

Rules of Order and Procedure

This Document is prepared to support the Rules of Order and Procedure for the Skyline High School Community Council as required (53G-7-1203(9)).

This document addresses how the council will notice for and conduct elections, including how to break a tie vote, how to hold an electronic meeting that is open to the public and declare a conflict of interest (if required by the school board).

Adopted by the Skyline High School Community Council on 11/16/23

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 the council represents are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.

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

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, and will be posted on the school website. The agenda will include the date, time and location of the meeting, and any proposed action items.

Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.

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, 1 school employee(s) who is/are elected in even years, 2 school employee(s) who is/are elected in odd years, and 4 parent members who is/are elected in even years, 3 parent members who is/are elected in odd years. (Size of the council MUST BE ADOPTED BY VOTE OF THE COUNCIL and consistent with 53G-7-1202. Elections are required to be staggered with half of the council elected each year.)

The chair conducts the meetings, 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 a majority of council members.

To assure a quorum can be present, establish a process to remove and replace a member, as needed.

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.