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 Requi	red Deba	atable An	nendable V	ote Required
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Adjourn	Yes	No	No	Majority	
Amend a mo	tion Yes	Yes	Yes	Majority	1
Close nomina	ations Yes	No	Yes	2/3	1
Main motion	Yes	Yes	Yes	Majority	1
Point of orde	r No	No	No	Chair rules	
Previous que	stion Yes	No	No	2/3	1
Reconsider	Yes	Yes	No	Majority	1
Withdraw a r	motion No	No	No) Majori	ty

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

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