

### **35-00 DISCUSSION/VOTING—POLICY**

DGB will take action through the use of motions. No motion shall be subject to debate or discussion until it has been seconded and the second noted by the chair. A motion may be amended no more than twice and votes shall be taken on each amendment. It shall be reduced to writing at the request of any member of the District Governing Board. When a motion has been made and seconded, the same may be withdrawn by the maker at any time before vote has been taken on the same, if no member objects.

The Chair will facilitate discussion by calling on members who wish to speak. Once DGB is satisfied with the discussion, the Chair will call for the vote. Members of the Board may **not** vote by proxy. Every member present shall be entitled to vote on all motions. The manner of voting shall normally be by voice vote or show of hands. However, the Chair may, at his or her discretion, take the vote by roll call. A roll call vote is required for approval of the College budget.

Revision history: 05/19/2015 (minor revisions)

Legal review: 03/25/2009

Adopted by District Governing Board: 09/16/2009

**COCONINO COMMUNITY COLLEGE**