

Rules of Order and Procedure

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, 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 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 council consists of the principal, 3 school employees and 5 parent members, half of whom are elected in even years and half in odd years, although as a new school opening Fall 2021, all members are new. We will work to stagger member terms recognizing it may take a few years to do this. In the event of a tie in the parent group, we will invite both parents to be on the council. In the event of a tie in the employee group (highly unlikely), we will work with the current council to determine if we should add another parent member or have a run-off election in the employee group. The council must have at least two more parent members than employee members.

The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings. If the chair and vice-chair are both absent, the facilitator will conduct the meeting.

The council must have a quorum to vote. A quorum is equal to a majority of council members. If all members are in agreeance on any given topic, a vote will not be required.

If a parent member is absent from two consecutive meetings without notification to the council, 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 will appoint a parent to fill the unexpired term.

The council recognizes there may be potential conflicts of interest of council members. Conflicts of interest are sometimes known before the election or can arise as the year progresses. Potential conflicts of interest should be disclosed to the principal as soon as they are known whether the individual is running for the council or a standing member. The principal will determine if the council or appropriate group needs to be aware of the conflict and inform the needed individuals or group of individuals in a timely manner. Conflicts would include, but not limited to, if a parent member were employed by Nebo School District (that could have impact on their parent status), if the individual is employed by or has a relative employed by a company the council is considering to put funds towards, or if an

individual’s outside employment would create a bias towards any of the council’s functions. In most instances, a conflict of interest would result in the individual recusing him/herself from the choices that would be affected.

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 motions and voting with votes and motions recorded in the minutes.

Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

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

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.

Elections are held in the Fall of each year. When elections are needed, each candidate will be invited to write a short paragraph about him/herself that will be shared with the community as part of the election process (emailed directly to patrons and posted on school website and social media sites). As this is a middle school and multiple schools feed into the school, the council felt as though this would help the community get to know each candidate better.