SCC 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 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:

All meetings are open to the public and the public is welcome to attend.

Community Council membership terms are for two years.

Parents, guardians, and school employees will receive notice about the opportunity to serve on the Community Council through registration packets each July and will need to return their forms by the first of August to be placed on the ballot.

The council consists of the principal, two school employees who are elected every two years, and five parent members-three of whom are elected in odd years and two in even years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome. Community Council membership terms are for two years. Those currently serving on the council may reapply when their term is completed as long as they will have a student at the school in the upcoming year.

Elections will be held in August at the beginning of each school year during school registration, if needed.

The Council will nominate a chair from the parent group and a vice chair from either the parent or employee group yearly. Parliamentary Procedure will be used for this process.

If a member moves away or fails to attend 3 consecutive meetings, they will be replaced by the candidate who had the next highest vote at the current school year's Community Council election. If there is not a candidate available, the Community Council will recruit a member to replace them for the rest of the year. The new member would have to reapply for the position for the upcoming year.

If a council member can no longer serve, the remaining members will appoint a parent to fill the unexpired term.

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.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

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 its work in a timely manner.

The chair, a co-chair, or other appointee conducts the meetings, makes assignments, and requests reports on assignments.

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. The motions and voting are recorded in the minutes.

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, 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.

Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

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

• 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 of whether procedure has 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.