

# **RULES OF ORDER & PROCEDURE**

## **-Nebo School District, Salem Jr. High School-**

**Adopted by the council on September 12, 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. In order to address the council, a community member must contact the council chair or facilitator prior to the meeting and be added to the agenda. They will have an allotment of three minutes to address the council, at which point they will be informed as to how to expect a response.

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

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, 2 parent members who are elected in odd years.

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.

The council shall elect a chair from the parent members and a vice-chair at the first meeting of the year after the council is seated each year.

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. To ensure a quorum can be present, establish a process to remove and replace a member, as needed.

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.

Points to consider:

- The Council shall give public notice at least once each year of its annual regular council meeting schedule. The public notice shall specify the date, time and place of the regular council meeting.
- The agenda for all council meetings shall provide reasonable specificity to notify the public as to the topics to be considered at the council meeting. The School Community Council Facilitator will prepare the agenda for each meeting after consulting with the School Community Council Chair and the principal. Others wishing to have an item placed on the agenda shall submit the item to the Facilitator, or council chair at least seven (7) days prior to the scheduled meeting.
- The School Community Council Chair will use the publicized agenda to run each meeting. If the Chair is absent the Co-Chair will run the meeting.
- Voting shall be made by either a show of hands or a verbal indication such as "aye" or "nay" on each motion.

### **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
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** is an action to be taken by the council and is stated as a motion. Someone else on the council "**seconds**" the motion indicating 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 the 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 the 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.