

RULES OF ORDER & PROCEDURE

-Panguitch High School/Garfield County School District-

Adopted by the Council on: October 15, 2026

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

Election Process and Procedures

Notification of the election for new council members will be sent home in paper form with individual students on the first day of school with the packet of information given to every student on that day. Parents have the opportunity to return the paper with name and contact information if they desire to be on the ballot for the current year. The option to email or call the school with the same intent to be added to the ballot is also noted on the paper. The date

that the intended election is to start is also included. The actual election will take place no later than mid September of each school year, but generally within the first two weeks of school.

Using the self nominations from parents, a Google Form is created and emailed to all parents who have given an email on their student information registration process. If a parent is identified as not having an email address, and therefore access to electronic voting, efforts are made to provide a different option to participate in the election process. The length of time that the google form ballot is left open is specified as one week from the date of the advertised election start.

The Google Form automatically collects responses and tallies the number of votes for each candidate. When the voting is complete and closed, the winners of the election are announced publicly through face to face or phone contact with the individual winners and then through a mass email to the public in general.

Election results can be obtained upon request.

It is acceptable to forgo the election if the exact number of candidates needed to fill the open positions on the parent council is equal to the number of self nominations. Those parents will become the parent representatives by default.

If there are fewer self nominations than open positions on the parent council, it becomes the responsibility of the council to identify and appoint parent council members to fill those open positions.

The council consists of the principal, an ex officio voting member, 1 school employee, who is elected every two years and 3 parent members who are elected in even years, and 3 parent members who are elected in odd years. 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.

The council shall elect a chair from the parent members and a vice-chair at the first meeting of the year after the council is seated 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 chair may delegate responsibilities to other council members.

The council must have a quorum to vote. A quorum is a majority of council members.

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.

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 **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.