

## **SOUTH SAN ANTONIO ISD**

### **Amended Article 2 of Board Operating Procedures**

#### **2. Conducting Board Meetings**

##### **2.1 APPOINTMENT OF SERGEANT-AT –ARMS**

The Chief of Police of the South San Antonio ISD Police Department is designated as the Sergeant-at-Arms of the South San Antonio ISD Board of Trustees. The Sergeant-at-Arms shall attend all meetings of the South San Antonio ISD Board of Trustees and all meetings on Board Committees appointed under Board Policy BDB (Local). In the absence of the Chief of Police, the Chief may appoint one or more officers of the South San Antonio ISD Police Department to serve as deputy Sergeants-at-Arms of the South San Antonio ISD Board of Trustees.

##### **2.2 DUTIES OF SERGEANT-AT –ARMS**

It shall be the duty of the Sergeant-at Arms to keep order and proper decorum during the course of meetings of the South San Antonio ISD Board of Trustees and the meetings of its Internal Committees in accordance with the duties set forth below. In performing the duties of his or her office the Sergeant-at Arms or as the case may be Deputy Sergeants-at Arms shall be under the direction of the presiding Officer of the Board or Internal Committee meeting, and shall faithfully carry out such directives as are given by the Presiding Officer during the course of the meeting.

##### **2.3 APPLAUSE, OUTBURSTS, OR DEMONSTRATIONS BY AUDIENCE**

No outburst or other demonstration by any spectator shall be permitted during the course of a meeting.

##### **2.4 NOTE OF RULING**

After repeated warnings to persons in the audience to refrain from demonstrating, the Presiding Officer may direct the Sergeant-at-Arms to remove the offending individual from the meeting room.

##### **2.5 SANCTIONS FOR OBSTRUCTING PROCEEDINGS**

The Board of Trustees or Internal Committee, during its sessions, may direct the removal of the offending individual from District premises for a period of up to 48 hours of any person, not a member, for violation of the these rules, for disrespectful and disorderly conduct in its presence, or for obstructing any proceeding.

## **2.6 DECORUM AND DEBATE OF TRUSTEES**

At all times, Board Members and Superintendent will conduct themselves with the utmost professionalism and respect toward one another, toward members of the administration, toward employees and toward members of the community.

## **2.7 MEMBERS TO ADDRESS PRESIDENT OR PRESIDING OFFICER**

During board meetings, Board Members will not carry on a debate among each other. All questions must be directed to the Board President. When a trustee is about to speak in debate or to communicate any matter to the Board or Internal Committee, the member shall address the President or as the case may be, the Presiding Officer. A Trustee who desires to speak on a pending question should address the President or Presiding Officer and, having obtained recognition, may speak, in an orderly way. Board Members must be recognized by the Board President before speaking. The Board President must recognize each Board Member when a Board Member raises his or her hand asking for the floor or asks to be recognized.

## **2.8 INTERRUPTION OF PRESIDENT OR PRESIDING OFFICER**

The President of the Board of Trustees or the Presiding Officer shall not be interrupted while putting the question or addressing the Board.

## **2.9 INTERRUPTION OF MEMBER SPEAKING**

No Trustee shall interrupt another Trustee who has the floor or otherwise interrupt the business of the Board of Trustees or Internal Committee, except for the purpose of making a point of order, moving the previous question, demanding that a point of order under discussion or consideration be immediately decided.

## **2.10 RECOGNITION OF TRUSTEES IN DEBATE**

When two or more Trustees begin to speak at once, the Presiding Officer shall decide which one shall speak first.

## **2.11 SPEAKING MORE THAN ONCE IN SINGLE DEBATE**

No Trustee shall speak more than once in any debate concerning a matter for the Board's or Internal Committee's deliberation until every Trustee desiring to do so shall have spoken and no Trustee shall speak more than twice in any one debate. The Board President must recognize all Board Members once, such that all Board Members have an opportunity to address each issue under consideration, before recognizing Board Members a second time on the same issue under consideration, as per Robert's Rules of Order.

## **2.12 QUESTIONS TO STAFF**

All questions addressed to the administration or staff must be directed to the Superintendent of Schools. The Superintendent, at his or her discretion, may ask administrators or staff present at the Board Meeting to address the Board Member who asked the question, to the Board as a whole or directly to the Superintendent

## **2.13 USE OF ELECTRONIC DEVICES PROHIBITED**

At no time during a Board Meeting, whether a regular or special called meeting and whether in open or closed session, shall a Board Member use his or her cell phone or engage in texting. The use of phones or texting demonstrates a lack of respect for the proceedings and may, under certain circumstances, even be a violation of the Open Meetings Act. Board Members will refrain from private discussions during any Board Meeting whether in open or closed session. In the event of an emergency, Board Members will excuse themselves from the meeting to address the emergency.

## **2.14 MEMBER CALLED TO ORDER**

When a Trustee shall be called to order by the President or by the Presiding Officer, the Trustee shall not be allowed to speak, except to the point of order, until the question of order is decided. If the decision be in the member's favor, the member shall be at liberty to proceed; if otherwise, the member shall not proceed without leave of the Board, or as the case may be the Internal Committee.

## **2.15 REFUSAL OF MEMBER CALLED TO ORDER TO CEASE SPEAKING**

Whenever a Trustee is called to order by the President or by the Presiding Officer then in the chair and such member fails to cease speaking and be in order but continues disorderly, it shall be the duty of the Sergeant-at-Arms and/or the Sergeant's Deputies, upon the direction of the President or Presiding Officer to require such recalcitrant Trustee to be in order. Any Trustee who persists in disorderly conduct after being warned by the President or Presiding Officer may, by motion duly made and carried by a majority of the members present, be removed from the

meeting room by the Sergeant-at-Arms and shall be required to purge himself or herself of such misconduct. Until such member has purged himself or herself of such misconduct, the member shall not be entitled to attend the meeting.

## **2.16 PUNISHMENT FOR MISCONDUCT**

The Board of Trustees may punish any member for disorderly conduct and, with the consent of a majority of the elected members, may expel a member for a period of time not to exceed 48 hours.