

# Rules of Order and Procedure- 2023-2024

## To promote ethical behavior and civil discourse each council member shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

## Rules of Procedure:

- All meetings are open to the public and the public is welcome to attend.
- The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance.
- Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- The facilitator prepares the agenda with input from principals and co-chairs, conducts the meetings, takes and posts the minutes.
- The co-chair makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.
- *The Council may determine the size of the council by a majority vote as long as there are at least two school employee members and the number of parent or guardian members exceeds by at least two the number of school employee members. There is also an appointed facilitator who will participate in the community council as a non-voting member.*
- *Community council members who miss more than two meetings may be replaced. New members will be appointed by the Chair.*
- *Community council meetings will begin at 11:30AM and last approximately one hour.*

## Election procedure

- Community council elections will be held in the Fall or Spring, but will need to stay at the same time each year for four consecutive years.
- Parents will be given at least ten days prior notice of community council elections via email and notice in the front office.
- Any parent who would like to file an "intent to run" may do so via email or a form submitted to the front office.
- If elections end in a tie, the winner will be determined by a coin toss. The winner of the coin toss will become a voting member of the council, while the other candidate will be invited to participate as a non-voting member.
- The Chair may appoint new members to fill vacancies.

## Rules of order:

- Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i).
- Items on the agenda take priority over other discussions coming before the council.
- Action of the council will be taken by motions and voting. The motions and voting are recorded in the

minutes.

- A motion (or an action to be taken by the council) is stated as a motion. Someone else on the council “seconds” the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide input and discussion as called upon by the chair. When discussion seems complete the chair may call for a vote on the motion. Or when a member of the council “calls the previous question” (a motion to end discussion of the first motion), a second is required and then, without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

## Simple Motions of Parliamentary Procedure

Motion	Does it require a 2nd?	Is it debatable?	Can it be amended?	Is a Vote Required?
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority

- A tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, “I move to close nominations.”
- Most motions are main motions.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.