professional advisor of the County Board of Education. He/She is responsible for the management of the schools/programs as authorized by the County Board policies in accordance with the annual budget approved by the County Board of Education and is the executor of Board policies. He/She shall be director of the programs in practice as well as in name and shall have general supervision of County Office of Education schools/programs, staff and operation.

The County Superintendent, as an elected officer and working in cooperation with the County Board, assumes the administration and leadership responsibilities for the County Office of Education. It is the County Superintendent’s responsibility to provide a staff to carry out legislative mandates for educational services to the school districts, and to provide interpretation, enforcement and implementation of state laws, as well as regulations of the State Board of Education and the Superintendent of Public Instruction. The Board, in adopting these Policies, gives full recognition to the requirements and restrictions placed on it and the Superintendent by state law and the availability of financial resources.

The County Superintendent of Schools shall possess those powers and duties of the Superintendent permitted, authorized or required by the Constitution, Statutes, Policies of the State Superintendent of Public Instruction, Policies of the State or County Boards of Education, and the Education Code relative to the County Committee on School District Organization which are solely of concern to the Superintendent. (Education Code 4000-4014)

# Structures and Processes to Support Effective Governance

## Governance Team Operating Norms

### We agree to being:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Collegial</li><li>• Engaged</li><li>• Forward-thinking</li><li>• Inquisitive</li><li>• Ethical</li></ul> | <ul style="list-style-type: none"><li>• Trustworthy</li><li>• Caring</li><li>• Clear</li><li>• Cohesive</li><li>• Responsive and Flexible</li></ul> | <ul style="list-style-type: none"><li>• Collaborative</li><li>• Respectful</li><li>• Open-minded</li><li>• Attentive</li></ul> |
|--|---|--|

## Why They Matter

- **Productivity:** Allow the Board to streamline meetings and focus on governance.
- **Trust:** Fosters confidence in the Board with staff, students, and the public.
- **Effectiveness:** Strengthens the Board as a cohesive governance team.

## Governance Standards (Board Bylaw 9005)

The County Board of Education believes that its primary responsibility is to act in the best interests of every student in every school or program operated by the County Office of Education. The members of the County Board of Education have a duty to represent students, constituents, and the educational community. The County Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the county office. To maximize County Board effectiveness and public confidence in its governance, County Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct, and provide stewardship of public resources.



County Board members are expected to work with each other and with the County Superintendent of Schools and staff to ensure that a high-quality equitable education is provided to students in county office schools and/or programs, and that high-quality services are provided to school districts within the jurisdiction of the County Office and to the community.

Each individual County Board Member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the County Board and among staff, students, parents/guardians and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between County Board, County Superintendent and staff roles, and refrain from performing management functions that are the responsibility of the County Superintendent and staff
8. Understand that authority rests with the County Board as a whole and not with individual County Board members

# County Board and Superintendent Protocols

Communication	
TOPIC	PROTOCOLS/AGREEMENTS
Board-Superintendent Communication	<ul style="list-style-type: none"> <li>• Board members can reach out to the Superintendent at any time with questions or concerns using NCOE email accounts or contacting by phone or text message.</li> <li>• Board members and the Superintendent will respond in a timely manner.</li> <li>• Where appropriate, the Superintendent will copy the full Board (bcc) with the response.</li> </ul>
Communications between the Board and the Superintendent's staff	<ul style="list-style-type: none"> <li>• Board members should copy the Superintendent on all communications to staff. Board members should communicate to the:               <ul style="list-style-type: none"> <li>• Superintendent's Executive Assistant on matters relating to Board attendance, correspondence, documents, conference registration, expense/travel reimbursement, and logistics.</li> <li>• Deputy Superintendent on matters relating to Early Learning Services, College &amp; Career Readiness, Mental Health Programs, Staff Professional Learning, Strategic Planning, Research &amp; Professional Development Programs, Communications, Human Resources, and Board Policy Development.</li> <li>• Associate Superintendent/CBO on matters related to budget reporting, financial audits, facility maintenance and construction, technology infrastructure, or district financial oversight.</li> <li>• Assistant Superintendent on matters related to Curriculum &amp; Instruction (including data on academic progress), Charter Oversight, JCCS/Camille Creek, Uniform Complaint Procedures, and LCAP.</li> </ul> </li> </ul>
Board member electronic communications	<ul style="list-style-type: none"> <li>• Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agenda Board meeting.</li> <li>• Board members should limit their electronic communications to no more than two other Board members.</li> <li>• General announcements to the full Board should be sent to the Superintendent and Executive Assistant for distribution.</li> <li>• All electronic communication will be sent to the Board member's NCOE email address.</li> <li>• Board members will be aware a Board member's electronic communication may be subject to disclosure under the California Public Records Act.</li> </ul>

<b>Communication</b>	
<b>TOPIC</b>	<b>PROTOCOLS/AGREEMENTS</b>
<b>Resolving Disagreements between Board Members</b>	<ul style="list-style-type: none"> <li>• When a disagreement arises, Board members should address concerns directly with one another in a collegial and respectful manner, with a focus on professionalism and the best interests of students and the organization.</li> <li>• If the disagreement cannot be resolved through direct conversation, the Board members agree to meet with the Superintendent to seek clarification and support resolution aligned with the Board’s mission and values.</li> <li>• Board members should commit to following this process, avoiding actions that undermine trust, and working collectively to maintain confidence in the organization and its governance.</li> </ul>
<b>Public Records Act Requests</b>	<ul style="list-style-type: none"> <li>• Any Board member who receives a Public Records Act request will forward the request to the Superintendent for guidance on the appropriate response.</li> <li>• If any request for public records includes Board member communications, the Superintendent will review those communications with the Board member prior to releasing the records.</li> </ul>

# County Board and Superintendent Protocols

## Board Meetings and Decision Making

*Meetings comply with the Ralph M. Brown Act. Agendas focus on students and fiscal responsibility. Consensus is sought; once decisions are made, all members support them.*

TOPIC	PROTOCOLS/AGREEMENTS
Preparation of the Agenda	<ul style="list-style-type: none"> <li>• The annual Board calendar will inform the placement of items on the County Board meeting agenda.</li> <li>• Board members propose items for future agendas at the conclusion of each meeting.</li> <li>• The public can also propose agenda items for a future Board meeting.</li> <li>• Agenda is created by the Superintendent and staff, then shared with the Board President.</li> <li>• The Board president and the Superintendent will work together to develop the agenda for each regular and special meeting.</li> <li>• The Superintendent and Board President vet items for relevance and jurisdiction.</li> <li>• Agenda is shared with the entire Board at least 6 days prior to the scheduled meeting.</li> <li>• Questions about agenda items can be addressed to the Superintendent prior to the meeting.</li> <li>• Agenda will be posted publicly 3 days prior to the scheduled meeting.</li> </ul>
Getting something on the agenda	<ul style="list-style-type: none"> <li>• Any Board member may request an agenda item either at the conclusion of each regular meeting or by contacting the Superintendent and Board President.</li> <li>• The Superintendent and Board President vet items for relevance and jurisdiction.</li> </ul>
Obtaining additional information/answers to questions about Board meeting agenda items before the meeting	<ul style="list-style-type: none"> <li>• Board members may address questions about agenda items to the Superintendent and, if appropriate, designee specified above prior to the meeting.</li> <li>• Reaching out to the Superintendent, or if appropriate their designee, regarding agenda items before the meeting supports informed decision-making and efficient Board meetings by allowing members to clarify questions in advance, focus discussion on governance-level issues, and ensure thoughtful, respectful deliberation.</li> <li>• The Superintendent or designee will address the question prior to the Board meeting.</li> <li>• All Board members will be provided with the question and response.</li> </ul>

## Board Meetings and Decision Making

*Meetings comply with the Ralph M. Brown Act. Agendas focus on students and fiscal responsibility. Consensus is sought; once decisions are made, all members support them.*

TOPIC	PROTOCOLS/AGREEMENTS
<p><b>Questions during board meetings</b></p>	<ul style="list-style-type: none"> <li>• Any Board member may ask questions related to any agenda item during the Board meeting.</li> <li>• Asking questions that can be clarified by staff in advance of the meeting where possible will enable the Board to manage the length of the meeting more effectively.</li> </ul>
<p><b>During meeting guidelines e.g., *how much time is allocated by the Superintendent for each agenda item?</b></p>	<ul style="list-style-type: none"> <li>• Board members will use Robert Rules of Order—Simplified as a guideline for parliamentary procedures (included as a resource in this Handbook) and follow all procedures required by the Brown Act.</li> <li>• Unless granted additional time by the Superintendent, agenda items should be presented in less than 5 minutes.</li> <li>• Generally, Board discussion of each item should be limited to 5 minutes.</li> </ul>
<p><b>Individual Board member requests for action</b></p>	<ul style="list-style-type: none"> <li>• Any Board member may make a request for action to be taken at a future Board meeting.</li> <li>• The Superintendent and Board President will vet requests for action items for relevance.</li> <li>• The Superintendent makes the final determination as to the agenda brought forward to the Board meeting.</li> </ul>
<p><b>Taking public comment and handling concerns from the public</b></p>	<ul style="list-style-type: none"> <li>• Public comment is taken by the Board on items not on the agenda at the start of the meeting.</li> <li>• Public comment is taken by the Board on individual agenda items as the item is addressed.</li> <li>• Public comment is limited to 3 minutes and to items upon which the Board has jurisdiction. The Board President will rule on jurisdiction issues.</li> <li>• Board will hear but not generally respond to public comment directly.</li> <li>• Any individual Board member can request follow-up on items raised by the public, using the process outlined above.</li> </ul>

# County Board and Superintendent Protocols

## Community and District Relations

*Board members serve as ambassadors, attend community events, and maintain respectful relationships with districts through established channels.*

TOPIC	PROTOCOLS/AGREEMENTS
<b>Visiting Schools and Napa COE programs</b>	<ul style="list-style-type: none"> <li>• All Board Members are encouraged to visit schools and COE programs regularly.</li> <li>• Board Members should notify the Superintendent of their desire to visit a school or program in order for appropriate notifications to occur.</li> <li>• Board Members should honor each school district Superintendent’s site visitation protocols.</li> </ul>
<b>Speaking with the Media</b>	<ul style="list-style-type: none"> <li>• Board members will notify the Superintendent and Board President of any media requests.</li> <li>• The Superintendent and staff will provide support in responding to media request.</li> <li>• Generally, the Board President or Superintendent will speak to the media on behalf of the Board.</li> </ul>
<b>Addressing concerns from the community outside of a Board meeting</b>	<ul style="list-style-type: none"> <li>• Any concerns expressed to Board members outside of a board meeting should be brought to the attention of the Superintendent, who will provide support on next steps.</li> </ul>
<b>Social media</b>	<ul style="list-style-type: none"> <li>• The NCOE does not create “official” social media pages for Board Members, and one Board Member does not officially speak for the entire Board on social media.</li> <li>• Board Members should not engage in disrespectful or argumentative exchanges on social media platforms.</li> <li>• Board Members should let the Superintendent know if they are hearing/reading something in social media platforms that may cause concerns in the educational community so that staff have a heads-up and if necessary, may properly respond.</li> <li>• To observe the requirements of the Brown Act, Board Members will not interact with one another on social media platforms regarding County Board of Education business. They may “follow” one another, but they will strictly refrain from “liking” or commenting.</li> </ul>

## Community and District Relations

*Board members serve as ambassadors, attend community events, and maintain respectful relationships with districts through established channels.*

TOPIC	PROTOCOLS/AGREEMENTS
Orientation and Board Training	<ul style="list-style-type: none"> <li>• The Superintendent will ensure all new Board members receive orientation training.</li> <li>• The Board calendar will include training for the Board on regular intervals.</li> <li>• The Board President and Vice President will participate in a Board President’s workshop and other professional development opportunities to enhance leadership skills.</li> </ul>
Self-monitoring of Governance Team effectiveness	<ul style="list-style-type: none"> <li>• The Board will annually schedule a date to review the Governance Handbook.</li> <li>• The Board will conduct a periodic self-evaluation to assess its effectiveness in fulfilling its governance responsibilities.</li> <li>• The self-evaluation will focus on collective Board practices, alignment to the Board’s mission and values, and areas for continuous improvement.</li> <li>• Results of the self-evaluation will be discussed in a respectful and constructive manner and used to inform governance goals, professional learning, or adjustments to Board practices.</li> <li>• All Board members are encouraged to participate in professional development activities.</li> </ul>

### Resource Links

[CSBA County Board Governance Handbook: Bridging Policy and Practice 2025](#)

[NCBOE Trustee Area Schools](#)

[NCBOE Trustee Area Lookup App](#)

[NCOE Policies](#)

# The Respective Roles of the County Superintendent of Schools and the County Board of Education

## Education Code Mandates That County Board of Education (CBE) Shall:

- Superintend the schools within the county
- Serve as the employer of County Office of Education (COE) staff
- Provide fiscal oversight of districts-report to CDE and SPI
- Visit and monitor schools, e.g., including Williams/SARC
- Review and approve district Local Control and Accountability Plans (LCAPs), including ESSA prompts
- Provide Differentiated Assistance and Comprehensive Support and Improvement (CSI) to districts and schools
- Enforce course of study and use of textbooks
- Review credentials of certificated personnel employed within the county and report to the CTC
- Administer COE schools, programs, and budgets
- Prepare COE budget, revisions, interim reports; expend budget
- Review and approve school district budgets
- Conduct AB 1200 fiscal oversight, including audits, and assume “stay and rescind” authority when required
- Provide oversight of school districts receiving emergency loans
- Submit interim and annual reports to CDE as required
- Adopt policies and regulations
- Provide services, training, and professional development to school districts and schools
- Distribute federal funds to school districts
- Call for elections and consolidate elections as authorized by law
- Accept district trustee resignations and call special elections when no provisional appointment is made
- Acquire and convey personal property
- Consider claims against the County Superintendent of Schools
- Serve as ex-officio secretary and executive officer of the County Board of Education

## Education Code Identifies As Joint Functions of CCS and CBO

- Court and Community Schools
- Policy development
- Possible loans to school district
- Oversee the authorized charter schools

### Education Code Mandates That County Board (CBE) of Education Shall:

- Hear appeals related to inter-district attendance transfers, student expulsions, and charter school matters, acting as an appellate body\*
- Adopt rules and regulations for self-governance
- Approve the COE budget
- Review interim financial reports and audit
- Consider countywide charter school petitions
- Fill County Board vacancies; appoint a County Superintendent vacancy when required
- Fix Superintendent salary
- Receive Williams reports
- Approve the disposal of personal property valued over \$25,000.
- Consider claims against the County Board of Education
- Approve the NCOE alternative education and charter school LCAPs
- Property titles

*NOTE: The above summary is not exhaustive. CCS/CBE functions are detailed in law and policies.*

*REFERENCE: CSBA County Board Governance Handbook, 2025*

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.



A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## How to do things:

### **You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

### **You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

### **You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

“Call for orders of the day.”

**You want to take a short break.**

Move to recess for a set period of time.

**You want to end the meeting.**

Move to adjourn.

**You are unsure the president of the board announced the results of a vote correctly.**

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The president of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

## Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

### You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules–parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can Be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Recess	✓		✓	Majority	
Adjourn (End Meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓