

# **Pleasant Creek School Community Council**

## **Rules of Order and Procedure**

**Re-Evaluated 5/20/2025**

**Pursuant to Utah Code 53G-7-1203(9) and Administrative Rule R277-491**

### **1. Purpose**

These Rules of Order and Procedure establish a framework for how the Pleasant Creek School Community Council (PCSCC) will conduct its public meetings, fulfill its responsibilities, and ensure transparency, ethical behavior, and community involvement.

### **2. Council Membership**

The Pleasant Creek School Community Council shall consist of the following voting members:

- 1 Principal (required)
- 1 School Employee Member (elected)
- 3 Parent Members (elected)

The council also includes:

- 1 Chair, elected from the parent members
- 1 Vice Chair, elected from either the parent or employee members
- 1 Administrative Assistant, who serves as secretary (non-voting member)

As required by Utah law, the number of parent members must exceed the number of school employee members.

Council members serve two-year terms, with staggered elections to ensure approximately half the council is elected each year:

- In even-numbered years: 2 parent members and the school employee member will be elected.
- In odd-numbered years: 1 parent member and the principal (who serves continuously unless reassigned).

### **3. Council Elections**

Elections for parent and employee positions are held within the first 45 days of the school year.

- Election notice will be given at least 10 days in advance via the school website and other communication channels.
- Nominations are accepted from parents and employees, including self-nominations.
- Voting may be conducted in person or electronically.
- The principal oversees the election process and announces results publicly and promptly.

### **4. Election of Officers**

At the first meeting of each school year, the council will elect by majority vote:

- Chair – must be one of the parent members
- Vice Chair – may be either a parent or school employee member

These officers serve for one year and may be re-elected.

## 5. Responsibilities and Ethical Conduct

Council members agree to:

- Attend meetings on time and come prepared
- Prioritize the needs of students in all decisions
- Listen respectfully to diverse perspectives
- Represent and include the views of their constituencies
- Act with integrity and accountability
- Complete required training before acting on School LAND Trust plans or funds

## 6. Public Meetings

Council meetings are open to the public in accordance with the Utah Open and Public Meetings Act.

- The agenda and draft minutes will be distributed to members and posted publicly at least one week in advance.
- Agendas will include the date, time, location, and any action items to be considered.
- Minutes will be kept for each meeting, approved at the following meeting, and retained for at least three years.
- An annual timeline/calendar will be created outlining deadlines and responsibilities to support timely completion of tasks.

## 7. Public Comment

Members of the public are welcome to attend and provide input.

- A public comment period will be included on each agenda.
- Speakers may be limited to 2 minutes each.
- The council may listen but is not required to respond during the meeting.

## 8. Quorum and Voting

A quorum consists of a majority of the 5 voting members (i.e., at least 3 members).

- Actions require a motion, a second, and a majority vote of those present.
- A tie vote results in the motion failing.
- All motions and voting results will be recorded in the minutes.

## 9. Parliamentary Procedure

Meetings will follow simplified parliamentary procedure, based on Robert's Rules of Order.

Common motions and their requirements are as follows:

| Motion | Second Required | Debatable | Amendable | 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  | Chair rules |  |
| Previous question | Yes | No  | No  | 2/3         |  |
| Reconsider        | Yes | Yes | No  | Majority    |  |
| Withdraw a motion | No  | No  | No  | Majority    |  |

## **10. Member Removal and Vacancies**

**A council member may be removed for:**

- Missing three or more meetings in a school year without notice
- No longer meeting eligibility criteria (e.g., moved, no longer a parent or employee)

**Removal requires a majority vote of the remaining voting members.**

**Vacancies will be filled by:**

1. Offering the position to the next highest vote-getter from the most recent election, or
2. If unavailable, by majority vote of the council.

## **11. Electronic Meetings**

**Electronic meetings may be held when necessary.**

- Proper public notice must be given
- A link or dial-in number must be provided for public access
- All standard meeting procedures apply

## **12. Conflict of Interest**

**Council members must disclose any conflict of interest prior to discussion or voting on an issue, in compliance with district policy. Disclosures will be recorded in the meeting minutes.**

## **13. Agenda Requests**

**The council chair will create the agenda in collaboration with the principal and vice chair.**

- Agenda items may be submitted by council members or the public at least one week in advance.
- The chair determines final agenda items for each meeting.

## **14. Amendments to These Rules**

**These Rules of Order and Procedure may be amended by a majority vote of the full council at any regular meeting, provided the proposed changes are included in the posted agenda.**

## **15. Availability**

**These Rules of Order and Procedure shall be:**

- Available at all council meetings
- Posted on the Pleasant Creek School website
- Provided upon request

