

## **Rules of Order and Procedure**

Each council member shall:

- Attend Council meetings on time and be prepared
- Make decisions with the needs of students in mind
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are heard
- Expect accountability and be accountable
- Act with integrity

### **Rules of Procedure:**

All meetings are open to the public and all are welcome to attend.

The agenda of each upcoming meeting with minutes of the prior meeting will be sent to all council members a week prior to the meeting. They will also be posted on the school website.

Minutes will be kept in all meetings to be approved by the council at the next 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, Matthew Graham, 3 school employees are elected in odd years, and 8 parent members, half of whom are elected in even years and half 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 chair conducts the meetings and makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.

The council must have a quorum to vote. A quorum is equal to a majority of council members.

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

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.