Rules of Order and Procedure for Nebo View Elementary Community Council

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 you represent 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.
- ➢ 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 shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place. The process is established by the council.
- ➢ The council consists of the principal, an ex officio voting member, 1 school employee, who is elected in even years,1 school employee 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.
- ➢ Election Procedures:
    - o If there is a need for an election, it will be announced to parents through Seesaw on the last day that candidates can file for election. The election will then be held at least ten days from that announcement. The dates for the election will be given in that same message. Election information will also be posted on the school website.
    - o Eligible positions will be posted on the Community Council page of the school website and in writing at the front doors of the school during the first week of August.
    - o Votes can be cast in person, by secret ballot, in the office of Nebo View Elementary. Two days will be assigned for casting votes and will take place 10 days after the public was informed of the election.
- ➢ When a full council is not seated in the election or a seat is vacated, the parent members of the council shall appoint members to fill unfilled parent positions and school employee members shall appoint school employee members.
- ➢ Removing Members: A council member may be removed from office under the following circumstances:
    - o Member Relocation**:** Council membership may be discontinued when a member's relocation prevents them from serving on the council.

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

The process for removal is as follows: a council member makes a formal motion to remove the member, another member must second the motion for discussion to begin, the council discusses the issue, allowing the member in question to respond (if present), a vote is taken and requires a supermajority (two-thirds) for removal, the member is then formally notified of the charges and the outcome. If removed, the council would follow procedures above for filling the vacancy.

- The council shall elect a chair from the parent members and a vice-chair from the parent or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.
- 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 chair may delegate responsibilities to other council members.
- The council must have a quorum to vote. A quorum is a majority of council members.
- 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.
- A motion (or 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 and then, 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.
    - 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 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.

## 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 |