

**HOWARD R. DRIGGS COMMUNITY COUNCIL**  
**RULES OF ORDER AND PROCEDURE**  
**Adopted May 2013**

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

- Attend council meetings on time and prepared
- Make decisions with the needs of the students as the main objective
- Listen to and value diverse opinions
- Expect accountability and be prepared to be accountable
- Act with integrity

**Rules of Procedure:**

Establishing a quorum. The transaction of business requires the presence of a quorum, which is a majority of the membership. If a quorum is present, the council may proceed to the business on the agenda. If a quorum is not present, a meeting cannot be held.

Appointment of Chair. Following elections, the council will appoint a chair and a vice-chair. The chair will conduct each meeting, and if the chair is absent, another council member may conduct the meeting. The chair will make assignments and request reports on assignments.

Minutes. The vice-chair will take written minutes of each meeting. The minutes will reflect all persons present and will summarize the discussions, including all motions and votes. The vice-chair will distribute the draft minutes to the council before the next meeting for review and correction if necessary. The minutes do not need to be approved by a vote of the council. The minutes shall be kept for three years or as otherwise required by State law.

Agenda. The chair shall prepare the agenda incorporating suggestions and requests from committee members. The agenda may include suggested time periods for each discussion item. The agenda shall be posted according to State law. Agenda items shall take priority over other discussions coming before the council. Topics raised during the meeting may be discussed as time allows but no formal vote may be taken if the topic is not an agenda item. When possible the chair shall try to distribute the agenda and all pertinent materials a week before the council meeting to give the members adequate time to consider the information.

Meeting Schedule; Notice. The meeting schedule, agenda, and minutes from the previous meeting will be posted on the school's website at least one week before the next meeting or as otherwise required by State law. Meetings will be held monthly on a regular schedule. If exigent circumstances require a meeting to be held or rescheduled, the council will post notice of the meeting change as soon as possible or will try to otherwise provide notice to the school community, such as by posting on the school doors and by email.

Open Meetings and Discussion. All meetings are open to the public and the public is welcome to attend. Discussion of agenda items is primarily by the council members and the council may

invite members of the public to participate in a particular discussion at the council's discretion. Public comment should be included as an agenda item and may be subject to time constraints. If there is an agenda item of particular importance, the public is encouraged to communicate with the council members directly. If such communication is in advance of the meeting where the item is on the agenda, the council can better represent the views of the school community.

Motions. A motion shall be made and seconded before a vote is taken. The motion may be made before or after discussion. When a proposal is perfectly clear to the council, a vote can be taken without a motion having been made, but the chair or another member shall express the resolution before it is put to a vote. Motions may be amended or withdrawn by the member that made the motion. Following a vote, there may be a motion to reconsider if made by a member on the prevailing side or if the discussion on the item continues. Any action of the council may be reviewed, reconsidered, reversed, or rescinded by vote on a new motion.

Voting. Votes shall be taken after a motion that is seconded. The chair shall call for a vote. Each council member has one vote and a majority of those present and voting either "yes" or "no" is required for a motion to pass. If there is a tie vote, the motion is lost. All members present should participate in a vote, by voting "yes," "no," or to "abstain" (if a member cannot come to a comfortable conclusion and decides not to vote). Motions and voting are recorded in the minutes. On critical issues, the council shall strive for consensus rather than majority rule whenever possible.

Timeline. 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.