

# **Draper Elementary School Community Council**

## **Rules of Order and Procedure**

**To promote ethical behavior and civil discourse each council member shall:**

- Attend council meetings on time and prepared
- Make decisions with the needs of all the students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of the 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.

- Meeting Dates/Times will be posted on the School Website  
<https://draper.canyonsdistrict.org/school-community-council/>

The chair prepares the agenda for each upcoming meeting consulting the Canyon's School District SCC Timeline

- The chair will email the agenda and draft minutes to all SCC members at least one week prior to the meeting
- All SCC members will have access to SCC meeting minutes and agendas via a Google Drive link
- Agendas will include the date, time, location of the meeting and topics that will be discussed

The notetaker will record meeting minutes at every meeting in draft format and send the draft meeting minutes to the chair within 5 days of the meeting

- Draft meeting minutes will be shared with all SCC members via email prior to the next meeting
- SCC members may also access the meeting minutes at any time using the Google Drive link

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

If a parent member misses two meetings, the chair will notify the member that if the member misses an additional meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

Meetings shall be conducted and action 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.

- Action of the council will be taken by motions and voting.
  - A motion (or an action to be taken by the council) is stated as a motion (i.e., “I’d like to motion that we...”).
  - 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 (i.e. “I second that we...”)
  - Then the council members provide input and discussion as called upon by the chair.
  - When discussion seems complete the chair may call for a vote on the motion
    - The council must have a quorum to vote. A quorum is equal to a majority of council members.
    - SCC members can vote “aye” “nay” or “abstained”
  - 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 of 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 motion to call the previous question is usually used to move business along
- The motions and voting are recorded in the minutes

This is chart that could be used if the council feels they would like to use additional 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 if 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 use of the motion to consider. 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

### **Conflict of Interest**

- All Council members will be asked to report any conflict of interest at the first SCC meeting in the Fall and each time an agenda item occurs where a conflict arises.
- Council members to whom some private benefit may come as a result of a Council action must publicly declare a conflict of interest, and follow the recommendation of the Council on participation in the action.
- The benefit may:
  - Be either direct or indirect;
  - Create a material personal gain; or
  - Provide an advantage to self, relations, friends, or groups or associations of loyalty.
- Membership in an association is not of itself a conflict of interest unless it prevents an objective consideration of pertinent information during Council discussion and deliberation.
- The member is not to discuss a matter in which he/she has a conflict of interest with another Council member.
- The Council must decide the level of participation for a Council member who has a conflict of interest.
  - The levels of participation are described as
    - (1) full participation
    - (2) no voting on issues of conflict
    - (3) the Council suggests that the member withdraw from participation in the presentation, discussion or vote.

These Rules of Order and Procedure were adopted by Draper Elementary SCC Council on:  
11/14/2022