# Local School Improvement Council (LSIC)

## Operating Procedures

### Meeting Guidance Using Robert’s Rules of Order

|  |  |
| --- | --- |
| **Agenda Item** | **Chair’s Typical Language** |
| Call Meeting to Order | “I call this meeting to order.” |
| Roll Call | “Will the assistant to the chair please do roll call?”  “Will the assistant to the chair please confirm that all attendees have signed in?” |
| Reading and Approval of Minutes | “Will the assistant to the chair please read the minutes of the last meeting?”  “Are there any corrections to the minutes?”  “If there are not corrections, I will call for a vote.” |
| Principal’s Report | “We’ll now move to the principal’s report.” “Will the principal please read the report?”  “Are there any questions concerning the principal’s report?” |
| Officer/Committee Reports | “We’ll now move to the officer/committee report.”  “Will the officer/committee please read the report?”  “Are there any questions concerning the officer/committee report?” |
| Items to be Discussed | “We’ll now move on to discussions.”  “At the last meeting...”  “A new item of discussion is…”  “Is there any further discussion?” |
| Motions, Orders, Resolutions, Ordinances and Measures Proposed | “It has been moved and seconded that...”  “Is there any further discussion?”  “We will now vote on the motion to... All in favor say ‘aye’ and all opposed say ‘nay’. The motion passes/fails.” |
| Announcements | “Are there any announcements?”  “The next meeting will be held on...” |
| Adjournment | “May I have a motion to adjourn the meeting?” |

### Guidance on Handling Motions

* Members say, “I move to...”
* Another member seconds the motion by saying, “I second” or the chair can ask, “Is there a second?”
* Chair states the motion and asks for discussion.
* Members can enter a debate. The make of motion has first right of floor.
* Debate is closed when no members seek further discussion.
* The chair puts the motion to vote.
* The chair announces the voting results.

### Guidance for Recording Minutes

* Record the type of meeting (Election, Organizational, Low-Performing School, Stakeholder Meeting).
* Attach meeting notice to the minutes.
* Record the date, place, and time the meeting began and ended.
* Record the name of school, chair, and principal.
* Record the names of voting members present. A sign-in sheet can circulate and be attached to the minutes.
* Record whether the minutes from the previous meeting were approved or corrected.
* Record the name of the report presented, the name of the presenter, and any action taken on the report. If the report is in writing, attach it. An oral report may be summarized.
* Record all items discussed during the meeting and any action taken on the discussions.
* Record motions made. You must record the exact wording of the motion, who made the motion, and the result of the vote.
* Record any announcements made.

Minutes do not become official until they are read and approved by formal vote. They also require the signature of the chair. Members may agree to skip the reading of minutes if members have had enough advance time to read them.

***Adapted from:***

Robert’s Rules of Order: Quick Reference Guide <https://www.sa.gov/files/assets/main/v/1/ce/documents/roberts-rules-of-order.pdf>

ARARA Operating Procedures Manual <https://www.edcfiresafe.org/board/roberts_rules_3_2.htm>