

Hunter High School Rules of Order and Procedure

- Attend council meetings on time and prepared. Members who have unexcused absences for three meetings will be removed from office and will be replaced by appointment of the sitting Council.
- 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 will be made available to all council members at least one week in advance.

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

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.

Voting will be conducted by a vocal cast. For a motion to pass, a quorum must be present, and more than half the votes cast must be affirmative.

When possible, informal discussion will be utilized to address various ideas relating to a motion that is on the table. Rules of courtesy and respect will be enforced by the Chair so that discussions remain civil and productive.

The Chair guides the discussion with as much impartiality as possible while still taking part as an equal voting member.

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 member 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.

A previous decision can be rescinded or reconsidered by the members at any appropriate time.

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
Withdrawal of motion	no	no	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.