

RULES OF ORDER & PROCEDURE
Morgan High School/ Morgan School District

Adopted by the Council on 1/27/2026

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. Public comment may be submitted to the council via email to be read at the meeting. To make a comment in person please notify the chair in advance. Comment will be limited to two minutes.

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. All agenda items are due to the chair 10 days before the meeting.

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.

Elections will be held each September as directed by the district. Notice of elections must be provided at least 10 days in advance of the vote. The notice must include the positions that are available, dates and times of elections, and instructions for becoming a candidate. Parents will be notified electronically, and a notice will be posted at the school. Morgan School District currently participates in an approved electronic voting system. Voting is required unless the number of applications does not exceed the number of open positions. The start of the term will be begin immediately after the election when all new members are notified. If a parent position on a school community council remains unfilled after an election is held, the other parent members of the council shall appoint a parent or parents to fill the open seats.

The council consists of the principal, an ex officio voting member, 2 school employee(s), who are elected in even years, 2 school employee(s) who are elected in odd years, and 4 parent members who are elected in even years, 3 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 and secretary 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. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

If a parent member is physically absent from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council can consider the seat vacant and the remaining parent member can appoint a parent to fill the unexpired term. Members may periodically attend meetings electronically by notifying the chair at least one day in advance.

If a parent member vacates the term at any time, the parent council will appoint a parent to fill the open position for the remainder of the term. Any conflict of interest must be immediately reported to the MHS SCC Chair or the school principal.

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.

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 **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.

- 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.