

A Board member may abstain from voting on a matter due to an actual or potential conflict of interest.

- If present at a meeting where the matter in question is going to be addressed, the Board member who will not be participating in the matter will declare their non-participation at the meeting(s) and should normally do so no later than just before the Board (or committee) begins to directly address the relevant item of business.
- Non-participation means that the Board member will not:
 - Discuss or debate the matter;
 - Make recommendations on the matter;
 - Make motions or vote on the matter; and
 - Otherwise use his/her public office to attempt to influence the decision of the Board (or committee) or the District's course of action.
- The Board member who is not participating in a matter due to an actual or potential conflict interest to temporarily leave the meeting room for the time period during which the Board (or committee) is addressing the matter in question.
- The Board member's non-participation (including his/her departure from the meeting room if applicable) shall be expressly identified and recorded in the minutes of the meeting.

In the event a question has arisen after-the-fact as to the propriety, under Board policy or under applicable law, of a Board member's prior participation in debate or voting in any matter, the Board president or Superintendent should seek advice from the District's legal counsel to determine the following:

- How to assess the outcome of voting in light of any abstention or failure to abstain, and
- Whether it is in the District's best interest for the Board to, for example, consider rescission of any prior action, to take action on the matter in

question a second time without the participation of one or more Board members, or to simply permit an original vote to stand.

Votes on motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each Board member as required by law or when requested by any member of the Board. Voting by roll call shall be initiated by the Board Clerk, or designee, and members shall respond as their name is called. The order of voting shall rotate, except that the Board President or other presiding officer shall vote last. The results of voting shall be recorded by the Board Clerk, or designee, who shall announce the results to those present at the meeting if the results are not apparent.

Voting by secret ballot may be used only in the election of Board officers.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

No board member may cast a vote by proxy or by absentee ballot.

No action of the Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within Board policy.

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes

CROSS REF.: 141, Board Officers

Adopted: 06/21/82

Amended: 08/15/16