



BOARD BUSINESS PROCEDURES

POLICY:

Voting Procedures:

Board members shall vote on all motions by stating "aye" or "nay." The vote of each member shall be recorded in the minutes. In the case of a unanimous vote, the statement "unanimously approved" may be used. If a vote is not unanimous, a roll shall be called. The vote of each member and the names of those Board members abstaining shall be recorded. The chairperson must either vote or be recorded as an abstention.

Quorum to Pass a Motion:

A majority of the members of the Board shall constitute a quorum. A less number may meet and adjourn from time to time and compel the presence of absent members. The affirmative vote of the majority of the Board is required to transact any business. There must be at least four affirmative votes for a motion to pass.

Records:

Any duty imposed upon the school board as a body must be performed at a regular or special meeting and must be made a matter of record.

Revision Date: 12/9/96, 6/14/04

Adoption Date: 4/9/84

Legal Reference(s):

[ORS 192.650](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

38 Op Atty Gen 1995 (1978).

41 Op Atty Gen 28 (1980).