



# RULES OF PROCEDURE

## ATHENS STATE UNIVERSITY BOARD OF TRUSTEES

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### I. Scope of Rules.

- A. The following Rules of Procedure were duly adopted by the Board of Trustees of Athens State University ("Board") as required by the Alabama Open Meetings Act (Act 2005-40) and shall govern the conduct of the public meetings of the Board.
- B. The following Rules of Procedure may be amended by affirmative vote of a majority of the members of the Board, provided however, that such changes in the Rules of Procedure shall not take effect until the next meeting of the Board following the adoption of such change.

### II. Access to Meeting Facilities.

- A. Meetings Open to Public. All regular meetings and work sessions of the Board shall be open to the public.
- B. Accessibility. All meetings and work sessions of the Board will be conducted at a location which is open and accessible to the public.
- C. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structure shall be allowed in Board meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with others' ability to observe the meeting.
- D. Weapons. For public safety purposes, the Board may establish rules for the removal or prohibition of weapons from inside the meeting room.

### III. Quorum.

- A. Quorum. A majority of the members of the Board shall constitute a quorum. No ordinance, resolution, policy, or motion shall be voted on and approved by the Board unless a quorum is present in the meeting room while the vote is taken and the matter is approved by an affirmative vote of the majority of the members present and voting, unless otherwise allowed by Alabama law.

Adopted/Approved: October 12, 2012

Amended: April 19, 2013

Amended: October 18, 2013

- B. Remaining in Room. During a Board meeting, members shall remain in the room at all times unless an emergency or illness should occur. A member of the Board who leaves the meeting room shall not be included in the determination of a quorum.
- C. Abstaining from Voting. Any member of the Board who is present in the meeting room may, when he or she determines it to be necessary, abstain from voting or otherwise participating in the proceedings related to a particular matter. Such member who abstains but remains in the room shall be deemed to be present for the purpose of constituting a quorum but he or she shall not be deemed to be "present and voting" for the purpose of determining whether a motion has received an adequate number of affirmative votes for passage.
- D. Loss of Quorum. In the event a Board member departs a meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until and unless a quorum is restored, except to vote on a motion to adjourn. If, after a reasonable time not to exceed 15 minutes, the Board still lacks a quorum of its members, the meeting shall be automatically adjourned.
- E. Failure to Obtain Quorum. Should no quorum attend within 30 minutes after the time appointed for the beginning of the meeting of the Board, the President/Chair or in their absence, The Chair *Pro Tempore* shall announce that no quorum is present and that the meeting is canceled. The names of the members present for the meeting shall be recorded in the minutes of the next meeting of the Board.

#### IV. Presiding Officers.

- A. President/Chair. The Presiding Officer is the President/Chair of the Board. The President/Chair presides at all meetings of the Board. The President/Chair's responsibilities shall include, but not be solely limited to:
  - 1. Open the meeting, ascertain that a quorum is present at the appropriate time and call the meeting to order, if a quorum is present.
  - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
  - 3. All questions and comments are to be directed through the President/Chair. The President/Chair shall repeat every motion and state every question coming before the Board, call for the vote and announce the decision of the Board on all matters coming before it.
  - 4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Board meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.

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5. Declare the meeting adjourned when the Board so votes, when a quorum is no longer present or at any time in the event of an emergency affecting the safety of those present.
- B. Absence of President/Chair. In the absence of the President/Chair or in the event of the President/Chair's inability to serve or preside over any meeting, the Chair *Pro Tempore* shall perform the duties and functions of the President/Chair until the President/Chair's return.
- C. Secretary; Absence of Secretary. The Secretary of the Board shall attest and/or certify any and all resolutions, votes, motions, documents, and the like which may require or necessitate same by the Secretary. In the absence of the Secretary, or in the event of the Secretary's present inability to fulfill or carry out the duties of said office, any member of the Board, who is not also serving or acting as President/Chair, shall perform the duties and functions of the Secretary until the Secretary's return.
- V. Order of Business.
- A. Agenda. There shall be an agenda for every meeting of the Board, including special and emergency meetings. The agenda for special and emergency meetings shall be posted and include those items necessitating the holding of the special or emergency meeting to the extent that same is required and/or practicable under Alabama law. The agenda for any meeting may be amended or altered by a motion and second to suspend these Rules for the purposes of addressing such issues that may necessitate the amending or altering of the agenda.
- B. Agenda Format. The agenda for Board meetings shall be in substantially the form as set forth below:
1. Call to Order
  2. Public Comment
  3. Roll Call
  4. Approval of Agenda
  5. Approval of Minutes
  6. Old Business, Pending Motions and Resolutions
  7. New Business, Pending Motions and Resolutions
  8. Other Business
  9. Report and Closing Comments of Board Members
  10. Adjourn
- C. Public Comment. All non-board members wishing to be heard by the Board shall be afforded such opportunity during the portion of the meeting so designated. Such comment shall be kept to no more than three (3) minutes in order that all persons shall

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have an opportunity to speak. Non-members shall sign up to speak, no later than 24 hours before the board meeting and note which agenda item or topic the speaker wishes to address. Comments shall be addressed to the Board and shall not include any personal or other comments addressed to any particular member of the Board. There shall be no debate and no action taken by the Board during this portion of the meeting.

- D. Motions and Resolutions. No resolution or action of the Board of a permanent nature will be adopted at the meeting at which it is introduced unless same is determined by a majority of the quorum. The proposal of any resolution shall be made by a motion accompanied by a second.
- E. Departure from Order of Business. Any departure from the order of business set forth in any agenda shall be made only upon affirmative vote of all members present at the meeting.
- F. Additions, Deletions, or Corrections to Agenda. Deletions or technical corrections to the agenda may be considered by the Board and adopted by the passage of a single motion with second and approved by a majority vote in favor thereof by those members in attendance at the meeting. Additions to the agenda shall only be made by affirmative vote of all members of the Board present at the meeting upon a motion and second for such addition.
- G. Announcing Agenda Items. The President/Chair shall announce each item on the agenda, and the President/Chair or appropriate person may then present the item to the Board as necessary.
- H. Adjourn or Recess. A meeting may be adjourned for recess upon a motion for same being made, seconded and voted on by the members present.

## VI. Rules of Deliberation.

- A. Decorum.
  - 1. Every member desiring to speak should confine discussion to the question under deliberation.
  - 2. A member should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the President/Chair, without debate, determines the question of order. If in order, said member shall be at liberty to proceed.
  - 3. When no member seeks to speak any further on the question under deliberation, the President/Chair shall close discussion and proceed to voting on the question

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under deliberation, if a vote is to be taken.

B. Motions.

1. A motion and a second to the motion is to precede any action or debate on an agenda matter unless there are speakers (who are not members of the Board) to be heard on the agenda matter.
2. All motions shall be made and seconded before debate may proceed.
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except motions to adjourn, to lay on the table, to postpone, to carry over, to substitute, or to amend which shall have preference in the order in which they are listed.

C. Motions to Amend.

An amendment to a motion must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A member may amend the main motion in either of the following two ways:

1. By Consent of the Members. The President/Chair, or another member through the President/Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

D. Motions to Reconsider.

A motion to reconsider any vote or proceeding of the Board may only be made and seconded by a member who had previously voted on the prevailing side. Such motion must be made before the conclusion of the meeting during which the original motion was made and approved. A motion to reconsider must be adopted by a majority of those members of the Board present and voting.

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## VII. Voting.

- A. Voice Vote; Secret Ballots. Unless otherwise directed by the President/Chair or requested by a member of the Board, all votes shall be taken by voice. No vote may be taken by secret or paper ballot.
- B. Tabulating a Vote. If the President/Chair determines same shall be necessary, the President/Chair shall call the roll of the members present for the purpose of announcing and counting his or her vote. The President/Chair shall then announce the results. Upon any roll call, there should be no discussion by any member after the roll call has begun.
- C. Voting. Every member in the Board meeting room when the question is put must give his or her vote, unless the member has publicly stated that he or she is abstaining.
- D. Majority Vote. The passage of any motion or resolution shall require the affirmative vote of at least the majority of the members of the Board who are present and voting. In case of a tie in votes on any proposal, the proposal fails.

## VIII. Public Input.

The Board recognizes the importance of allowing citizens to express their opinions on the operation of local government and encourage public participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete Board business in a timely and efficient manner.

Any non-member speaker shall give the following information when addressing the Board: name and place of residence or business address and topic. All remarks shall be addressed to the Board as a body and not to any member thereof. No person, shall be permitted to enter into any discussion, either directly or indirectly, while another speaker has the floor, without the express permission of the President/Chair.

Speakers should make their comments concise and to the point, and present any data or evidence they wish the Board to consider. No person may speak more than once on the same subject unless specifically granted permission by the President/Chair.

## IX. Executive Session.

The Board is authorized to enter into executive session as provided in the Alabama Open Meetings Act (Act 2005-40), and as otherwise allowed by law.

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