

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 discussion
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

All meetings are open to the public

Agenda of each meeting will be posted on the Oakwood website one week before each meeting.

Minutes will be kept of all meetings, and approved at the next meeting.

A timeline will be prepared for the school year that includes meeting minutes and reporting due dates.

The chair/co-chair conducts the meetings, makes assignments and requests.

Meetings will be conducted and action taken by simple parliamentary procedure. Items on the agenda take priority and any actions of the council will be taken by motion and simple vote (2/3 majority needed). The motions and voting are recorded in the minutes.