

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Voting Method

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.

A member may abstain from voting only if excused by the Board for good cause.

A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present except as state law or policies of this Board may require a majority of full membership or a two-thirds majority.

Adopted: 12/08/88  
Revised: 05/07/13, 09/12/13

LEGAL REFS.: C.R.S. 22-32-104 (3) *(president and vice president must be elected by majority of the entire membership)*  
C.R.S. 22-32-108 (6) *(voting by roll call, excused for good cause)*  
**C.R.S. 22-32-108 (7)(a) *(a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")***  
C.R.S. 24-6-402 (2)(d)(IV) *(outcome of a secret ballot vote must be recorded contemporaneously in the minutes)*  
C.R.S. 24-6-402 (4) *(a two-thirds majority of the quorum present is required to go into executive session)*  
C.R.S. 24-18-109 (3) *(conflict of interest and voting)*  
C.R.S. 24-18-110 *(voluntary disclosure of conflict of interest)*

CROSS REFS.: **BEAA\***, **Electronic Participation in School Board Meetings**  
BCB, School Board Member Conflict of Interest  
BE, School Board Meetings