MSD: Quorum and Voting Procedures

Three (3) members of the Board constitute a quorum. If a quorum is not present within thirty (30) minutes after the time set for a meeting, the members then in attendance may adjourn, either without setting a date or to any date prior to the next regularly scheduled meeting, in which latter event notice will promptly be given to all members of the Board and public notice given of the time and place of the adjourned meeting.

If a quorum of the Board is present, the votes of a majority of the members in attendance will be controlling unless a different vote is required by law or policy. In the case of a meeting at which just a majority of the Board is present, final action will only be taken as a result of the vote of all members present; action may not be taken if any member abstains.

All actions of the Board will proceed by a motion and second to the motion. Motions must be made one at a time and must be concluded prior to the introduction of additional motions. Board members will seek formal recognition from the presiding officer before speaking. The Superintendent may participate in the discussion of a motion but may not vote.

It is expected that all Board members will vote on all motions. However, special circumstances may require a Board member to abstain from voting. If any member abstains from voting for any reason, the member will be deemed to have not voted and the abstention will not count for or against the Board's vote.

A member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest will disclose such interest and will not vote unless the member's participation is necessary to obtain a quorum or otherwise enable the Board to act.

Voting will be by voice vote unless the voting is not unanimous and the presiding officer or any member of the Board requests a roll call vote. When a tie vote exists on a motion, the motion will be declared to have failed. Individual votes of Board members will be recorded in the minutes when either the vote is not unanimous, when there is a roll call vote taken, or upon request of a Board member.

Notwithstanding Robert's Rules of Order, the president of the Board or other presiding officer will vote on all motions unless the president or presiding officer properly abstains or has a conflict of interest.

Source: MSD Policy 1040, approved 2024.