RULES OF ORDER AND PROCEDURE

MGMS School Community Council
Morgan School District
Rules of Order and Procedure
Revised October 21, 2026

Ethical Behavior and Civil Discourse

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

1. Council Membership and Elections

Mountain Green Middle School will maintain a school community council (the "council") with the following membership:

Membership category	Number	Elected in even years	Elected in odd years
Principal	1	Automatic member	Automatic member
School employees (other than the principal)	2	0	2
Parent members	8	3	5
Total council members	**11**	**3**	**7**

The principal serves as an automatic voting member. Parent members will outnumber school employee members by at least two.

Elections. Parent and school employee members will be elected separately in accordance with Utah Code 53G-7-1202 and Utah Admin. Code R277-491. Parents and guardians of MGMS students vote for parent members. School employees vote for school employee members.

Notice and nominations. Council openings will be announced at least 10 days before the election through email. Any parent or guardian of a student who attends or will attend MGMS may run for a parent seat. Any MGMS employee may run for a school employee seat. Candidates submit their names by email or form submitted to the main office during the nomination period.

Voting. Voting will be held online via email during the voting period. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

Staggered terms. Members serve two-year terms. Elections are staggered: three parent members are elected in even-numbered years; two school employees and five parent members are elected in odd-numbered years.

Unfilled positions and vacancies. If a seat is not filled by election, or a seat becomes vacant mid-term, remaining parent positions will be filled by appointment of the existing parent members, and employee positions by the existing employee members, for the unexpired term.

2. Member Removal and Resignation

A member may be removed for repeated absences, for relocation, or for no longer meeting the eligibility requirements for the seat.

Absences. If a member is absent from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council may consider the seat vacant. The remaining parent members can then appoint a parent to fill the unexpired term of a parent seat; the remaining employee members can appoint a school employee to fill the unexpired term of an employee seat.

Relocation or change in eligibility. A parent member whose children no longer attend or will not attend MGMS, or a school employee member who is no longer employed at MGMS, will be considered to have vacated the seat. The chair will confirm the vacancy with the member and record it in the minutes.

Removal process. The chair notifies the member in writing by email before any seat is declared vacant. The council records the vacancy and any appointment in the minutes.

Resignation. Members may resign by notifying the chair in writing. Vacancies will be filled as described in Section 1.

3. Council Officers and Responsibilities

At the first meeting following annual elections, the council will elect a parent chair and a vice-chair who is a parent or school employee. Officers are elected by majority vote of members present when a quorum is present. The principal may not serve as an officer.

The chair conducts the meetings, makes assignments and requests reports on assignments. The chair also establishes agendas, oversees minutes, shares available School LAND Trust resources and encourages public participation. The chair may delegate responsibilities. The secretary records meeting minutes and prepares them in a document and sends to the chair.

In the absence of the chair, the vice-chair shall conduct meetings.

4. Meetings and Public Access

Public meetings. All meetings are open to the public and the public is welcome to attend. All deliberations and actions will take place in open meetings; no portion of a meeting may be closed.

Annual timeline. The council will prepare an annual meeting schedule. At least one week before each meeting, the school will post the date, time, location, agenda, and previous meeting minutes on its website.

Agendas and notice. 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, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting. Topics will be listed with sufficient detail. Final action may be taken only on items properly noticed agenda items. Members may propose agenda items by contacting the chair [at least ___ days before the agenda is posted].

Minutes. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Minutes will record attendance, topics discussed, decisions, motions and individual votes, public comments, and other proceedings requested by members. Minutes are public records and will be retained for at least three years.

Emergency meetings. The council may hold an emergency meeting for unforeseen urgent matters with approval from a majority of members, attempted notice to all members, and the best practicable public notice.

Public comment. Public comment occurs at the beginning of the meeting as noted on the agenda. Public comment may be submitted to the school secretary via email and read at the meeting. To make a comment in person, please notify the chair in advance. All public comment will be limited to two minutes.

Electronic meetings. Members may participate electronically, and meetings may be held electronically, consistent with Utah Code 53G-7-1203 and Morgan School District policy, at the advance request (at least 8 days advance notice) by any council member or member of the public. If any meeting will be transmitted electronically, a link will be included with the agenda.

5. Quorum, Voting and Parliamentary Procedure

The council must have a quorum to vote. A quorum is equal to a majority of council members: 6 of 11 members.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in Utah Code 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes. Unless otherwise required, motions pass by a majority of votes cast. A tie vote is a lost vote.

Simplified parliamentary procedures:

1. A member makes a motion and another member seconds it.
2. The chair invites discussion and amendments.
3. The chair calls for a vote and announces the result.
4. Members may raise a point of order if procedures are not followed.
5. Ending debate early requires a two-thirds vote.

Alternatively, a member may “call the previous question” (a motion to end discussion of the first motion). This requires a second and, without discussion, a 2/3 vote. If it passes, the chair directly calls for a vote on the first motion; if it fails, the council goes back to discussing the first motion. A vote to call the previous question is usually used to move business along.

Simple motions of parliamentary procedure

Motion	Requires a 2nd?	Debatable?	Can be amended?	Vote required
Main motion	Yes	Yes	Yes	Majority
Amend a motion	Yes	Yes	Yes	Majority
Previous question	Yes	No	No	2/3
Close nominations	Yes	No	Yes	2/3
Reconsider	Yes	Yes	No	Majority
Withdrawal of motion	No	No	No	Majority
Point of order	No	No	No	Ruled on by chair
Adjourn	Yes	No	No	Majority

- 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. Only one who voted on the prevailing side may make this motion.
- A person who made the motion may withdraw the same motion.

6. Conflicts of Interest

A member with a potential conflict of interest on an agenda item will disclose it to the council before discussion of that item begins. The disclosure and the member's decision to participate or abstain will be recorded in the minutes.

7. Council Responsibilities and Training

The council will develop and oversee the MGMS School LAND Trust Plan, fulfill its other advisory responsibilities, and report at least annually to the local school board on the plan, programs, practices and expenditures.

The council will encourage community participation and recruit candidates for open positions.

Council members will complete required annual training. The principal will provide the required annual school safety report to the council.

8. Adoption and Annual Review

The council will review these Rules of Order and Procedure annually and approve any revisions by vote before implementation.

The adopted rules will be posted on the school website and made available at every public council meeting.