

RULES OF ORDER & PROCEDURE

District Name / School Name

*Delete all blue text and highlights before posting.**

This optional template is intended to assist School Community Councils in creating Rules of Order & Procedure consistent with law. As a best practice, Rules of Order & Procedure should be reviewed annually by a council, and updated as needed by a vote of the quorum. Prior to holding an election, the council seating must be defined. A council must seat the exact number of parent and school employees listed in the Rules of Order and Procedure.

Required and recommended sections are denoted with the following key:

REQUIRED section

RECOMMENDED section

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:

REQUIRED 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.

RECOMMENDED 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 the preparation of agendas to be sure the council accomplishes its work in a timely manner.

REQUIRED The council shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place. *The process is established by the council and must include:*

- *The steps in the process for electing council members.*
- *how and when the election will be noticed*
- *how and when an eligible candidate may file for election*
- *how and when a vote may be cast (include any or all options)*
 - *in person*
 - *by mail*
 - *or electronic means*
 - *only when a district has an approved election process*
 - *the district or school website has a policy on how to vote electronically*

REQUIRED The council consists of the principal, an ex officio voting member, [] 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. *(A high school must have 10 members (6 parent members and 4 school employee members, including the principal), and all other schools must have 6 members (4 parent members and 2 school employee members, including the principal) OR, the size of the council must be adopted by the council and be consistent with 53G-7-1202. Councils must have a 2-parent majority and elections are required to be staggered with half of the council elected each year.)*

REQUIRED 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 unfilled parent positions and school employee members shall appoint school employee members.

REQUIRED The council shall elect a chair from the parent members 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.

REQUIRED 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 chair may delegate responsibilities to other council members.

REQUIRED The council must have a quorum to vote. A quorum is a majority of council members. *To ensure a quorum can be present, establish a process to remove and replace a member, as needed.*

REQUIRED Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203. Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

RECOMMENDED *Also, consider including sections on:*

- *Public Comment: Outline guidelines for public participation in council meetings.*
- *Agenda Items: Describe how agenda items are proposed and prioritized for council meetings.*
- *Tie-Votes: Explain the procedure for resolving tie votes during council decisions.*
- *Absentee Ballots: If applicable, provide guidelines for absentee voting in council elections.*
- *Electronic Meetings: If the council allows electronic meetings, outline the rules and procedures for conducting them, ensuring compliance with local board policy and 53G-7-1203.*
- *Other Challenges: Address any other anticipated challenges or situations that might arise and provide guidance on how the council should handle them.*
- *Robert's Rules of Order: Create or adopt a standardized framework for conducting meetings and making decisions as a group.*

RECOMMENDED **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** is an action to be taken by the council and is stated as a motion. Someone else on the council "**seconds**" the motion indicating 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 the 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 the procedure has 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.