

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, and the public is welcome to attend.

The agenda of each upcoming meeting with draft minutes of the previous meeting will be made available to all council members at least one week in advance, posted on the school website, and made available in the main office. The agenda will include the date, time and location of the meeting.

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 help prepare agendas to be sure the council accomplishes its work in a timely manner.

The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.

A quorum is defined as a majority of members with the stipulation that the majority must follow the legal composition of the council and have, at a minimum, one more parent than an employee member present to vote.

Meetings shall be conducted, and action is 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. Council action will be taken by motions and voting, with votes and motions recorded in the minutes.

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 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, 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 last 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. Below is a chart outlining Parliamentary Procedure motions.

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 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 of whether the 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 the 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.

Elections:

- Elections for SCC representatives will be held after the September SCC meeting.
 - Notification of available parent member seats, election dates, and the procedure for declaring candidacy will be given within the first two weeks after the September SCC meeting.
- Members will be elected by BES parents via in-person or electronic ballot. The current Chair will

serve through the summer months, assist with SCC elections in the fall, conduct the September meeting and assist the new leadership in the transition.

- Officers will be selected by the SCC during the second meeting of the year. Members may volunteer for leadership positions. Their appointment is confirmed by motion of Parliamentary Procedure.
 - Leadership Positions include:
 - Chair: The chair creates agendas and conducts meetings.
 - Vice-Chair: Works with the Chair and conducts the meetings in the case of the Chair's absence. The Vice-Chair will be elected from either the parent or school employee group which is not represented by the Chair.
 - Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC.

Membership:

The number of School Community Council membership will be four (4) parent representatives and two (2) school employee members, including the principal.

Members, parents, and employees, have an expectation of attendance.

- If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair prior to the meeting.
- If a SCC member misses three (3) meetings during a given school year, they will be invited to provide a written resignation and the respective group (parent or employee) will appoint a replacement.

Meetings:

The BES Community Council will meet a minimum of four (4) times per year, September through May. Meeting dates will be identified and posted within the first two weeks after school starts. The majority of the council must approve the canceling and/or calling additional meetings.

School Community Council (SCC) meetings are subject to Open Meetings Law, Utah Code Title 52, Chapter 4, Section 207; electronic meetings will comply with the law and be publicly noticed, as is any public meeting by this body.

Guests may share appropriate input on subjects that fall under the SCC purview. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. *The items that are appropriate for discussion by School Community Councils include, but are not limited to:*

1. School Improvement Plan (CSIP)
2. School Land Trust Plan
3. Academic needs of the school, with the direction, to determine the greatest academic need of the school for Land Trust Plan expenditures.
4. Assistance in the development of the Staff Professional Development Plan.
5. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
6. Parent/School communication and involvement.

Items not to be discussed by the School Community Council include:

1. Any personnel issues
2. Individual student information