

## Rules of Order and Procedure

This TEMPLATE is prepared to assist School Community Councils adopt Rules of Order and Procedure as required (53G-7-1203(9)). The template should be reviewed and amended by councils to meet their needs or councils may develop their own.

Consider addressing 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 \_\_\_\_\_ COUNCIL ON \_\_\_\_\_ (DATE) (required)

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. (required)

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

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. (required)

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. (required)

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. (best practice – example on <https://www.schools.utah.gov/schoollandtrust/timelines>)

The council consists of the principal, \_\_\_\_\_ school employee(s) who is/are elected in even years, \_\_\_\_\_ school employee(s) who is/are elected in odd years, and \_\_\_\_\_ parent members who is/are elected in even years, \_\_\_\_\_ 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 (required), 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 (required). 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. (best practice)

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. **(required)**

### Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

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.