

MATHESON JR. HIGH COMMUNITY COUNCIL
RULES OF ORDER FOR CONDUCTING MEETINGS

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.
- Be accountable.

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, will be posted on the school website, in the main office, and at the main entrance of Matheson Jr. High. Patrons who wish to present an agenda item must request time at least ten days prior to a Community Council meeting. Patrons may request time by contacting the Matheson administration and asking for Ms. McCleve or by emailing her at cmccleve@graniteschools.org. Patrons will be granted three minutes to speak.

Starting the Meeting:

At the beginning of each SCC meeting roll will be taken to determine that a quorum is present for the purpose of conducting council business. A majority of members present shall constitute a quorum. Members present will sign the roll so an official list of members present is available. If other community members are present at the meeting they will also sign a guest roll to document their attendance.

The meeting of the council will be conducted by the SCC chair or vice-chair in the absence of the chair. The beginning and ending time of the meeting will be noted in the minutes.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in *53A-1a-108.1(10)*.

A simplified motions of Parliamentary Procedures is attached to this document for reference by the SCC and the public.

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.

Conducting the meeting:

1. The minutes of the previous meeting may be approved by a voice vote. Council members will receive the minutes before the next meeting to determine if any changes are necessary.
2. The next order of business will be to follow the agenda as published.
3. All actions taken will have a recorded vote and no action will be taken on matters that were not previously listed on the posted agenda. All actions will be put forth as a motion and seconded. Civil debate will continue until the final vote. No motion can carry without a simple majority of members present voting in the affirmative. If a member voting in the majority wishes to reconsider their vote they may request for a move to reconsider at the next scheduled meeting. If no motion is made the vote will be considered final and binding.
4. Patrons that wish to speak on any item listed on the agenda may be granted three minutes to address the council giving information or asking questions. Patron's wishing to speak to agenda items must contact the Matheson administration by calling Ms. McCleve at 385-646-5290, or emailing her at cmccleve@graniteschools.org, at least four days prior to the meeting
5. Open Discussion

Concluding the meeting:

The chair or vice chair will ask for items that council members or present community patrons wish to have on the next meeting's agenda.

Any assignments made during the course of the meeting will be reviewed and a date for completion set.

Rules of Order

These rules of order can be amended or expanded at any time by members of the Community Council. Any recommendation for a change in the rules of order must first be posted on the agenda. All rule changes must be approved by a simple majority of those present at the meeting.