RULES OF ORDER & PROCEDURE
Washington County School District-Utah Online School
Adopted by the Council on September 8, 2026

Code & Rule References

The Rules of Order & Procedure adhere to all relevant legal requirements for School Community

Councils and the School LAND Trust Program, as outlined in Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

Council Duties

In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:

- Creating (all components of) the School LAND Trust Plan, to include:
    - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures
- Advising and making recommendations to school and school district administrators and the local school board regarding:
    - the school and its programs
    - school district programs
    - a child access routing plan
    - safe technology utilization and digital citizenship

- other issues relating to the community environment for students

- Partnering with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel

- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles

- Providing input to the school's principal on a positive behaviors plan

Council Member Expectations

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:

1. Training: Council members will receive training to understand their responsibilities. Training is the responsibility of the local school board.
2. Open Meetings: All meetings are open to the public and the public is welcome to attend.
3. Meeting Agendas and Minutes:

a. The agenda of each upcoming meeting, along with draft minutes from the previous meeting, will be made available to all council members at least one week in advance

b. The agenda will be posted on the school website and will include the date, time, and location of the meeting, and any proposed action items.

4. Meeting Minutes: Written minutes will be taken at all meetings. These minutes will be prepared in draft form for approval at the next scheduled meeting. Once approved, minutes will be retained for three years.
5. Annual Timeline: The council will create a timeline for the school year. This timeline will include due dates for all required reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will be used to help prepare meeting agendas and ensure the council completes its work efficiently.
6. Election Procedures:

   a. Annual Elections: On or before October 10th of each academic school year, Majestic Fields Elementary will hold an election for any open community council positions, including the 2-3 annually rotating positions. Majestic Fields Elementary will provide at least 10 days notice of any upcoming Community Council Elections.

   b. Notice of Open Positions: On or before October 1st of each academic school year electronic notice will be given of any open community council positions, including the 2 annually rotating positions. Notification of openings shall be sent out electronically and posted at the school.

   c. Application Process: The school shall provide applications to those interested in running for any open position. All applications for open positions must be submitted at least 15 days prior to the date of the election. Any late submissions will be considered invalid.

d. Election Process: At least 10 days prior to the election Majestic Fields Elementary will notify parents of the upcoming election. Parents will be notified of the location and process of elections during that time frame. Voting will take place in person at Majestic Fields Elementary.

i. Should there only be enough applicants to fill the open positions then no election will be held. If not enough parents apply for open positions then the current council will appoint a parent to the needed open positions.

7. Council Composition: The council's composition ensures a two-parent majority and includes the following members:

   a. The administrator(s) who are ex-officio voting members) (1).

   b. 1 school employee members, half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.

   c. 4 parent members, 2 of which are elected in even-numbered years, and 2 of which are elected in odd-numbered years.

8. Filling Vacancies: If a full council is not elected or if a seat becomes vacant, parent members of the council will appoint individuals to fill vacant parent positions, and school employee members will appoint individuals to fill vacant school employee positions.

9. Removing Members: A council member may be removed from office under the following circumstances:

   a. Member Relocation: Council membership may be discontinued when a member's relocation prevents them from serving on the council.

b. Attendance: The member fails to attend 2 consecutive regular council meetings without prior notification to and approval by the council chair or designated officer.

c. Removal Process: The process for removal is as follows:

i. At least 10 days prior to the meeting, The council will notify a member that the council will be removing them from office during the next Community Council Meeting. They will include the reason for their removal.

ii. During the Council meeting, the chairperson will put forward the action item of removing a member and give the reasoning for the removal.

iii. The potential removed member will have 2 minutes to refute any evidence and present a case for their continued membership on the council if they desire.

iv. The Council will follow parliamentary procedure and a majority vote will remove the member.

v. Should the removed member not attend the meeting, it will be assumed that they have vacated the position, but a vote to remove the member must still be held.

d. Filling the Vacancy for Removed Members: The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

10. Resignation of members: A council member may resign from their position by providing written notification to the secretary of the community council. The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

11. Council Officers: At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a

vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.

12. Officer Responsibilities: The chair will conduct meetings, make assignments to council members, and request reports on those assignments. In the chair's absence, the vice-chair will conduct the meetings. The chair may delegate responsibilities to other council members as needed.

13. Quorum: A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.

14. Reporting Conflicts of Interest: Council members must adhere to the conflict of interest policy established by the Washington County School District. Please refer to WCSD Form 235 for detailed guidelines.

15. Parliamentary Procedure: Meetings will be conducted and actions taken according to simplified rules of parliamentary procedure as required by Utah Code § 53G-7-1203. Council actions will be decided by motions and voting, with all votes and motions recorded in the meeting minutes.

16. Community Council Meetings: 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.

17. Public Comment: All Community Council Meetings are open to the public.

    a. At the beginning of each meeting 5 minutes will be set aside for public comment.

    b. Community members will be given no more than 1 minute to comment during this time.

c. Should large groups of people wish to comment on a similar issue, they shall assign a spokesperson to submit a request and the spokesperson will be given 1 minute to speak for the group.

d. Members of the community wishing to take part in public comment, must submit a request to comment to the community council secretary at least 3 days prior to the meeting.

e. All requests for public comment must include the following information:

i. First and Last Name of Person wishing to comment
ii. Name(s) of Child(ren) currently enrolled at Majestic Fields Elementary iii. Detailed description of the comment

18. Ensuring Order at Respect: Community Council Meetings are essential.
    a. Disruptions that prevent the orderly conduct of these meetings undermine the councils ability to fulfill their roles.
    b. Individuals or groups who cause such disturbances will be removed to maintain the integrity, safety, and fairness of the proceedings.
    c. Council Members will not respond to any comments made during public comment time.
    d. If it is deemed necessary, they will discuss any concerns brought to the council after all Agenda Items have been covered.

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

Understanding the Motions:

- Motion: A formal proposal for the council to take a specific action. A motion must be stated clearly.
- Second: Another council member must indicate their support for the motion to allow it to be discussed and voted upon.
- Discussion: Once a motion is seconded, council members can offer their input and opinions when recognized by the chair.
- Voting: After discussion, the chair will call for a vote on the motion. The outcome depends on the type of motion and the required majority.
- Calling the Previous Question: A member can make a motion to end the discussion on the current motion by saying, "I move the previous question." This requires a second and a two-thirds (2/3) vote to pass. If it passes, the council immediately votes on the original motion without further discussion. If it fails, the council continues discussing the original motion. This motion is typically used to expedite the meeting.

- Tie Vote: A vote that results in an equal number of votes for and against the motion is considered a lost vote.

- Main Motion: This is the primary type of motion used to introduce new business or ideas. Main motions can be debated and amended.

- Amend a Motion: A motion to change the wording or details of the main motion. Amendments require a second, are debatable, and require a majority vote.

- Point of Order: A member raises a "point of order" if they believe a procedural error has occurred during the meeting. The chair will rule on whether the point is valid.

- Reconsider: A motion to bring back a previously decided motion for further discussion and another vote. This motion can only be made by a member who voted on the winning side of the original motion and requires a second and a majority vote.

- Withdrawal of Motion: The person who originally made a motion can ask to withdraw it before a vote is taken. This does not require a second or debate and is usually granted by the chair.

- Close Nominations: A motion to end the process of nominating candidates for an office. It requires a second and a two-thirds (2/3) vote.