# RULES OF ORDER & PROCEDURE

Jordan School District | Southland Elementary
Adopted by the Council on May 16, 2024
Updated October 29,2026

## Code & Rule References

The Rules of Order & Procedure adhere to all relevant legal requirements for School Community Councils and the School LAND Trust Program, as outlined in Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

## Council Duties

**In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:**

- Creating (all components of) the School LAND Trust Plan, to include:
    - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures.
- Advising and making recommendations to school and school district administrators and the local school board regarding:
    - the school and its programs
    - school district programs
    - a child access routing plan
    - safe technology utilization and digital citizenship
    - other issues relating to the community environment for students
- Partnering with the school's principal and other administrators to ensure that adequate on and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.
- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles.
- Providing input to the school's principal on a positive behaviors plan.

# Council Member Expectations

**To promote ethical behavior and respectful discussion, each council member shall:**

- Attend council meetings on time and come prepared
- Make decisions with the best interests of students as the primary focus
- Listen to and value diverse opinions
- Ensure that the perspectives of those the council represents are considered in discussions
- Be accountable for their actions and expect accountability from others
- Act with integrity

# Rules of Procedure:

1. **Training**: Council members will receive annual training to understand their responsibilities. Training is the responsibility of the local school board.

2. **Open Meetings**: All meetings are open to the public, and the public is welcome to attend. Meetings will be held with both an in-person meeting option and with the ability for SCC members and others to attend and vote electronically.

3. **Meeting Agendas and Minutes**:
    - The agenda for each upcoming meeting, along with draft minutes from the previous meeting, will be provided to all council members at least one week in advance.
    - The agenda will be posted on the school website and will include the date, time, and location of the meeting, as well as any proposed action items.

4. **Meeting Minutes**: Written minutes will be taken at all meetings. These minutes will be prepared in draft form for approval at the next scheduled meeting. Once approved, minutes will be retained for three years.

5. **Annual Timeline**: The council will create a timeline for the school year. This timeline will include due dates for all required reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will be used to help prepare meeting agendas and ensure the council completes its work efficiently.

6. **Election Procedures**:
    - School Community Council elections will be announced at least ten days in advance on the school's website, and through additional notifications sent to the community through newsletters and electronic messaging systems.
    - School Community Council elections will take place in the fall concurrent with Parent Teacher Conferences. Those interested in seeking a position on the School Community Council will complete and submit an application to the school principal either in-person or electronically through email on or before the due date listed on the application. Potential candidates may also submit a one paragraph statement listing their qualifications for the position, and why they are seeking the position.

- Elections will not be held when the number of candidates is equal to or fewer than the number of open positions.
- Votes may be cast:
  - In person during Fall Parent Teacher Conferences
  - Electronically using an online service platform adopted by the district that ensures anonymity and offers verification, if one becomes available.

7. **Council Composition**: The council's composition ensures a two-parent majority and includes the following members:
   - The principal (an ex officio voting member).
   - 2 school employee member(s), half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.
   - 5 parent member(s), half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.

8. **Filling Vacancies**: If a full council is not elected or if a seat becomes vacant, parent members of the council will appoint individuals to fill vacant parent positions, and school employee members will appoint individuals to fill vacant school employee positions.

   If there is a vacancy in the chair position, the vice-chair will become the chair. If there is any vacancy, other than the council position reserved for the school's principal, the school community council members will nominate eligible parents or teachers to fill those vacancies until the next election cycle takes place during the next regularly scheduled meeting. If more than a single candidate is nominated to fill a vacancy, the school community council shall select a candidate to fill the vacancy using a majority vote. Should the position of vice chair need to be filled due a vacancy, nominations will be made by sitting members of the school community council to fill that position, following the nomination of any new members.

   In the event of a tied vote for a nomination, a coin toss shall be used to break the tie. Alphabetical order, as determined by the nominee's last name, shall be used to determine which nominee is represented by "heads" and which candidate is represented by "tails". The nominee whose name appears first alphabetically shall be represented by heads, and the other nominee shall be represented by tails.

   Should the council position reserved for the school's principal be vacated, or if the school's principal is unable to fulfill his or her duties on the council, the school's assistant principal shall fill that vacancy until a new principal is appointed by the Jordan School District Board of Education, or until such a time that the school's principal regains the ability to fulfill his or her duties on the council.

   In the event that both the school principal and assistant principal are unable to fulfill their duties on the council, and no administrative appointment has been made by the Jordan School District Board of Education, the acting principal and/or the Administrator of Schools overseeing Southland Elementary shall fulfill the principal's duties on the council.

9. **Removing Members**: A council member may be removed from office under the following circumstances:

- **Member Relocation:** Council membership may be discontinued when a member's relocation prevents them from serving on the council.
- **Attendance:** The member fails to attend two consecutive regular council meetings without prior notification to and approval by the council chair or designated officer.

The process for removal is as follows:

Members of the school community council may be removed from their position on the council, with cause, by a two-thirds vote of school community council members at a meeting where notice has been given and a quorum is present.

The council position reserved for the school principal, as mandated by state law, is not subject to removal.

Cause for removal from the school community council includes, but is not limited to, violations of the Code of Conduct adopted by the council's sister organization, the Southland Parent Teacher Organization. That Code of Conduct can be viewed using the following link:

https://southland.jordandistrict.org/wp-content/uploads/sites/37/PTO-Code-of-Conduct_FINAL.pdf

The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

10. **Resignation of members:** A council member may resign from their position by providing written notification to the school principal. The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.
11. **Council Officers**: At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.
12. **Officer Responsibilities**: The chair will conduct meetings, make assignments to council members, and request reports on those assignments. In the chair's absence, the vice-chair will conduct the meetings. The chair may delegate responsibilities to other council members as needed.
13. **Quorum**: A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.
14. **Reporting Conflicts of Interest**: Council members must adhere to the conflict of interest policy established by Jordan School District. Please refer to Policy DP381 for detailed guidelines.
15. **Parliamentary Procedure**: Meetings will be conducted and actions taken according to simplified rules of parliamentary procedure as required by Utah Code § 53G-7-1203. Council actions will be decided by motions and voting, with all votes and motions recorded in the

meeting minutes.

# Simplified 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 |
| Withdrawal of motion | no | no | no | majority |

## Understanding the Motions:

- **Motion:** A formal proposal for the council to take a specific action. A motion must be stated clearly.
- **Second:** Another council member must indicate their support for the motion to allow it to be discussed and voted upon.
- **Discussion:** Once a motion is seconded, council members can offer their input and opinions when recognized by the chair.
- **Voting:** After discussion, the chair will call for a vote on the motion. The outcome depends on the type of motion and the required majority.

- **Calling the Previous Question:** A member can make a motion to end the discussion on the current motion by saying, "I move the previous question." This requires a second and a two-thirds (2/3) vote to pass. If it passes, the council immediately votes on the original motion without further discussion. If it fails, the council continues discussing the original motion. This motion is typically used to expedite the meeting.
- **Tie Vote:** A vote that results in an equal number of votes for and against the motion is considered a lost vote.
- **Main Motion:** This is the primary type of motion used to introduce new business or ideas. Main motions can be debated and amended.
- **Amend a Motion:** A motion to change the wording or details of the main motion. Amendments require a second, are debatable, and require a majority vote.
- **Point of Order:** A member raises a "point of order" if they believe a procedural error has occurred during the meeting. The chair will rule on whether the point is valid.
- **Reconsider:** A motion to bring back a previously decided motion for further discussion and another vote. This motion can only be made by a member who voted on the winning side of the original motion and requires a second and a majority vote.
- **Withdrawal of Motion:** The person who originally made a motion can ask to withdraw it before a vote is taken. This does not require a second or debate and is usually granted by the chair.
- **Close Nominations:** A motion to end the process of nominating candidates for an office. It requires a second and a two-thirds (2/3) vote.