

William Penn Elementary School Community Council

Rules of Order and Procedure

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

- Attend council meetings on time and be 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
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

All meetings are open to the public. Time limits may be set for public opinions at the discretion of the community council.

The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled 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 chair or vice-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or vice-chair other council members shall conduct meetings.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-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.

A motion (or action to be taken by the council) is stated as a motion. Someone else on the council "seconds" the motion indicated 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. Alternatively, 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 vote. 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. Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

MOTION	DOES IT REQUIRE A 2 ND ?	IS IT DEBATABLE?	CAN IT BE AMMENDED?	IS A VOTE REQUIRED?
Adjourn	No	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.

Election Procedure

Elections will be held in the fall of each year with 10 days' notice given prior to the election. All interested parents can submit their application to join the council during this 10 day period.

Terms for community council are for two years with the beginning date determined by the school consistent with local school board policies. Parent members must have a child at the school at least one of the two years of their term.

The school Principal oversees the election or a designee, and is conducted by means of secret ballots. Ballots for parent elections are deposited in a secure ballot box. Parents elect parent members and the staff elects staff members.

Approximately half of the school's community council seats are up for election each year.

Results of the election will be maintained for three years and made available to the public upon request.

If positions are vacant after the elections, council members will appoint parents to fill positions.

The school community council will elect a chair and vice-chair annually. The chair must be a parent member and the vice-chair may be a parent or school employee member. The principal may not serve as an officer of the council.

If an existing member misses three consecutive meetings, the community council may replace them.