

SOUTH SEVIER HIGH 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 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

Council Membership

- A council must have a two-parent majority
- A defined number of school employee and parent seats, with staggered terms, **must** be listed in the Rules of Order and Procedure and filled in an election.
- Unless otherwise specified in the Rules of Order and Procedure and approved by the School Community Council **before** elections, council membership is:
 - High Schools: 7 parent members and 5 school employee members (including the principal)

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.
- 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 shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place.
 1. Prior to the school year, all parents will receive a mailer detailing the opportunity to seek election on the community council.
 2. Eligible candidates need to notify the school office prior to the first day of school to file for election
 3. Eligible candidates will need to attend the first school council meeting in person where elections will take place.
 4. When a full council is not seated in the election or a seat is vacated, the parent members of the council shall appoint members to fill the unfilled parent positions and school employee members shall appoint school employee members.
 5. The council shall elect a chair from the parent memes and a vice-chair from the parent or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.
 - The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-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. The council must have a quorum to vote. A quorum is a majority of council members.
 - 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 and then, 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.

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.

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 no 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.