

Southland Elementary School

School Community Council Rules of Order and Procedure

To promote ethical behavior and civil discourse each member shall:

- Attend council meetings on time and be 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, will be posted on the school website and made available in the main office. The agenda will include the date, time, and location of the meeting.

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 the 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.

At minimum, the council consists of the principal, one school employee who is elected in even years, and four parent members, preferably two of whom are elected in even years and two in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

The size of the council will be established via Candidate Applications submitted during the open window each year and adding the number of returning council members from the prior year who are in attendance at the first meeting of the school year with at least a two-parent majority on the council.

The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct the meetings.

The council must have a quorum to vote. A quorum exists when more than half of the council members are present and the parents outnumber the school employees by two or more.

If a parent member is absent from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members may appoint a parent to fill the unexpired term.

In the final council meeting of each school year, if the council Chair will not be returning the following school year, then an Interim Chair may be elected until a new Chair is elected in the first council meeting the following school year. If the Chair is returning, then the title along with duties and responsibilities remains in place until a new Chair is elected in the first council meeting the following school year.

In the event that a quorum is not present to approve the minutes from the prior council meeting, then the council Meeting Minutes will be posted to the school website for a minimum of one week before an email with the minutes attached is sent to all council members for approval. Votes are to be submitted by council members using 'Reply All' within one week of the email for approval. Any member who does not respond will be counted as an 'Approval' vote.

In the event that a quorum is not present to vote on a major scheduled issue, then the council Meeting Minutes will be posted to the school website for a minimum of one week before an email is sent to all council members for approval. Votes are to be submitted by council members using 'Reply All' within one week of the email for approval. Any member who does not respond will be counted as an 'Approval' vote.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motion and voting with votes and motions recorded in the minutes.

Simple Motions of Parliamentary Procedure

Motion	Requires 2nd	Debatable	Amendable	Vote Required
Adjourn <i>end the meeting</i>	YES			majority
Amend a Motion <i>change the motion</i>	YES	YES	YES	majority
Close Nominations	YES		YES	2/3
Motion <i>point of action</i>	YES	YES	YES	majority
Point of Order <i>notice of violation</i>				ruled on by chair
Previous Question <i>closes debate</i>	YES			2/3
Reconsider <i>amend previous action</i>	YES	YES		majority
Withdraw Motion <i>remove from action</i>				majority

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. 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.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- 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.