

## MaRules of Order and Procedure

**Consider addressing how the council will notice for and conduct elections, including how to break a tie vote, how to hold an electronic meeting that is open to the public and declare a conflict of interest (if required by the school board).**

**ADOPTED BY THE SOUTHLAND SCHOOL COMMUNITY COUNCIL ON MAY 16, 2024**

**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. Meetings will be held with both an in-person meeting option and with the ability for SCC members and others to attend and vote electronically.

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

The council consists of the principal, 1 school employee(s) who is elected in even years, 1 school employee(s) who is elected in odd years, and 2 parent members who are elected in even years, 3 parent members who are elected in odd years. (Size of the council MUST BE ADOPTED BY VOTE OF THE COUNCIL and consistent with 53G-7-1202. Elections are required to be staggered with half of the council elected each year.)

School Community Council elections shall be held in-person during the autumn, preferably over the course of Parent Teacher Conferences. Additionally, elections shall be held concurrently online using a service or platform that ensures anonymity, and offers verification if such a service becomes available.

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

If there is a vacancy in the chair position, the vice-chair will become the chair. If there is any vacancy, other than the council position reserved for the school's principal, the school community council members will nominate eligible

parents or teachers to fill those vacancies until the next election cycle takes place during the next regularly scheduled meeting. If more than a single candidate is nominated to fill a vacancy, the school community council shall select a candidate to fill the vacancy using a majority vote. Should the position of vice chair need to be filled due a vacancy, nominations will be made by sitting members of the school community council to fill that position, following the nomination of any new members.

In the event of a tied vote for a nomination, a coin toss shall be used to break the tie. Alphabetical order, as determined by the nominee’s last name, shall be used to determine which nominee is represented by “heads” and which candidate is represented by “tails”. The nominee whose name appears first alphabetically shall be represented by heads, and the other nominee shall be represented by tails.

Should the council position reserved for the school’s principal be vacated, or if the school’s principal is unable to fulfill his or her duties on the council, the school’s assistant principal shall fill that vacancy until a new principal is appointed by the Jordan School District Board of Education, or until such a time that the school’s principal regains the ability to fulfill his or her duties on the council.

In the event that both the school principal and assistant principal are unable to fulfill their duties on the council, and no administrative appointment has been made by the Jordan School District Board of Education, the acting principal and/or the Administrator of Schools overseeing Southland Elementary shall fulfill the principal’s duties on the council.

Members of the school community council may be removed from their position on the council, with cause, by a two-thirds vote of school community council members at a meeting where notice has been given and a quorum is present.

The council position reserved for the school principal, as mandated by state law, is not subject to removal.

Cause for removal from the school community council includes, but is not limited to, violations of the Code of Conduct adopted by the council’s sister organization, the Southland Parent Teacher Organization. That Code of Conduct can be viewed using the following link:

[https://southland.jordandistrict.org/wp-content/uploads/sites/37/PTO-Code-of-Conduct\\_FINAL.pdf](https://southland.jordandistrict.org/wp-content/uploads/sites/37/PTO-Code-of-Conduct_FINAL.pdf)

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

Used by some organizations to assist those new to the process

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

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
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** (or an action to be taken by the council) is stated as a motion. 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. Then the council members may provide **input and discussion** as called upon by the chair. When 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 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 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.